

Meeting Minutes
Hightstown Borough Council
Regular Meeting
January 3, 2011 6:00 pm

The meeting was called to order by Mayor Kirson at 6:00 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

ROLL CALL

	PRESENT	ABSENT
<i>Councilmember Bibens</i>	✓	
<i>Councilmember Gilmartin</i>	✓	
<i>Councilmember McGinty</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Woods</i>	✓	
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Herbert Massa, Borough Administrator; and George Lang, Chief Financial Officer.

Resolution 2011-02 Executive Session

Council President Quattrone moved resolution 2011-02, Council President McGinty seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-02

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on January 3, 2011 at approximately 6:00 pm in the Council Chambers that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Personnel – Professional Service Appointments & Acting Treasurer Position

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: April 3, 2011, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Council re-convened into open session at 7:45 pm.

The meeting was called to order by Mayor Kirson at 7:50 pm and he again read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The Flag Salute was followed by Roll call which had remained the same. Hussam Chater of the firm Ansell Grimm & Aaron, Acting Borough Attorney, had joined the meeting during executive session and was now in attendance.

Council President McGinty moved that the agenda be amended by removing the three minute limit for public comment and that resolution 2011-15 be moved up on the agenda to be heard before resolution 2011-13; Councilmember Quattrone seconded. All approved.

The Mayor opened Public Comment Period I and the following individuals spoke during the period: Phyllis Deal, 305 Stockton Street; Lawrence Jones, 348 Stockton Street; Gail Doran, 201 Hutchinson Street; Dan Buriak, 194 Stockton Street; Eugene Sarafin, 628 S. Main Street; Rob Thibault, 504 S. Main Street; Susan Bluth, 42 Dennis Court; Walter Sikorski, 326 N. main Street and Scott Caster, 12 Clover Lane.

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

Resolution 2011-03 Designating Official Borough Newspapers

Council President McGinty moved resolution 2011-03, Councilmember Gilmartin seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-03

*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 2011.**Resolution 2011-04 Adopting Robert's Rules of Order**

Resolution 2011-04 Adopting Robert's Rules of Order

Council President McGinty moved resolution 2011-04, Councilmember Quattrone seconded.

Council President McGinty gave an explanation of the resolution.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-04

*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.

Resolution 2011-05 Approving the Borough Council Meeting Schedule for 2011

Council President McGinty moved resolution 2011-05, Councilmember Gilmartin seconded.

There was discussion regarding the meeting start time and dates; amendments were made to the resolution.

Council President McGinty moved resolution 2011-05 as amended, Councilmember Musing seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-05

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2011**

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 2011 and for the first two meetings in 2012, will be held at **7:30 p.m.**, unless otherwise noted, at the Municipal Building at 148 North Main Street, Hightstown, on the following dates:

2011 SCHEDULED COUNCIL MEETING DATES

MONDAY	January 3
TUESDAY (Monday holiday)	January 18
MONDAY	February 7
TUESDAY (Monday holiday)	February 22
MONDAY	March 7
MONDAY	March 21
MONDAY	April 4
WEDNESDAY (Monday & Tuesday Holiday)	April 20
MONDAY	May 2
MONDAY	May 16
MONDAY	June 6
MONDAY	June 20
TUESDAY (Monday holiday)	July 5
MONDAY	July 18
MONDAY	August 1
MONDAY	August 15
TUESDAY (Monday holiday)	September 6
MONDAY	September 19
MONDAY	October 3
MONDAY	October 17
MONDAY	November 7
MONDAY	November 21

MONDAY
MONDAY

December 5
December 19

2012 Meetings

MONDAY, January 2
MONDAY, January 9

Reorganization Meeting, 7:30 p.m.
Regular Meeting, 7:30 p.m.

Resolution 2011-06 Designating Certifying Agent for Pension Funds

Council President McGinty moved resolution 2011-06, Councilmember Gilmartin seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-06

*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.

