

OPEN SESSION

Mayor Robert Patten called the meeting to order at 12:05 p.m. and read the Open Public Meetings Act statement which stated that adequate notice and posting of the meeting had taken place in accordance with the requirements of P.L. 1975, Chapter 231.

ROLL CALL 2008 COUNCIL

	PRESENT	ABSENT
<i>Mayor Patten</i>	✓	
<i>Councilmember Bond</i>	✓	
<i>Councilmember Harinxma</i>		✓
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Rosenberg</i>	✓	
<i>Councilmember Schneider</i>	✓	
<i>Councilmember Sikorski</i>	✓	

Also in attendance: Candace Gallagher, Borough Clerk/Administrator, and James M. Eufemia, Chief of Police.

SWEARING-IN OF NEW COUNCILMEMBERS

Mayor Patten administered the oath of office to the newly-elected Councilmembers Isabel McGinty and Michael Theokas, saying that it was his honor to do this for "two fantastic people in our community."

Ms. McGinty was accompanied by her husband, Curtis Crowell, and Mr. Theokas by his father, Charles Theokas. Both new Councilmembers received standing ovations and stated that they were humbled and honored by this opportunity, and would do all that they can to serve the Borough well. They then took their seats on the dais.

INVOCATION AND FLAG SALUTE

The invocation was led by Bob Turton, Pastor of the Gospel Mission Corps and Interim Pastor of the First Baptist Church of Hightstown.

The flag salute was followed by the roll call of the 2009 Council.

ROLL CALL 2009 COUNCIL

	PRESENT	ABSENT
<i>Mayor Patten</i>	✓	
<i>Councilmember Bond</i>	✓	
<i>Councilmember McGinty</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Schneider</i>	✓	
<i>Councilmember Sikorski</i>	✓	
<i>Councilmember Theokas</i>	✓	

Also in attendance: Candace Gallagher, Borough Clerk/Administrator

APPROVAL OF AGENDA

The agenda was moved by Councilmember Sikorski, seconded by Councilmember Bond and unanimously approved as submitted.

PROCLAMATIONS

HONORING RYAN ROSENBERG

Mayor Patten read aloud and presented to outgoing Councilman Ryan Rosenberg a proclamation in his honor.

Councilmember Bond addressed those in attendance to offer a special acknowledgement of all that Councilmember Rosenberg accomplished during his three years as a member of the governing body. "He was new in town," Mr. Bond said, "but once in, he first digested what was going on and then got involved." Mr. Bond praised Councilmember Rosenberg's work with the Environmental Commission, the Economic Development Committee and Borough-owned properties, noting his development of a brochure for the Greenways, his initiative of biannual "Clean and Green Team" cleanups, his work to ensure enforcement of sign ordinances and compliance with property maintenance regulations, and his involvement with the new downtownhightstown.org website. "He did a lot," Councilmember Bond said, "and should be commended. We'll miss him."

Council President Sikorski echoed Councilmember Bond's commendations, noting that Mr. Rosenberg learned quickly, gave a lot of himself, and made a difference in the Borough.

Mr. Rosenberg thanked the governing body for the honor, and thanked Council President Sikorski for encouraging him to get involved and acting as a mentor. He promised that he will continue to work through the downtown Hightstown group "to make Hightstown the best town that it can be."

HONORING CONSTANCE HARENDZA-HARIXMNA

Mayor Patten noted that outgoing Councilmember Constance Harinxma is currently out of the country, but will receive her proclamation at a later date. "She is also someone," the Mayor said, "who took time out to dedicate herself to the Borough. We're fortunate to have wonderful people to serve our community."

RECOGNITION OF DIGNITARIES

Mayor Patten noted the presence of the following dignitaries at this meeting: Assemblywoman Carol Casagrande; Freeholders Ann Cannon, Dan Benson and Keith Hamilton; former Mayor Scott Caster, former Councilmembers Jane Cox (who, Mayor Patten said, also represents her husband, former Mayor Harold "Skip" Cox, now deceased), Eugene Sarafin, Ron Sackowitz, Nancy Walker-Laudenberger, and Torrington Watkins. He thanked them all for their service.

