

Meeting Minutes
Hightstown Borough Council
Reorganization Meeting
January 2, 2012
7:30 pm

The meeting was called to order by Mayor Kirson at 7:45 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 sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The Mayor called for Roll call.

ROLL CALL 2011 COUNCIL

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

Also in attendance: Debra Sopronyi, Borough Clerk; Michael Theokas, Borough Administrator; George Lang, Chief Finance Officer; and Frederick Raffetto, Borough Attorney.

Mayor Kirson welcomed everyone and introduced Senator Linda Greenstein. Senator Greenstein recognized the in-coming Council members and stated that she, along with the two Assemblymen, are excited about representing Hightstown; a wonderful small town.

Senator Greenstein administered the Oath of Office to Councilmember-Elect Susan Bluth.

Mayor Kirson presented a proclamation to outgoing Councilmember Skye Gilmartin, thanking and commending her for her commitment and dedication to the Borough and its residents. Councilmember Gilmartin said a few words to the public. Senator Greenstein administered the Oath of Office to Councilmember-Elect Robert Thibault.

Mayor Kirson presented a proclamation to outgoing Councilmember Isabel McGinty, thanking and commending her for her commitment and dedication to the Borough and its residents. Councilmember McGinty said a few words to the public.

Suzanne Schafer-Coates, Chaplain of Hightstown Engine Co. #1, gave the invocation.

The Flag Salute was followed by Roll call.

Roll Call 2012

	PRESENT	ABSENT
<i>Councilmember Bibens</i>	✓	
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Thibault</i>	✓	
<i>Councilmember Woods</i>	✓	
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Michael Theokas, Borough Administrator; George Lang, Chief Finance Officer; and Frederick Raffetto, Borough Attorney.

The Mayor recognized the Dignitaries present including, but not limited to: Congressman Rush Holt, Senator Linda Greenstein, Assemblymen DeAngelo and Benson; Jack Kemler, Mercer County Sheriff, various County Freeholders, several prior Hightstown Borough Council members and Mayors; and Mayor Mironov and Council members from East Windsor.

The Mayor noted that the agenda will be amended to remove resolutions 2012-03 and 2012-04 from the consent agenda. Councilmember Quattrone moved the agenda as amended, Councilmember Thibault seconded. All were in favor, agenda approved as amended.

Mayor Kirson presented proclamations to Dimitri Musing and J. Michael Vanderbeck for their work as Council members. Mr. Musing and Mr. Vanderbeck said a few words to Council.

The Mayor opened the Public Comment period, and the following individuals spoke:

Phyllis Deal, 305 Stockton Street – spoke regarding the Bethany Chapel Mission Home, historic home date plaques and a stop sign at Morrison and Center.

Eugene Sarafin, 628 S. Main Street – welcomed the dignitaries to the meeting and wished everyone a Happy New Year.

Frank Rivera, 110 Broad Street – welcomed Congressman Rush Holt and the other dignitaries.

Lucy Walter, County Freeholder – stated the Freeholders are looking forward to working in partnership with Hightstown.

Ann Cannon, County Freeholder – invited everyone to attend the County Freeholder’s swearing-in on Wednesday evening.

Rush Holt, Congressman – stated that while he does not represent Hightstown, he is impressed with the wonderful image and town spirit of Hightstown Borough.

Skye Gilmartin, 39 Dennis Court – thanked everyone for coming to the meeting.

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

Resolution 2012-01 Electing Council President for 2012

Councilmember Bibens moved resolution 2012-01 with the nomination of Councilmember Lawrence Quattrone as Council President, Councilmember Woods seconded.

Council members commented that Councilmember Quattrone’s experience and familiarity with Hightstown make him an excellent candidate for Council President.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Resolution adopted with Councilmember Quattrone becoming the Council President for 2012, 6-0.

Resolution 2012-01

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

ELECTING COUNCIL PRESIDENT FOR 2012

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

WHEREAS, it is the desire of the Borough Council to elect Lawrence Quattrone to fill that position;

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

Consent Agenda

Councilmember Thibault moved the consent agenda, without resolutions 2012-03 and 2012-04, Councilmember Bibens seconded.

January 2, 2012

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Resolutions adopted, 6-0.