Resolution 2011-07 Authorizing Issuance of Interim Checks

Council President McGinty moved resolution 2011-07 with the amendment that "Acting" be added to the title of Treasurer, Councilmember Gilmartin seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-07

*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 Chief Financial Officer (CFO) to oversee the issuance of checks by himself, or by the Borough Acting Treasurer at the CFO's direction, for the purpose of payroll and/or emergency payments between Council meetings during 2011, 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 2011-08 Authorizing Petty Cash Funds

Councilmember Quattrone moved resolution 2011-08, Council President McGinty seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-08

*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 Acting 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 2011-09 Authorizing 2011 Temporary Operating Budget - Current

Councilmember Quattrone moved resolution 2011-09, Council President McGinty seconded.

There was discussion and Council President McGinty moved that resolution 2011-09 be amended to include "Acting" to the title of Treasurer, Councilmember Quattrone seconded.

Discussion followed, with Council Members asking that Borough administrators provide further information relating to the matters presented in this Resolution at the next Council meeting.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-09

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

AUTHORIZING 2011 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 2010 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,543,892.72;

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 2011 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,450,546.00 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 Acting Treasurer, Chief Financial Officer and Borough Auditor.

GENERAL GOVERNMENT

Administration Office	
Salaries and Wages	15,000.00
Other Expenses	500.00
Mayor & Borough Council	
Salaries and Wages	5,000.00
Other Expenses	600.00
Municipal Clerk	
Salaries and Wages	21,000.00
Other Expenses	2,500.00
Office Supplies & Paper Products	
Other Expenses	5,500.00
Financial Administration	
Salaries and Wages	22,000.00
Other Expenses	6,500.00
Data Processing / IT	
Other Expenses	7,000.00
Collection of Taxes	
Salaries and Wages	10,000.00
Other Expenses	3,000.00
Assessment of Taxes	
Salaries and Wages	4,300.00
Other Expenses	2,600.00
Municipal Court	
Salaries and Wages	45,000.00
Other Expenses	4,000.00
Legal Services and Costs	
Other Expenses	40,000.00
Engineering Services & Costs	
Other Expenses	8,000.00
Historic Preservation Commission	
Other Expenses	100.00

LAND USE ADMINISTRATION

Planning Board	
Salaries and Wages	5,000.00
Other Expenses	10,000.00

INSURANCE

Insurance	
General Liability and Property	30,000.00
Worker's Compensation	80,000.00
Other Liability / Surety Premiums	1,000.00
Employee Group Health	120,000.00

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	350,000.00
Other Expenses	12,000.00
Police Fire & Radio Communications	
Salaries and Wages	27,000.00

Other Expenses	2,000.00
Emergency Management Services	
Other Expenses	100.00
Fire Department	
Other Expenses	8,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,500.00
Other Expenses	1,000.00
Emergency Medical Services	
Other Expenses	3,500.00
Municipal Prosecutor	
Other Expenses	4,000.00

PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance	
Salaries and Wages	60,000.00
Other Expenses	7,000.00
Snow Removal	
Other Expenses	2,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	22,000.00
Other Expenses	10,000.00
Buildings & Grounds	
Salaries and Wages	21,000.00
Other Expenses	6,000.00
Recycling	
Salaries and Wages	28,100.00
Other Expenses	10,000.00
Vehicle Maintenance	
Other Expenses	10,000.00
Community Services Act	
Other Expenses - Miscellaneous	20,000.00

HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)	
Salaries and Wages	38,000.00
Other Expenses	3,000.00
Environmental Commission	
Other Expenses	300.00

PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	20,000.00
Other Expenses	1,600.00
Parks & Recreation Commission	
Other Expenses	1,000.00

COMMON OPERATING FUNCTIONS

Postage, Shipping & Express	
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Other Expenses	4,200.00
Celebration of Public Events	500.00

UTILITIES AND BULK PURCHASES

Electricity	
Other Expenses	16,500.00
Street Lighting	
Other Expenses (075 Street Lighting)	16,000.00
Telephone / Telegraph	
Other Expenses	16,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	13,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	15,000.00

LANDFILL/SOLID WASTE

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

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	29,000.00
Other Expenses	2,000.00
Housing Code Enforcement	
Salaries and Wages	12,000.00
Other Expenses	200.00

STATUTORY EXPENDITURES

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

Shared 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

Roosevelt Borough Trash Collection	10,000.00
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Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,896.00