Assemblywoman Casagrande spoke briefly to say that she looks forward to working with the Borough. "As leaders," she said, "we face enormous challenges. If uncertain times call for certain leaders, Hightstown is in good hands. If we can leave our minds open, look for innovations, and work together for the good of our communities, we will have a successful 2009 and rise to meet those challenges."

PUBLIC COMMENT

Mayor Patten opened the floor for public comment.

Phyllis Deal, 305 Stockton Street, wished everyone a Happy New Year and thanked Council for seeing that the trees in front of her house and along Stockton Street were trimmed so that the branches are no longer tangled in the wires there.

Eugene Sarafin, 600-628 South Main Street, stated that this marks his 43rd New Year's Day reorganization meeting and that he hopes it will be his last. "I hope some will have the courage to move that we dissolve the Borough," he said, adding that his calculations show that we would save \$2.2 million by merging with East Windsor Township.

No one else came forward and the floor was closed.

RESOLUTION 2009-01, ELECTING COUNCIL PRESIDENT FOR 2009

Councilmember Quattrone nominated Councilman Walter L. Sikorski to serve once again this year as Council President, and his motion was seconded by Councilmember Schneider.

Roll Call: Councilmembers Bond, McGinty, Quattrone, Schneider, Sikorski and Theokas voted yes.

Resolution adopted, 6-0.

Council President Sikorski spoke briefly to thank Ms. Gallagher for keeping the Borough operating on a day-to-day basis and for "putting up with me each day." He also thanked his fellow Councilmembers and said that he looks forward to working with them in 2009. "The public sees our monthly meetings and they do not realize that Council members work behind the scenes," he said. "They study the issues before they come to vote. Also, they serve on various subcommittees that take time and effort on their part." Mr. Sikorski also commended Mayor Robert Patten, noting that, despite some differences, "he has worked in a cooperative way with me during the past year."

Council President Sikorski expressed three wishes for 2009: "One – for the recall petition to end without rancor. Two – for Council to revisit the Mill project with new eyes. And three – that the Borough survives the budget crisis in 2009."

Mayor Patten commended Council President Sikorski for working well with everyone and with him.

RESOLUTION 2009-01 ELECTING COUNCIL PRESIDENT FOR 2009

WHEREAS, there exists a need to fill the position of Council President for 2009; and

WHEREAS, it is the desire of the Borough Council to elect Walter L. Sikorski to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Walter L. Sikorski is hereby elected as Council President for the year 2009.

2009 APPOINTMENTS

Resolutions 2009-02 through 2009-05 were moved by Council President Sikorski and seconded by Councilmember Quattrone.

Roll Call: Councilmembers Bond, McGinty, Quattrone, Sikorski, Schneider and Theokas voted yes.

Resolutions adopted, 6-0.

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

		Term	Term expiration
Municipal Attorney:	Frederick Raffetto, Esq. Ansell Zaro Grimm & Aaron 1500 Lawrence Avenue, CN 7807 Ocean, New Jersey 07712	1 year	December 31, 2009
Special Labor Counsel:	Richard J. Shaklee, Esq. McLaughlin Gelson, LLC 1305 Campus Parkway, Suite 200 Neptune, New Jersey 07753	1 year	December 31, 2009
Municipal Engineer:	Carmela Roberts, P.E. 1670 Whitehorse-Hamilton Square Road Suite C-2 Hamilton, NJ 08690	3 years	December 31, 2011
Municipal Auditor:	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, 2009
Municipal Planner:	Tamara Lee Tamara Lee Consulting, LLC 156 Lindbergh Road Hopewell, New Jersey 08525	1 year	December 31, 2009
Bond Counsel:	Edward J. McManimon, III McManimon & Scotland, LLC One Riverfront Plaza, Fourth Floor Newark, New Jersey 07102	1 year	December 31, 2009

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, 2009

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

Planning Board

Walter L. Sikorski, Councilmember

1 yr.

December 31, 2009

Environmental Commission

Paul Byrne	3 yrs.	December 31, 2011
Barbara Jones	3 yrs.	December 31, 2011
Mellany Alio, Alternate #1	2 yrs.	December 31, 2010

Hightstown Housing Authority

Kathy Patten	5 yrs.	December 31, 2013
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Board of Health

Skye Gilmartin	3 yrs.	December 31, 2011
Sarah Kluxen	3 yrs.	December 31, 2011
Ann Dandurand	3 yrs.	December 31, 2011
Linda Harrington, Alternate #1	2 yrs.	December 31, 2010

Economic Development Committee

Dylan Ross	Ux 2 yrs.	December 31, 2009
Ashley Hutchinson	2 yrs.	December 31, 2010
William Gilmore	2 yrs.	December 31, 2010
Vicki Hayes	2 yrs.	December 31, 2010
Councilmember Michael Theokas, Ex Officio	1 yr.	December 31, 2010

RESOLUTION 2009-04 RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2009 - BOROUGH OFFICIALS

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

Deputy Borough Clerk

Leona Baylor	1 yr.	December 31, 2009
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Deputy Tax/Water/Sewer Collector

Arlene O'Rourke	1 yr.	December 31, 2009
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Joint Insurance Fund Commissioner

Candace B. Gallagher	1 yr.	December 31, 2009
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Alternate Joint Insurance Fund Commissioner

James M. Eufemia	1 yr.	December 31, 2009
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Assessment Search Officer

Candace B. Gallagher	1 yr.	December 31, 2009
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Public Agency Compliance Officer (P.A.C.O.)

Leona Baylor	1 yr.	December 31, 2009
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Public Defender

Richard Kelly	1 yr.	December 31, 2009
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Alternate Public Defender

Gus Siggelakis	1 yr.	December 31, 2009
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Alternate Prosecutors

#1 - Sahbra Smook-Jacobs, Esq.	1 yr.	December 31, 2009
#2 - Lenore N. Hannah, Esq.	1 yr.	December 31, 2009
#3 - Renee La Marre-Summers, Esq.	1 yr.	December 31, 2009
#4 - Edward Hunter, Esq.	1 yr.	December 31, 2009
#5 - Kim Augustus Otis, Esq.	1 yr.	December 31, 2009

Zoning Officer

William Schmeling	1 yr.	December 31, 2009
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Housing Inspectors

Thomas Murray	1 yr.	December 31, 2009
George Chin	1 yr.	December 31, 2009

Building Inspector

George Chin	1 yr.	December 31, 2009
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Fire Protection Inspector

Thomas Murray	1 yr.	December 31, 2009
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Summer Recreation Director

Larry Gunnell	1 yr.	December 31, 2009
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Borough Historian

Dr. David Martin	1 yr.	December 31, 2009
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School Crossing Guards

James Coleman	1 yr.	December 31, 2009
Carl Jantz	1 yr.	December 31, 2009
Ron Shekero	1 yr.	December 31, 2009
Maria Sterns	1 yr.	December 31, 2009

RESOLUTION 2009-05

APPOINTING COUNCIL LIAISONS

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

M. JEFFREY BOND

Water and Sewer Departments
Finance and Administration

ISABEL MCGINTY

Environmental Commission

LAWRENCE D. QUATTRONE

Parks and Recreation Commission
First Aid Squad
Public Works

DAVID SCHNEIDER

Municipal Court
Borough-owned properties

WALTER L. SIKORSKI

Construction/Housing/Fire Code
Enforcement Board of Health
Historic Preservation Commission

MICHAEL THEOKAS

Economic Development Committee
Fire Department

MAYOR'S APPOINTMENTS

The following Mayor's appointments were listed and included in the meeting packet:

INSERT

CONSENT AGENDA

Resolutions 2009-06 through 2009-18 were moved by Council President Sikorski and seconded by Councilmember Bond.

Roll Call: Councilmembers Bond, McGinty, Quattrone, Schneider, Sikorski and Theokas voted yes.

Resolutions adopted, 6-0.