Resolution 2012-02

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

RESOLUTION RATIFYING AND CONFIRMING APPOINTMENTS FOR 2012 - PROFESSIONAL SERVICES

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

		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, 2012
Municipal Engineer:	Carmela Roberts Roberts Engineering Group 1670 Whitehorse-Hamilton Sq. Rd, Suite C-2 Hamilton, New Jersey 08690	1 year	December 31, 2012
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, 2012
Municipal Planner:	Tamara Lee Tamara Lee Consulting, LLC 156 Lindbergh Road Hopewell, New Jersey 08525	1 year	December 31, 2012
Bond Counsel:	Edward J. McManimon, III McManimon & Scotland, LLC 1037 Raymond Blvd, Ste. 400 Newark, New Jersey 07102	1 year	December 31, 2012
Municipal Prosecutor	Robert H. Yostembski 205 Cornwall Avenue Trenton, New Jersey 08618	1 year	December 31, 2012

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

Resolution 2012-05

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

APPOINTING COUNCIL LIAISONS

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

LYNNE WOODS

Water and Sewer Departments
Borough-owned properties

GAIL DORAN	Environmental Commission
LAWRENCE D. QUATTRONE	First Aid Squad Public Works
ROBERT THIBAUT	Finance and Administration Historic Preservation Commission Board of Health
SUSAN BLUTH	Municipal Court Housing Authority
SELENA BIBENS	Parks and Recreation Commission Fire Department Construction/Housing/Fire Code Enforcement

Resolution 2012-06

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

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

Resolution 2012-07

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

ADOPTING ROBERT'S RULES OF ORDER

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

Resolution 2012-08

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

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

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

2012 SCHEDULED COUNCIL MEETING DATES

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

2013 Meeting

MONDAY	January 7 Reorganization Meeting, 7:30 p.m
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Resolution 2012-09

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

DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

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

Resolution 2012-10

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

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

Resolution 2012-11

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

AUTHORIZING PETTY CASH FUNDS

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

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2012-12

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

AUTHORIZING 2012 TEMPORARY OPERATING BUDGET – CURRENT

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

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

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

; and

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

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

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

GENERAL GOVERNMENT

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

LAND USE ADMINISTRATION

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

INSURANCE

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

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	350,000.00
Other Expenses	13,000.00
Police Fire & Radio Communications	
Salaries and Wages	35,000.00
Other Expenses	5,000.00

Emergency Management Services	
Other Expenses	100.00
Fire Department	
Other Expenses	8,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,700.00
Other Expenses	2,000.00
Emergency Medical Services	
Other Expenses	5,000.00
Municipal Prosecutor	
Other Expenses	4,000.00
PUBLIC WORKS FUNCTIONS	
Streets & Roads Maintenance	
Salaries and Wages	50,000.00
Other Expenses	7,500.00
Snow Removal	
Other Expenses	2,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	22,000.00
Other Expenses	15,000.00
Buildings & Grounds	
Salaries and Wages	14,000.00
Other Expenses	6,000.00
Recycling	
Salaries and Wages	28,100.00
Other Expenses	12,000.00
Vehicle Maintenance	
Other Expenses	12,000.00
Community Services Act	
Other Expenses - Miscellaneous	10,000.00
HEALTH AND HUMAN SERVICES	
Board of Health (Health & Human Services)	
Salaries and Wages	16,000.00
Other Expenses	3,000.00
Environmental Commission	
Other Expenses	300.00
PARKS AND RECREATION FUNCTIONS	
Maintenance of Parks	
Salaries and Wages	10,000.00
Other Expenses	1,000.00
Parks & Recreation Commission	
Other Expenses	1,000.00
COMMON OPERATING FUNCTIONS	
Postage, Shipping & Express	
Other Expenses	4,000.00
Celebration of Public Events	500.00

UTILITIES AND BULK PURCHASES

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

LANDFILL/SOLID WASTE

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

CODE ENFORCEMENT

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

STATUTORY EXPENDITURES

Social Security	40,000.00
Defined Contribution Retirement Plan	2,000.00
Recycling Tax	1,800.00

Shared Service Agreements

Implementation of 911	
Salaries and Wages	21,000.00
Other Expenses	6,000.00
Senior Citizens Program Service Center	
Other Expenses 158 Senior Citizens Program	18,300.00
Roosevelt Borough Trash Collection	10,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00
Emergency Medical Services	16,000.00
Vehicle Maintenance Services	<u>7,000.00</u>

TOTAL TEMPORARY BUDGET **1,430,000.00**

MUNICIPAL DEBT SERVICE

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

Resolution 2012-13

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

AUTHORIZING 2012 TEMPORARY OPERATING BUDGET – WATER/SEWER

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

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

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

; and

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

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

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

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

Appropriations for Water/Sewer Utility

Operating:

Salaries and Wages	230,000.00
Other Expenses	352,000.00

Statutory Expenditures:

Social Security (O.A.S.I.)