Emergency Medical Services	16,000.00
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Vehicle Maintenance Services	<u>6,000.00</u>
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TOTAL TEMPORARY BUDGET	1,450,546.00
MUNICIPAL DEBT SERVICE	
Payment of Bond Principal	245,000.00
Interest on Bonds	<u>124,900.00</u>
TOTAL DEBT SERVICE	369,900.00

Resolution 2011-10 Authorizing 2011 Temporary Operating Budget – Water/Sewer

Council President McGinty moved resolution 2011-10 with the amendment that “Acting” be added to the title of Treasurer, Councilmember Quattrone seconded.

There was discussion, with Council Members requesting information specific to the financial matters reflected in this resolution to be made available to Council Members before the next meeting..

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-10

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

AUTHORIZING 2011 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 2010 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$640,877.48;

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

3. The 2011 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$639,000.00 is hereby adopted in accordance with N.J.S.A. 40A:4-19.
4. Certified copies of this Resolution shall be provided forthwith to the Acting Treasurer, Chief Financial Officer and Borough Auditor.

**Borough of Hightstown
2011 Temporary Budget - Water/Sewer**

Appropriations for Water/Sewer Utility*Operating:*

Salaries and Wages	255,000.00
Other Expenses	359,000.00

Statutory Expenditures:

Social Security (O.A.S.I.)	25,000.00
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TOTAL TEMPORARY BUDGET - WATER/SEWER \$639,000.00

DEBT SERVICE

Bond Principal	440,000.00
Bond Interest	120,000.00
Loan Payment:-Principal	66,831.00
Loan Payment:-Interest	6,000.00
TOTAL DEBT SERVICE	\$632,831.00

Resolution 2011-11 Establishing the Rate of Interest Charged on Delinquent Taxes

Council President McGinty moved resolution 2011-11, Councilmember Quattrone seconded.

George Lang, Chief Financial Officer, gave an explanation of the resolution.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-11

*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.

2011-12 Adopting Cash Management Plan

Council President McGinty moved resolution 2011-12, Councilmember Quattrone seconded.

George Lang, Chief Financial Officer, gave an explanation of the resolution.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-12

*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 2011 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 2011 which is attached hereto and made a part hereof is hereby adopted.

2011-15 Appointing Acting Treasurer – Janice Mohr-Kminek

Council President McGinty moved resolution 2011-15 with various amendments throughout the resolution, Councilmember Quattrone seconded.

There was discussion.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-15

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

APPOINTING AN ACTING TREASURER – JANICE MOHR-KMINEK

WHEREAS, due to the retirement of Arlene O'Rourke from the position of Treasurer there is a need for Hightstown Borough to appoint a Treasurer; and the Borough Council is acting with due haste and deliberation to make sure that this is accomplished in due course; and

WHEREAS, Janice Mohr-Kminek has been training in the Finance office to assume the duties of Treasurer and is in the process of taking the appropriate classes for this title; and

WHEREAS, the Borough Administrator has recommended that Janice Mohr-Kminek assume the duties of the Treasurer effective January 1, 2011; but the Borough Council recognizes the need for further time to ensure that Ms. Mohr-Kminek is properly trained for the job and capable of handling all its duties and deadlines; and

WHEREAS, George Lang, Chief Financial Officer, has recommended that Janice Mohr-Kminek be appointed as Acting Treasurer; and,

WHEREAS, Janice Mohr-Kminek shall not receive a change in salary to perform the duties and assume the responsibilities of the position of Acting Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, that Janice Mohr-Kminek is hereby appointed as Acting Treasurer for the Borough of Hightstown effective January 1, 2011 at her current salary, with her job duties to be overseen by the Chief Financial Officer (CFO), whose authorization shall be sought and obtained as to any duties performed by the Acting Treasurer until such time as the position of Treasurer is filled by the Borough Council.

AND BE IT FURTHER RESOLVED that the CFO shall bear responsibility for seeing that the Treasurer's functions and responsibilities are performed, with no change in the CFO's title or salary.

2011-13 Authorizing Depositories for Borough Account

Council President McGinty moved resolution 2011-13 with the amendment that "Acting" be added to the title of Treasurer, Councilmember Gilmartin seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted as amended, 6-0

Resolution 2011-13

*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, 2011; and

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Acting Treasurer
George J. Lang, Chief Financial Officer
Herbert C. Massa, Borough Administrator
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Acting 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.

2011-14 Establishing 2011 Schedule of Holidays and Borough Business Hours

Council President McGinty moved resolution 2011-14, Councilmember Gilmartin seconded.

There was discussion.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-14

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

ESTABLISHING 2011 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 2011 and the first week of 2012:

January 17	Martin Luther King, Jr. Day (Monday)
February 21	Presidents Day (Monday)
April 22	Good 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	Day After Christmas (Monday)
January 2	Day After New Years (Monday)

January 3, 2011

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2011-16 Ratifying and Confirming Appointments for 2011 – Professional Services

Council President McGinty moved that resolution 2011-16 be added to the agenda, Councilmember Gilmartin seconded.

Council President McGinty read the resolution.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution added, 6-0

Council President McGinty moved resolution 2011-16, Councilmember Quattrone seconded.

Roll Call Vote: Council members Bibens, Gilmartin, McGinty, Musing, Quattrone and Woods voted yes.

Resolution adopted, 6-0

Resolution 2011-16

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

RESOLUTION RATIFYING AND CONFIRMING APPOINTMENTS FOR 2011 - PROFESSIONAL SERVICES

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

		Term	<i>Term expiration</i>
Municipal Attorney:	Frederick Raffetto, Esq. Ansell Grimm & Aaron 1500 Lawrence Avenue, CN 7807 Ocean, New Jersey 07712	1 year	December 31, 2011
Borough Engineer:	Carmela Roberts Roberts Engineering Group 1670 Whitehorse-Hamilton Sq. Rd, Suite C-2 Hamilton, New Jersey 08690	1 year	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, 2011
Municipal Planner:	Tamara Lee Tamara Lee Consulting, LLC 156 Lindbergh Road Hopewell, New Jersey 08525	1 year	December 31, 2011
Bond Counsel:	Edward J. McManimon, III McManimon & Scotland, LLC 1037 Raymond Blvd, Ste. 400 Newark, New Jersey 07102	1 year	December 31, 2011
Municipal Prosecutor	Robert H. Yostembski 205 Cornwall Avenue Trenton, New Jersey 08618	1 year	December 31, 2011

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 January 1, 2011.

There was discussion regarding the appointments to the 2011 Boards, Committees and Commissions.

January 3, 2011

Councilmember Musing moved that Council President McGinty be appointed to the Planning Board, Councilmember Gilmartin seconded.

Roll Call Vote: Council members Bibens, Gilmartin, Musing, Quattrone and Woods voted yes; Councilmember McGinty abstained.

Motion approved, 5-0 with one abstention.

The Mayor then opened Public Comment Period II. The following residents spoke during the public comment period: Phyllis Deal, 305 Stockton Street; Eugene Sarafin, 628 N. Main Street; Dan Buriak, 194 Stockton Street; Walter Sikorski, 326 N. Main Street; and Rob Thibault, 504 S. Main Street.

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

Council/Mayor/Administrative Comments

Councilmember Quattrone – advised that the tree issue brought up by a resident will be addressed with the Public Works Department.

Council President McGinty – commented regarding the recognition of the Animal Welfare Committee; the Borough Engineer; and addressing public questions and comments during the public comment period. She also spoke regarding the budget process and urged the public to come forward and apply for the available positions on the various Boards, Committees and Commissions.

Councilmember Gilmartin – commented that she felt the comments from the public were respectful without the three minute time limit and she continued by addressing issues brought up by the public during the comment periods.

Councilmember Bibens – thanked the public for their well wishes and reminded them that she is available to them anytime, not just at meetings.

Mayor Kirson – commented that he appreciates the public commentaries; and that he will work with the County to consolidate services and that the budget will be closely monitored.

Council President McGinty moved to adjourn the meeting at 10:05 pm and Councilmember Musing seconded; the Motion was approved unanimously.

Respectfully Submitted,

Debra L. Sopronyi

Borough Clerk