RESOLUTION 2009-06 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 2009.

RESOLUTION 2009-07 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.

RESOLUTION 2009-08 APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE FOR THE YEAR 2009

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 2009 and for the first two meetings in 2009, will be held at **7:00 p.m.**, unless otherwise noted, at the Municipal Building at 148 North Main Street, Hightstown, on the following dates:

TUESDAY (Monday holiday)	January 20
MONDAY	February 2
TUESDAY (Monday holiday)	February 17
MONDAY	March 2
MONDAY	March 16

MONDAY	April 6
MONDAY	April 20
MONDAY	May 4
MONDAY	May 18
MONDAY	June 1
MONDAY	June 15
MONDAY	July 6
MONDAY	July 20
MONDAY	August 3
MONDAY	August 17
TUESDAY (Monday holiday)	September 8
MONDAY	September 21
MONDAY	October 5
MONDAY	October 19
MONDAY	November 2
MONDAY	November 16
MONDAY	December 7
MONDAY	December 21

2010 Meetings

Friday, January 1 Reorganization Meeting, 12 noon
Monday, January 4 Regular Meeting, 7:00 p.m.

RESOLUTION 2009-09 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.

RESOLUTION 2009-10 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 2009, 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.

RESOLUTION 2009-11 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

RESOLUTION 2009-12 AUTHORIZING 2009 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 2008 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,470,767.01;

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 2009 Temporary Operating Budget (Current), as detailed on the annexed Schedule¹, totaling \$1,377,850.00 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.

RESOLUTION 2009-13 AUTHORIZING 2009 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

¹ Temporary current budget is included at the end of these 1/1/09 minutes.

WHEREAS, 26.25 percent of the total appropriations in the 2008 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$613,528.52;

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 2009 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule², totaling \$583,500.00 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.

RESOLUTION 2009-14 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.

RESOLUTION 2009-15 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 2009 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 2009 which is attached hereto and made a part hereof³ is hereby adopted.

² Temporary water-sewer budget is included at the end of these 1/1/09 minutes.

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, 2009; 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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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 Account**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/Administrator

³ Plan is on file in the Borough Clerk's office with the original copy of Resolution 2009-15.

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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/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)**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, Chief Financial Officer
Candace B. Gallagher, Borough Clerk/Administrator

BE IT FURTHER RESOLVED, that the Borough Clerk/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.

RESOLUTION 2009-17 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 which total less than the bidding threshold; and

WHEREAS, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Borough Administrator to approve purchases, contracts and agreements up to \$5,000.00, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, it is the further desire of the Mayor and Council to authorize the Borough Administrator and Chief Financial Officer to jointly approve purchases, contracts and agreements which total between \$5,000.01 and \$10,000.00, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*;

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

1. The Borough Administrator is hereby authorized to approve any purchases, contracts and/or agreements which total up to \$5,000.00 without further action from Council, provided that funds are available to cover the expenditure.
2. The Borough Administrator and Chief Financial Officer are hereby authorized to jointly approve any purchases, contracts and/or agreements which total between \$5,000.01 and \$10,000.00 without further action from Council, provided that funds are available to cover the expenditure. Any such expenditure must be approved by both the Borough Administrator and the Chief Financial Officer.
3. Purchase approvals made by the Borough Administrator and/or Chief Financial Officer 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.*

RESOLUTION 2009-18 APPOINTING BOROUGH TAX COLLECTOR

WHEREAS, due to the resignation of Nancy Martin, there exists a vacancy in the office of Borough Tax Collector; and

WHEREAS, it is the joint recommendation of the Chief Financial Officer and Borough Administrator that Kathryn Monzo of Columbus, New Jersey be appointed to fill this position effective January 5, 2009; and

WHEREAS, Ms. Monzo is a Certified Tax Collector pursuant to the Laws of the State of New Jersey, holding Certificate #T-1562; and

WHEREAS, *N.J.S.A. 40A:9-142* provides that a vacancy in the office of Tax Collector other than due to expiration of term shall be filled by appointment for the unexpired term; and

WHEREAS, Ms. Martin was serving as Tax Collector for a four-year term ending December 31, 2009;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Kathryn Monzo of Columbus, New Jersey is hereby appointed to the office of Borough Tax Collector, effective January 5, 2009, for the remainder of the four-year term ending December 31, 2009.