18,000.00

**TOTAL TEMPORARY BUDGET -
WATER/SEWER**

\$600,000.00

DEBT SERVICE

Bond Principal 460,000.00

Bond Interest 120,000.00

Loan Payment:-Principal 97,746.00

Loan Payment:-Interest 11,000.00

TOTAL DEBT SERVICE \$688,746.00

Resolution 2012-14

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

ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES

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

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

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

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

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

Resolution 2012-15

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan ("the Plan") for the year 2012 which designates the depositories for Borough funds, outlines procedures for the January 2, 2012

handling thereof, and details other responsibilities with regard to Borough funds; and

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

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

Resolution 2012-16

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Steven Kirson, Mayor

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

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

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

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

Resolution 2012-17

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

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

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

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

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

Resolution 2012-03 Appointing Boards, Commissions and Committees

Council President Quattrone moved resolution 2012-03, without the Board of Health appointments, Councilmember Bibens seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Councilmember Bibens moved the appointments for the Board of Health, Councilmember Bluth seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, and Woods voted yes; Councilmember Thibault abstained.

Resolution adopted, 5-0, with one abstention.

Resolution 2012-03

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

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

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

Planning Board

Gail Doran	1 yr.	December 31, 2012
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Environmental Commission

Barbara Jones	3 yrs.	December 31, 2014
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Housing Authority

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

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

Resolution 2012-04 Appointing Borough Officials

Council President Quattrone moved resolution 2012-04, without the Crossing Guard appointments, Councilmember Thibault seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Council President Quattrone moved the appointments of the Crossing Guards, Councilmember Thibault seconded.

Roll Call Vote: Council members Bluth, Doran, Quattrone, Thibault and Woods voted yes; Councilmember Bibens abstained.

Resolution adopted, 5-0, with one abstention.

Resolution 2012-04

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

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

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

	Chief Finance Officer	
George Lang	4 yrs.	December 31, 2015
	<u>Joint Insurance Fund Commissioner</u>	
Michael Theokas	1 yr.	December 31, 2012
	<u>Alternate Joint Insurance Fund Commissioner</u>	
Debra L. Sopronyi	1 yr.	December 31, 2012
	<u>Assessment Search Officer</u>	
Debra L. Sopronyi	1 yr.	December 31, 2012
	<u>Public Agency Compliance Officer (P.A.C.O.)</u>	
Debra L. Sopronyi	1 yr.	December 31, 2012
	<u>Public Defender</u>	
Richard Kelly	1 yr.	December 31, 2012
	<u>Alternate Public Defender</u>	
Gus Siggelakis	1 yr.	December 31, 2012
	<u>Alternate Prosecutors</u>	
#1 - Sahbra Smook-Jacobs, Esq.	1 yr.	December 31, 2012
#2 - Lenore N. Hannah, Esq.	1 yr.	December 31, 2012
#3 - Renee La Marre-Sumners, Esq.	1 yr.	December 31, 2012
#4 - Edward Hunter, Esq.	1 yr.	December 31, 2012
#5 - Kim Augustus Otis, Esq.	1 yr.	December 31, 2012
	<u>Zoning Officer</u>	
William Schmeling	1 yr.	December 31, 2012
	Housing Inspectors	
George Chin	1 yr.	December 31, 2012
Annely Gomez	1 yr.	December 31, 2012
	Building Inspector	
George Chin	1 yr.	December 31, 2012
	Fire Protection Inspector	
Chad Reed	1 yr.	December 31, 2012
	Summer Recreation Director	
Larry Gunnell	1 yr.	December 31, 2012
	Borough Historian	
Dr. David Martin	1 yr.	December 31, 2012
	<u>School Crossing Guards</u>	
James Coleman	1 yr.	December 31, 2012
Margaret H. K. Constantino	1 yr.	December 31, 2012
Carl Jantz	1 yr.	December 31, 2012
Ivan Snow	1 yr.	December 31, 2012
Maria Sterns	1 yr.	December 31, 2012

Council Comments:

