Agenda
Borough of Hightstown
Reorganization Meeting

January 1, 2016 12 Noon

First Aid Building

Meeting called to order by Mayor Lawrence Quattrone.

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

Flag Salute

Swearing-In Ceremony:
- Councilmember Susan Bluth
- Councilmember Seth Kurs

Invocation

Recognition of Dignitaries

Approval of Agenda

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

Resolution 2016-01: Electing Council President for 2016

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 #	**Title**
2016-02	Appointing Borough Officials
2016-03	Appointing and Authorizing an Agreement for Borough Attorney – Frederick C. Raffetto. Esq.
2016-04	Appointing and Authorizing an Agreement for Borough Engineer – Carmela Roberts.
2016-05	Appointing and Authorizing an Agreement for Labor Counsel – Elizabeth M. Garcia
2016-06	Appointing and Authorizing an Agreement for Borough Planner – Tamara Lee

2016-07	Appointing and Authorizing an Agreement for Municipal Prosecutor – Robert H. Yostembski, Esq.
2016-08	Appointing and Authorizing an Agreement for Professional Grant Writing Services – Triad Associates
2016-09	Appointing and Authorizing Agreements for Professional Engineering Services - Project Engineers
2016-10	Appointing Council Liaisons
2016-11	Appointing Boards, Commissions and Committees
2016-12	Adopting Robert's Rules of Order
2016-13	Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings
2016-14	Approving the Borough Council Meeting Schedule for 2016
2016-15	Designating Certifying Agent for Pension Funds
2016-16	Authorizing Issuance of Interim Checks
2016-17	Designating Official Borough Newspapers
2016-18	Authorizing Petty Cash Funds
2016-19	Authorizing 2016 Temporary Operating Budget – Current
2016-20	Authorizing 2016 Temporary Operating Budget – Water/Sewer
2016-21	Adopting Cash Management Plan
2016-22	Establishing the Rate of Interest to be Charged on Delinquent Taxes
2016-23	Authorizing Depositories for Borough Accounts
2016-24	Establishing 2016 Schedule of Holidays and Borough Business Hours
2016-25	Granting Authority for Approval of Certain Purchases

Council Comments

Mayor's Address - Mayor Lawrence Quattrone

Adjournment

Resolution 2016-01

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ELECTING COUNCIL PRESIDENT FOR 2016

WHEREAS, there exists a need to fill the position of Council President for 2016; 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 2016.

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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

Resolution 2016-02

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS FOR 2016

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

Deputy Municipal Clerk

Margaret Riggio	1 yr.	December 31, 2016

Joint Insurance Fund Commissioner

Henry Underhill	1 yr.	December 31, 2016

Alternate Joint Insurance Fund Commissioner

Debra L. Sopronyi	1 yr.	December 31, 2016

Assessment Search Officer

Debra L. Sopronyi	1 yr.	December 31, 2016

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

Debra L. Sopronyi	1 yr.	December 31, 2016

Recycling Coordinator

Ken Lewis	1 yr.	December 31, 2016

Clean Communities Coordinator

Ken Lewis	1 yr.	December 31, 2016

Safety Coordinator

Ken Lewis	1 yr.	December 31, 2016

Prosecutor

Richard Kelly	1 yr.	December 31, 2016

Public Defender

Gus Siggelakis	1 yr.	December 31, 2016

Alternate Prosecutors

#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2016
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2016
#3 – Betha Scott, Esq.	1 yr.	December 31, 2016
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2016

#5 – Lenor Hannah, Esq.	1 yr.	December 31, 2016
#6 – Reed Gusciora, Esq.	1 yr.	December 31, 2016
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 2016

Zoning Officer

George Chin	1 yr.	December 31, 2016

Housing Inspectors

George Chin	1 yr.	December 31, 2016
David Bell	1 yr.	December 31, 2016

Building Inspector

George Chin	1 yr.	December 31, 2016

Fire Protection Official

Chad Reed	1 yr.	December 31, 2016

Summer Recreation Director

Larry Gunnell	1 yr.	December 31, 2016

Borough Historian

Charles Stultz III	1 yr.	December 31, 2016

Class I Officer

Chad Reed	1 yr.	December 31, 2016

School Crossing Guards

Bryan P. Conlon	1 yr.	December 31, 2016
Carl Jantz	1 yr.	December 31, 2016
Donna Reed	1 yr.	December 31, 2016

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-03

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LEGAL SERVICES – FREDERICK C. RAFFETTO, ESQ.

WHEREAS, one (1) proposals was opened on December 1, 2015 for the professional legal services for the year 2016; and

WHEREAS, there exists the need for specialized legal services for the Borough during 2016; and

WHEREAS, it is the desire of Borough Council to appoint Frederick C. Raffetto, Esq. of Ansell Grimm & Aaron of Ocean, New Jersey as Borough Attorney effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed $75,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is awarded as a "fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Frederick C. Raffetto, Esq. for professional legal services for the year 2016.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-04

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – CARMELA ROBERTS

WHEREAS, there exists the need for specialized engineering services during 2016; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed $50,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed $17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Roberts Engineering Group has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance

with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group is a firm whose engineers are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-05

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LABOR COUNSEL SERVICES – ELIZABETH M. GARCIA, ESQ.

WHEREAS, there exists the need for specialized municipal labor counsel services during 2016; and

WHEREAS, the Borough Council wishes to appoint Elizabeth M. Garcia, Esq. of Parker McCay, PA of Mount Laurel, New Jersey as Borough Labor Counsel effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed $25,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed $17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Parker McCay, PA has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Elizabeth M. Garcia, Esq. regarding the above-referenced professional municipal labor counsel services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance

with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Parker McCay, PA is a firm whose municipal auditors are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2015-06

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING SERVICES – TAMARA LEE CONSULTING, LLC

WHEREAS, one (1) proposals was opened on December 1, 2015 for the professional planning services for the year 2016; and

WHEREAS, there exists the need for specialized planning services for the Borough during 2016; and

WHEREAS, it is the desire of Borough Council to appoint Tamara Lee Consulting, LLC of Hopewell, New Jersey as Borough Planner effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed $15,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is awarded as a "fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Tamara L. Lee, PP, AOCP, LLA, ASLA for professional planning services for the year 2016.

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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

Resolution 2016-07

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL MUNICIPAL PROSECUTOR SERVICES – ROBERT H. YOSTEMBSKI, ESQ.

WHEREAS, there exists the need for specialized Municipal Prosecutor services relative to the municipal court during 2016; and

WHEREAS, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed $17,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed $17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Robert H. Yostembski, Esq. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Robert H. Yostembski, Esq. regarding the above-referenced professional

Municipal Prosecutor services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Robert H. Yostembski, Esq. is authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-08

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL GRANT WRITING SERVICES – TRIAD ASSOCIATES

WHEREAS, there exists the need for specialized grant writing services during 2016; and

WHEREAS, the Borough Council wishes to appoint Stephen Lingle of Triad Associates of Vineland, New Jersey as Grant Writer effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall be determined by project and approved by the Borough Council; and,; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed $17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Triad Associates has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Triad Associates regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance

with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Triad Associates is a firm whose grant writers are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-09

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES – PROJECT ENGINEERS

WHEREAS, there exists the need for professional engineering services for 2016 pertaining to various projects in the Borough; and

WHEREAS, the Borough Council wishes to appoint a pool of Engineers from which they may chose to perform various engineering services for projects in the Borough; and

WHEREAS, the Borough Council wishes to appoint the following as Project Engineers for 2016:

Carmela Roberts, Roberts Engineering Group, Hamilton, New Jersey

Eric C. Betz, Hatch Mott MacDonald, Freehold, New Jersey

Herbert Seeburger, Van Cleef Engineering Assoc., Hamilton, New Jersey

WHEREAS, the cost for the proposed services shall be determined by project and approved by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the anticipated term of these appointments is for one (1) year, and may only be renewed upon further action of the Borough Council; and

WHEREAS, these contracts are awarded as a "fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest the agreements as stated herein for professional engineering services for the year 2016.

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-10

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:

DENISE HANSEN	Water and Sewer Departments Environmental Commission Housing Authority
SETH KURS	Hightstown First Aid Squad
LEE STULTS	Construction/Inspections Department Downtown Hightstown
STEVE MISIURA	Hightstown Engine Co. #1
CONNOR MONTFERRAT	Public Works Department Board of Health Historic Preservation Commission
SUSAN BLUTH	Finance and Administration Departments Parks and Recreation Cultural Arts Commission

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-11

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2016 - 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

Steve Misiura	1 yr.	December 31, 2016

Environmental Commission

Joshua Jackson	3 yrs.	December 31, 2018
Gary Grubb	3 yrs.	December 31, 2018
Vacant – Alt. #2	2 yrs.	December 31, 2017

Board of Health

Dr. John Laudenberger	3 yrs.	December 31, 2018
Elizabeth Morley	3 yrs.	December 31, 2018
Nancy Distelcamp	Ux. 3 yrs.	December 31, 2017
Vacant – Alt. #2	Ux. 3 yrs.	December 31, 2017

Cultural Arts Commission

Kim Boknoski – Parks & Recreation	1 yr.	December 31, 2016
Catherine Rodrigue – Peddie School	1 yr.	December 31, 2016
Heather Lisk – School Staff	1 yr.	December 31, 2016
Frank Rivera	3 yrs.	December 31, 2018
Barbara Harrington	3 yrs.	December 31, 2018
Paul Mordetsky	3 yrs.	December 31, 2018
Michael Fabian – Alt. #1	1 yr.	December 31, 2016
Sue Howard – Alt. #2	1 yr.	December 31, 2016

Housing Authority

Yolanda Swiney	5 yrs.	December 31, 2020

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

BOROUGH OF HIGHTSTOWN

MAYOR'S APPOINTMENTS
JANUARY 1, 2016

Police Commissioner

Councilmember Seth Kurs	1 yr.	December 31, 2016

Planning Board

Bill Searing, Class II member	1 yr.	December 31, 2016
John Lane	4 yrs.	December 31, 2019
Fred Montferrat	4 yrs.	December 31, 2019
Joseph F. Balcewicz – Alt. #1	2 yrs.	December 31, 2017

Parks and Recreation Commission

Stacey Judge	5 yrs.	December 31, 2020

Historic Preservation Commission

Phillippe Cardoso	4 yrs.	December 31, 2019
Rich Teller	4 yrs.	December 31, 2019
Jean M. Ruggiero Mair – Alt. #1	2 yrs.	December 31, 2017
Keith White – Alt. #2	Ux. 2 yrs.	December 31, 2016

Resolution 2016-12

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-13

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2016:

A. **Conduct at Meetings.**

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.

9. Meetings shall be conducted in accordance with these regulations and Robert's Rules of Order for items not covered in these regulations.

B. **Addressing the Mayor and Council.**

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. During the "Public Comment" portion(s) of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.

2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.

3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-14

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2016

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 2016 and for the first meeting in 2017 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:

2016 SCHEDULED COUNCIL MEETING DATES

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

MONDAY	December 19

2017 Meetings

SUNDAY, January 1 at 12 Noon	Reorganization Meeting
TUESDAY	January 3

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-15

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-16

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 2016, 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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

Resolution 2016-17

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 2016.

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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Resolution 2016-18

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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

Resolution 2016-19

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2016 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 2015 current budget, exclusive of appropriations for capital improvement fund and debt service, is $1,634,616.42;

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 2016 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling $1,614,100.00 for Operating and $442,000.00 for Capital and Debt Service 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 1, 2016.

_____

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
2016 Temporary Budget - Current

GENERAL GOVERNMENT	
Administration Office	
Salaries and Wages	20,000.00
Other Expenses	800.00
Mayor & Borough Council	
Salaries and Wages	7,000.00
Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	24,000.00
Other Expenses	4,000.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	25,000.00
Other Expenses	8,000.00
Grant Writing and Administration	
Other Expenses	4,000.00
Data Processing / IT	
Salaries and Wages	1,300.00
Other Expenses	12,000.00
Collection of Taxes	
Salaries and Wages	15,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	35,000.00
Other Expenses	5,000.00
Legal Services and Costs	
Other Expenses	70,000.00
Engineering Services & Costs	
Other Expenses	15,000.00
Historic Preservation Commission	
Other Expenses	400.00
LAND USE ADMINISTRATION	
Planning Board	
Salaries and Wages	7,000.00
Other Expenses	15,000.00

Borough of Hightstown
2016 Temporary Budget - Current

INSURANCE	
Insurance	
Insurance Deductibles	1,500.00
General Liability and Property	30,000.00
Worker's Compensation	80,000.00
Health Benefit Waiver	5,000.00
Employee Group Health	170,000.00
PUBLIC SAFETY FUNCTIONS	
Police	
Salaries and Wages	360,000.00
Other Expenses	40,000.00
Police Fire & Radio Communications	
Salaries and Wages	
Other Expenses	20,000.00
Emergency Management Services	
Other Expenses	500.00
Fire Department	
Other Expenses	10,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	4,500.00
Other Expenses	4,000.00
First Aid Organization	
Other Expenses	8,000.00
Municipal Prosecutor	
Other Expenses	4,000.00
PUBLIC WORKS FUNCTIONS	
Streets & Roads Maintenance	
Salaries and Wages	45,000.00
Other Expenses	20,000.00
Snow Removal	
Other Expenses	4,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	15,000.00
Other Expenses	16,000.00
Buildings & Grounds	
Salaries and Wages	18,000.00
Other Expenses	25,000.00

Borough of Hightstown
2016 Temporary Budget - Current

PUBLIC WORKS FUNCTIONS(continued)	
Recycling	
Salaries and Wages	21,000.00
Other Expenses	20,000.00
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	18,000.00
Other Expenses	3,000.00
Environmental Commission	
Other Expenses	300.00
PARKS AND RECREATION FUNCTIONS	
Maintenance of Parks	
Salaries and Wages	15,000.00
Other Expenses	2,000.00
Parks & Recreation Commission	
Other Expenses	3,000.00
COMMON OPERATING FUNCTIONS	
Postage. Shipping & Express	
Other Expenses	4,000.00
Celebration of Public Events	500.00
UTILITIES AND BULK PURCHASES	
Electricity	
Other Expenses	15,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	13,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	13,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	23,000.00

Borough of Hightstown
2016 Temporary Budget - Current

LANDFILL/SOLID WASTE	
Landfill Disposal Costs	
Other Expenses	52,000.00
Recycling Tax	2,000.00
CODE ENFORCEMENT	
Construction Official	
Salaries and Wages	32,000.00
Other Expenses	2,500.00
Housing Code Enforcement	
Salaries and Wages	11,000.00
Other Expenses	500.00
STATUTORY EXPENDITURES	
Social Security	45,000.00
Defined Contribution Retirement Plan	2,000.00
Length of Service Awards	35,000.00
SHARED SERVICES AGREEMENTS	
Senior Citizens Program Service Center	
Other Expenses	14,000.00
Landfill Disposal Costs(Roosevelt Borough)	10,000.00
Borough Clerk Services	
Salaries and Wages	6,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00
Emergency Medical Services	6,000.00
Vehicle Maintenance Services	8,100.00
TOTAL TEMPORARY BUDGET	**1,614,100.00**
CAPITAL APPROPRIATIONS	
Capital Improvement Fund	15,000.00
MUNICIPAL DEBT SERVICE	
Payment of Bond Principal	340,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	82,000.00
TOTAL CAPITAL AND DEBT SERVICE	**442,000.00**

Resolution 2016-20

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2016 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 2015 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is $591,880.80.

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 2016 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling $590,000.00 for Operating and $840,000.00 for Debt Service 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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
2016 Temporary Budget - Water/Sewer

Appropriations for Water/Sewer Utility	
Operating:	
Salaries and Wages	203,000.00
Other Expenses	370,000.00
Statutory Expenditures:	
Social Security (O.A.S.I.)	17,000.00
TOTAL TEMPORARY BUDGET - WATER/SEWER	**$590,000.00**
DEBT SERVICE	
Bond Principal	555,000.00
Bond Interest	85,000.00
Wastewater and Water supply Loans	200,000.00
TOTAL DEBT SERVICE	**$840,000.00**

Resolution 2016-21

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 2016 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 2016 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 1, 2016.

_____
Debra L. Sopronyi
Borough Clerk

BOROUGH OF HIGHTSTOWN
County of Mercer, New Jersey

Cash Management Plan
FY 2016

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 of 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
MORGAN STANLEY CHASE BANK
TD BANK
DEAN WITTER
WELLS FARGO BANK
FIRST CONSTITUTION BANK
PROVIDENT BANK
BANK OF PRINCETON
FULTON BANK
MBIA-MUNICIPAL INVESTORS SERVICE CORPORATION
NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM
NEW JERSEY CASH MANAGEMENT
PNC BANK
SANTANDER BANK
BANK OF AMERICA
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.XC. 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, 2016 to December 31, 2016. 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 2016-22

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-23

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 1, 2016; 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:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer

George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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:**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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):**

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk
Henry Underhill, Borough Administrator

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-24

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING 2016 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 2016 and the first week of 2017:

January 1	New Years' Day (Friday)
January 18	Martin Luther King, Jr. Day (Monday)
February 15	Presidents Day (Monday)
March 25	Good Friday (Friday)
May 30	Memorial Day (Monday)
July 4	Independence Day (Monday)
September 5	Labor Day (Monday)
October 10	Columbus Day (Monday)
November 11	Veterans Day (Friday)
November 24	Thanksgiving Day (Thursday)
November 25	Day after Thanksgiving (Friday)
December 26	Christmas Day (Monday)
January 2	New Years Day (Monday)

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 set forth below:

1. During the period running from May 27, 2016 thru September 2, 2016, offices at Borough Hall will be open according to the following schedule:
   Monday, Tuesday and Wednesday .....8:00 a.m. to 5:30 p.m.
   Thursday.....8:00 a.m. to 4:30 p.m.
   Friday .....Closed

2. This arrangement shall not impact police officers, public works employees and sewer plant employees.

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, 2016.

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Debra L. Sopronyi
Borough Clerk

Resolution 2016-25

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, the governing body may delegate the power to award purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member; and

WHEREAS, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Qualified Purchasing Agent to approve purchases, contracts and agreements through State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.;* and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Qualified Purchasing Agent is hereby authorized to approve purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member without further action from Council, provided that funds are available to cover the expenditure. Purchase approvals made by the Qualified Purchasing Agent by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*

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 1, 2016.

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Debra L. Sopronyi
Borough Clerk