MAYOR'S ADDRESS

At this time, Mayor Robert Patten presented his annual Mayor's address, the full text of which is included at the end of these 1/1/09 minutes.

BENEDICTION

The benediction was offered by Pastor Bob Turton.

Upon motion by Council President Sikorski, seconded by Councilmember Bond and unanimously approved, the meeting was adjourned at 12:48 p.m.

Respectfully submitted,

Candace B. Gallagher, RMC
Borough Clerk

Borough of Hightstown
2009 Temporary Budget - Current

GENERAL GOVERNMENT

Administration Office	
Salaries and Wages	4,350.00
Other Expenses	500.00
Mayor & Borough Council	
Salaries and Wages	5,000.00
Other Expenses	750.00
Municipal Clerk	
Salaries and Wages	22,750.00
Other Expenses	2,100.00
Office Supplies & Paper Products	
Other Expenses	5,500.00
Financial Administration	
Salaries and Wages	22,150.00
Other Expenses	5,200.00
Data Processing / IT	
Salaries and Wages	1,200.00
Other Expenses	5,200.00
Collection of Taxes	
Salaries and Wages	4,000.00
Other Expenses	3,000.00
Assessment of Taxes	
Salaries and Wages	4,200.00
Other Expenses	2,600.00
Municipal Court	
Salaries and Wages	46,000.00
Other Expenses	3,250.00
Legal Services and Costs	
Other Expenses	11,000.00
Litigation	
Other Expenses	11,000.00
Engineering Services & Costs	
Other Expenses	5,200.00
Historic Preservation Commission	
Other Expenses	100.00

LAND USE ADMINISTRATION

Planning Board	
Salaries and Wages	8,000.00
Other Expenses	10,000.00

INSURANCE

Insurance	
Other Expenses	1,000.00

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	350,500.00
Other Expenses	8,350.00
Police Fire & Radio Communications	
Salaries and Wages	27,000.00
Other Expenses	1,500.00
Emergency Management Services	
Other Expenses	100.00
Fire Department	
Other Expenses	7,800.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,150.00
Other Expenses	1,000.00
Emergency Medical Services	
Other Expenses	57,200.00
Municipal Prosecutor	
Other Expenses	3,000.00

PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance	
Salaries and Wages	51,000.00
Other Expenses	5,200.00
Snow Removal	
Salaries and Wages	1,000.00
Other Expenses	1,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	31,200.00
Other Expenses	10,000.00
Buildings & Grounds	
Salaries and Wages	23,000.00
Other Expenses	3,000.00
Recycling	
Salaries and Wages	28,100.00
Other Expenses	10,000.00
Vehicle Maintenance	
Other Expenses	5,200.00
Community Services Act	
Other Expenses - Miscellaneous	22,000.00

HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)	
Salaries and Wages	38,000.00
Other Expenses	1,000.00
Environmental Commission	
Other Expenses	1,600.00

PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	17,200.00
Other Expenses	1,600.00
Parks & Recreation Commission	
Other Expenses	500.00

COMMON OPERATING FUNCTIONS

Postage, Shipping & Express	
Other Expenses	4,200.00

UTILITIES AND BULK PURCHASES

Electricity	
Other Expenses	12,500.00
Street Lighting	
Other Expenses (075 Street Lighting)	16,500.00
Telephone / Telegraph	
Other Expenses	16,500.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	26,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	13,500.00

LANDFILL/SOLID WASTE

Landfill Disposal Costs	
Other Expenses	47,000.00

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	26,000.00
Other Expenses	2,000.00
Housing Code Enforcement	
Salaries and Wages	12,000.00
Other Expenses	500.00

STATUTORY EXPENDITURES

Social Security	37,500.00
Insurance:	
General Liability and Property	42,000.00
Worker's Compensation	89,000.00
Other Liability / Surety Premiums	1,000.00
Employee Group Health	82,000.00

Interlocal Municipal Service Agreements

Implementation of 911	
Salaries and Wages	25,000.00
Other Expenses	10,400.00
Senior Citizens Program Service Center	
Other Expenses 158 Senior Citizens Program	9,150.00
Health Services	
Other Expenses	10,850.00
TOTAL TEMPORARY BUDGET	1,377,850.00

MUNICIPAL DEBT SERVICE

Payment of Bond Principal	90,000.00
Interest on Bonds	224,085.00
Interest on Notes	0.00
TOTAL DEBT SERVICE	314,085.00

**Borough of Hightstown
2009 Temporary Budget - Water/Sewer**

Appropriations for Water/Sewer Utility

Operating:

Salaries and Wages	245,000.00
Other Expenses	290,000.00

Statutory Expenditures:

P.E.R.S.	21,000.00
Social Security (O.A.S.I.)	27,500.00

TOTAL TEMPORARY BUDGET - WATER/SEWER **\$583,500.00**

DEBT SERVICE

Bond Principal	150,000.00
Bond Interest	120,000.00
Interest on Notes	
Loan Payment:-Principal	246,601.00
Loan Payment:-Interest	19,000.00
TOTAL DEBT SERVICE	\$535,601.00

NEW YEAR'S DAY 2009 MESSAGE

by

MAYOR ROBERT F. PATTEN
BOROUGH of HIGHTSTOWN

Happy New Year....2009! The year ahead will be full of challenges as we face the financial realities that exist for all municipalities and the State of New Jersey. We need to remember author Stephen Covey's advice on effectiveness and efficiency when he said, "***We may be very busy, we may be very efficient, but we will also be truly effective only when we begin with the end in mind.***"

For us, "**the end**" that we have in mind is a budget that does not include an increase in property taxes. That is the essence of zero based budgeting. This Council is charged with doing this and each councilmember has committed him/her self to finding the solution to this challenge. We will all be working together on this in the next few months and we welcome the public's presence and ideas as we do so. The Yankee adage, that my wife is so fond of telling me, "Use it up, wear it out, make do or do without," has taken on real significance and we consider all our options this year.

We can point with pride to the many steps we have taken to reduce our 2008 budget--our automated garbage collection, our shared services with other communities, our staffing in which we are doing more with less, our use of technology and plans for clean and efficient solar power. We will continue to find ways and add them to the list of efforts being made as we cope with the realities of the current economy. Our controllable costs of operating have been reduced by about 25%; however, our minimal or uncontrollable costs have risen by more than that.

Council members, please carefully review our 2008 budget and our Extraordinary Aid Application for CY 2008. You will find that the borough is running efficiently and effectively. However, there are circumstances beyond our control; namely, the school and the county taxes. They make up about 75% of our total property tax bill. And, yet, the council is the target of criticism because the borough sends out the bills.

Here is a portion of the language in the borough's application to the State of New Jersey for Extraordinary Aid in 2008:

>"In discussing the need for Extraordinary Aid, it is important to note that Hightstown Borough and East Windsor Township share a regional school district. Not only do our school taxes continue to escalate at an alarming rate, but three of the District's six schools (including its only high school) are located within the Borough and fall under our jurisdiction. Our police department responds to approximately 150 calls each year at the high school alone, a cost which has been absorbed solely by the Borough's taxpayers, and which is far in excess of the Borough's appropriate share. (The Borough's share of school taxes is less than 14%.)"

>"With respect to the public schools and other tax exempt entities, our residents bear a dual financial burden: these tax exemptions not only reduce our ratable base substantially, but we also incur the costs of providing them with police protection and other services, and they serve a wider community than merely the Borough itself. For example:

*The Post Office located in the Borough services all of Zip Code 08520, the zip code for Hightstown and East Windsor Township.

*Hightstown is home to 12 houses of worship, each of which serves not only Hightstown but several of our surrounding communities.

*The Cedar Hill Cemetery is a large 18 acre tax-exempt property located in Hightstown that serves a much larger community."

Council, the municipal portion (25%) of the property tax bill is the target for your consideration in 2009. The State of New Jersey is in very bad economic times. It must reduce spending to offset reduced revenues. Small and large businesses are shuttering doors. Our residents are loosing their jobs and cutting expenditures to fight this economic recession. Can you do the same? I trust that the answer is "YES!" because you care.

To our fellow Hightstonians, rest assure that we will consider any and all possibilities that will bring benefit and tax relief to you.

There are joys ahead as well as the challenges; however, it is a matter of viewing the glass as being half empty or half full....as we go forward. One of the aspects contributing to the fullness of our town is itsspirit.

What defines Hightstown? We have called it the “Heartbeat of New Jersey,” ...”One square mile of paradise,”the “jelly” in the donut...the sweet part, of course! But, when you think about what makes our town really unique,it’s the spirit that prevails, through good times and not so good times, that, I believe, defines us as a strong and vibrant group of people.

Hightstown--your town, my town and ”Our Town”-- thrives on its volunteers! In 2008, our volunteers outdid themselves with a year of wonderful events:

- The Fountain at the Point and the Phase III project of our downtown revitalization from Rogers Avenue to Academy Street.
- Downtown Hightstown Committee and its website [www. Downtown Hightstown.org](http://www.DowntownHightstown.org).
- The local designation of the Stockton Street Historic District through the efforts of the Historic Preservation Commission.
- The 6th Annual Community Fair with over 5000 people in attendance and the committee’s purchase of five pedal boats which helped to generate a source of funding for the Parks & Recreation Commission.
- The Parks & Recreation Commission’s first annual Triathlon (coordinated by Darek Hahn) with 70 participants diving into Peddie Lake, bicycling and running throughout our town’s streets. The proceeds went to help fund the skate park that Rick Pratt has spearheaded.
- The first annual Halloween Home Decorating Contest, coordinated by Kathy Patten, which had twenty residences participating.
- The Downtown Hightstown first annual Winter Holiday Business Decorating Contest.
- K&B Tattoo Shop’s Annual Christmas Toy Collection Drive for HPD/EWPD PBAs.
- All done on the same day: The Historical Society and Historic Preservation Commission’s Porch Tourand the Memorial Day Paradeand Joe Mannino’s 160 foot long hoagie that raised funds for the Christina Walsh Foundation.

- The Animal Welfare Committee's Second Annual Paws Walk with over 150 happy dogs and their owners walking throughout Hightstown ...and no doggie droppings left as evidence.....and its efforts in three years to Trap, Neuter, Release or Adopt 170 cats and to have 60 felines adopted.
- The Borough's May and the Apollo Lodge's October borough-wide Yard Sales with proceeds going to great humanitarian causes.
- The establishment of the Community Solidarity Group to promote a community wide understanding and appreciation for our population's diversity.
- The Rocky Brook Garden Club and Santa's elves who decorated the entire downtown for the holidays...on a sub-freezing morning in November. Thank you to Chris Moraitis and the Tellers for creating a spirit for the winter holidays.
- The fabulous historical society's volunteers for its House Tour and green-thumb volunteers of the Rocky Brook Garden Club for its Garden Tour this summer.
- We need to honor those unsung heroes and organizations who are constantly contributing to the well-being of our wonderful town.
- And finally, our incredible Fire Department with its 250 calls answered this year and monthly average of 100 hours by its volunteers, led by Fire Chief John Archer, who is retiring from his office after ten years of extraordinary leadership.

All of these events took place for the benefit of our town... we are blessed by the presence of our volunteers who seem to know very well this quote by Marjorie Moore:

“Volunteerism is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.”

We all owe our hundreds of community volunteers our greatest thanks for creating the kind of community in which we all want to live! Yes, it's that community spirit that prevails in Hightstown. It does define us as a powerful group of people, a real small-town community, a wonderful model of Americana at its best!

Again, have the best year of your life in 2009! Thank you for joining us today.