Councilmember Thibault – stated “It is an honor to sit here as a new member of council and I look forward to working with my fellow council members to help make Hightstown a better place to live, work and raise a family. I have many people to thank, but “Thank you” seems wholly inadequate and pales in the face of debt of gratitude I owe to so many. So please know that my thanks are heartfelt and genuine if not fully sufficient. First, of course, I want to thank my wife, Lisa, and daughter, Emily, for their unwavering support and many sacrifices. I love you and am so very proud of you both. Thank you also to my running mates, Susan Bluth and Gail Doran. Working together over the past six months has laid a strong foundation for the hard work of governing that lies ahead. And thank you to Walter Sikorski, Isabel McGinty and the Hightstown Democratic Club and Committee for their insight, guidance, support and hard work on our behalf. I also want to thank Gene Sarafin, Isabel McGinty, Dimitri Musing for encouraging me and helping me see the value and importance of putting principle over politics. Finally, thank you to the voters of Hightstown for their support and confidence in me and the platform on which I ran. And I want to assure those voters that I have not and will not forget that platform simply because the election is over. You kept your part of the bargain by voting for me. I will keep my part of the bargain by working to achieve the goals I campaigned on: ensuring fairness for taxpayers, improving accountability, cooperation and transparency and working to ease our crushing property tax burden through shared services. I’ve been told -- some would say lectured or criticized – that none of these goals will be easily or quickly achieved. And that certainly is true. But it is just as true that they will not be achieved AT ALL if we do nothing but talk, lecture and criticize. If the mayor and my fellow council members will indulge me for a few minutes, I want to talk about a few steps already underway on the path toward at least one of those goals. First, to help improve accountability and transparency, Susan Bluth and I have already scheduled monthly public meetings at the Hightstown Memorial Library. These meetings, scheduled from 10 a.m. to noon on the third Saturday of each month will allow residents to discuss issues and share their concerns and views with Councilwoman Bluth and myself. The first meeting is scheduled for Saturday, January 21. I welcome other council members to contact me to schedule dates so one of them can join us each month. We can only have three council members together at one time to avoid running afoul of the Open Public Meetings Act and incurring costs to the Borough. Over the next several days I will be also be submitting to the council a series of resolutions designed to improve residents’ access to information and public meetings. These resolutions will, I believe, allow residents to more easily obtain information about the operation of the borough and council to which they are legally entitled. I ask that the Council give these resolutions serious consideration so that we can ensure that Borough government is open, responsive and accountable to you, the residents who pay for it. Finally, there is one more group of people that I would like to thank and to thank them not as a member of council, but as a resident of Hightstown. Yesterday I had the opportunity to attend East Windsor’s reorganization meeting and they have a tradition of honoring many of the volunteers who serve in the township. So I would like to this opportunity to thank all of the volunteers who give selflessly of themselves to make our Borough a better place to live. In looking at all of the groups, committees, boards, and organizations that operate in Hightstown, I feel safe in saying that we have a record of volunteerism that is unmatched in the State and, perhaps the country. To quote former President Bill Clinton, “Volunteering is an act of heroism on a grand scale. And it matters profoundly.” From the Fire Company, to Downtown Hightstown. From the Triathlon Committee to the Knights of Columbus. From the Board of Health to the Animal Welfare Committee. We truly have heroism on a grand scale. To all of the hundreds of volunteers who contribute thousands of hours and tens of thousands of dollars, thank you.”

Councilmember Bluth – stated “I’d like to thank the voters of Hightstown for the confidence that they have placed in me by electing me to serve on Council. I promise to work productively and diligently in addressing the Borough’s issues and needs while keeping our resident’s interests and concerns in clear view. I look forward to serving as Council’s Liaison to the Municipal Court and Housing Authority and plan on working cooperatively with the Mayor, Council members and Borough officials with the goal of providing cost-productive, effective and efficient government services to the community. Thank you and I wish everyone a happy and healthy New Year.”

Councilmember Bibens –welcomed everyone and thanked them for attending; she looks forward to working with the new Council members and wished everyone a Happy New Year.

Councilmember Doran – thanked everyone for coming and welcomed Council members Bluth and Thibault; stated that she was sorry to see Councilmember McGinty leave Council; commented that it is great to see the from upper government; she wished everyone a Happy New Year.

Councilmember Woods – congratulated Council President Quattrone and stated that she is looking forward to working with the new Council; commented that it is nice to see the public attend Council meetings and wished everyone a Happy New Year.

Council President Quattrone – thanked Council for their confidence in naming him Council President; he welcomed the new Council members and wished everyone a Happy New Year.

Mayor Kirson’s Address:

The Mayor thanked everyone for coming to the meeting. He went on to review the highlights of the year as being the tax rate remaining stable for the first time in fourteen years, and that he has met many great people. He noted that Hightstown is unique and must be aggressive; we must look forward into the next five to ten years because if we do not we will fail. The Mayor then

noted the low lights of the last year noting that Hightstown was hit hard by Hurricane Irene and the Borough Administration is still working with FEMA and the Municipal JIF to resolve the clean-up and mitigation cost of damages. He went on to congratulate the Public Works, Water, Waste Water, Administration and Fire Departments for a great job; they work hard and are very efficient.

Mayor Kirson continued by thanking Dave Babcock and his committee for a Harvest Fair that was the greatest ever; and Darek Hahn for his work with the Triathlon and Walking Bridge. He commented that he looks forward to making Hightstown viable for many years to come and wished everyone a Happy New Year.

Suzanne Schafer-Coates, Chaplain of Hightstown Engine Co. #1, gave the benediction.

Councilmember Woods moved to adjourn the meeting at 8:45 PM and Councilmember Bibens seconded; the motion was approved unanimously.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk