

Meeting Minutes
Hightstown Borough Council
Reorganization Meeting
January 7, 2013
7:00 pm

The meeting was called to order by Mayor Kirson at 7:02 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."

Roll Call of 2012 Council.

	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; and Michael Theokas, Borough Administrator, George Lang, Chief Finance Officer, James LeTellier, Police Director; Frederick Raffetto, Borough Attorney; and Carmela Roberts, Borough Engineer.

Resolution 2013-24 Authorizing a Meeting Which Excludes the Public

Council President Quattrone moved resolution 2013-24, Councilmember Bibens seconded.

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

Resolution adopted, 6-0

Resolution 2013-24

*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 7, 2013 at approximately 7:00 pm in the First Aid Building located on Bank Street, Hightstown 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:

Litigation – PBA Grievance

Contract Negotiations – Greystone

Contract Negotiations – Roberts Engineering (Project Manager)

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 7, 2013 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.

The public meeting was called to order by Mayor Kirson at 7:36 pm and he again read the Open Public Meetings Act statement and welcomed everyone to the Hightstown Borough Reorganization meeting for 2013.

Mayor Kirson installed Councilmember Gail Doran to her three year term as Councilmember; Freeholder Ann Cannon held the bible.

Mayor Kirson installed Councilmember Larry Quattrone to his three year term as Councilmember; his wife, Judy Quattrone held the bible.

Mayor Kirson congratulated the Council members Doran and Quattrone on their re-election.

The Invocation was given by Suzanne Schaeffer - Coates, the Fire Department Chaplain. Mayor Kirson then noted the fire exits due to the large crowd in the facility for this meeting.

The Flag Salute was held followed by Roll Call of the 2013 Council.

Roll Call of 2013 Council

	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; James LeTellier, Police Director; Frederick Raffetto, Borough Attorney; and Carmela Roberts, Borough Engineer.

Mayor Kirson recognized the following dignitaries who were present:

Ann Cannon, Mercer County Freeholder
 East Windsor Mayor Mironov and Deputy Mayor Shapiro
 East Windsor Council members Duke and Yeager
 Former Hightstown Council members Sikorski, Sarafin and Gilmartin
 Former Hightstown Mayor Scott Caster

Councilmember Doran requested that resolution 2013-09, 2013-10, 2013-11, 2013-12 and 2013-13 be pulled from the consent agenda to be addressed separately.

Councilmember Woods requested that resolutions 2013-18 and 2013-19 be pulled from the consent agenda for an explanation by the CFO.

Councilmember Doran requested that the discussion be specific to property reassessment, trailer bids, communication move, configuration of the new Borough Hall, and a Project Manager.

Councilmember Doran moved the agenda as amended for approval, Councilmember Woods seconded.

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

Agenda approved.

Mayor Kirson opened Public Comment Period I and the following individuals spoke:

Walter Sikorski, 326 N. Main Street – congratulated the new Council members; thanked the Police Director, Public Works Superintendent, Borough Clerk, and Administrator for all their hard work; read and commented on an article in the Trenton Times regarding debt and government; suggested that a task force be formed in reference to the rug mill property, corridor study, Peddie School, budget steps and regionalization.

Scott Caster, 12 Clover Lane – wished everyone a Happy New Year.

Eugene Sarafin, 628 S. Main Street – commented that this is his 48th year attending a reorganization meeting in Hightstown; he is glad it is not on January 1st; there are many issues ahead for Hightstown, including Borough Hall and our future; suggested discussions with East Windsor.

Frank Rivera, 110 Broad Street – welcomed the East Windsor Dignitaries; wished everyone a Happy New Year; has confidence in the Council.

Ann Cannon, Mercer County Freeholder – expressed greetings from the Mercer County Executive and Freeholders and wished everyone a Happy New Year and 2013.

J P Gibbons, 602 N. Main Street – congratulated Council members Doran and Quattrone; commented on professional services and costs, the temporary budget and debt service; requested Council present a plan for 2013; feels Borough Hall discussion should be held another night.

Fran Palumbo, 101 Main Street – wished everyone a Happy New Year and commented that she appreciates the police presence downtown.

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

Resolution 2013-01 Electing Council President for 2013

Mayor Kirson called for Council President nominations from the Borough Council.

Councilmember Bluth nominated Councilmember Quattrone for Council President, Councilmember Bibens seconded.

Councilmember Bluth moved Resolution 2013-01 with the name of Lawrence Quattrone, Councilmember Bibens seconded.

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

Resolution adopted 6-0.

Resolution 2013-01

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

ELECTING COUNCIL PRESIDENT FOR 2013

WHEREAS, there exists a need to fill the position of Council President for 2013; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Lawrence D. Quattrone is hereby elected as Council President for the year 2013.

Council President Quattrone thanked Council for their confidence and told them they can contact him anytime, he is available to assist them whenever and wherever possible.

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Consent Agenda as Amended: Resolutions 2013-03, 2013-04, 2013-05, 2013-06, 2013-07, 2013-08, 2013-14, 2013-15, 2013-16, 2013-17, 2013-20, 2012-21, 2013-22, and 2013-23

Council President Quattrone moved the consent agenda as amended, Councilmember Bibens seconded.

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

Resolution adopted 6-0.

Resolution 2013-02

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2013 -
BOROUGH OFFICIALS**

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

Anne Blake	Tax Collector Ux. 4 yrs.	December 31, 2013
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Michael Theokas	<u>Joint Insurance Fund Commissioner</u> 1 yr.	December 31, 2013
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Debra L. Sopronyi	<u>Alternate Joint Insurance Fund Commissioner</u> 1 yr.	December 31, 2013
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Debra L. Sopronyi	<u>Assessment Search Officer</u> 1 yr.	December 31, 2013
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Debra L. Sopronyi	<u>Public Agency Compliance Officer (P.A.C.O.)</u> 1 yr.	December 31, 2013
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Ken Lewis	Recycling Coordinator 1 yr.	December 31, 2013
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Ken Lewis	Clean Communities Coordinator 1 yr.	December 31, 2013
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Ken Lewis	Safety Coordinator 1 yr.	December 31, 2013
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Richard Kelly	<u>Public Defender</u> 1 yr.	December 31, 2013
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Gus Siggelakis	<u>Alternate Public Defender</u> 1 yr.	December 31, 2013
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	<u>Alternate Prosecutors</u>	
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2013
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2013

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#3 – Betha Scott, Esq.	1 yr.	December 31, 2013
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2013
#5 – Lenor Hannah, Esq.	1 yr.	December 31, 2013
#6 – Reed Gusciora, Esq.	1 yr.	December 31, 2013

Zoning Officer

William Schmeling	1 yr.	December 31, 2013
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Housing Inspectors

George Chin	1 yr.	December 31, 2013
Annely Gomez	1 yr.	December 31, 2013

Building Inspector

George Chin	1 yr.	December 31, 2013
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Fire Protection Official

Chad Reed	1 yr.	December 31, 2013
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Summer Recreation Director

Larry Gunnell	1 yr.	December 31, 2013
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Borough Historian

Charles Stultz III	1 yr.	December 31, 2013
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School Crossing Guards

Margaret H. K. Costantino	1 yr.	December 31, 2013
Carl Jantz	1 yr.	December 31, 2013
Donna Reed	1 yr.	December 31, 2013
Resolution 2013-03		

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

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

WHEREAS, there exists the need for professional legal services for 2013 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, on November 7, 2012 the Borough opened proposals submitted for the position of Borough Attorney through a far and open process; and

WHEREAS, after review and evaluation of the proposals received, the Borough Council wishes to appoint Frederick C. Raffetto, Esq., of the firm Ansell Grimm & Aaron, 1500 Lawrence Avenue, Ocean, New Jersey as Borough Attorney effective January 1, 2013; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$75,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

WHEREAS, this contract is intended to be awarded as a “fair and open contract” pursuant to and in accordance with the January 7, 2013 Re-Org

Local Unit Pay-to-Play Law;

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Frederick Raffetto, Esq. regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded through competitive bidding and as a "Professional Service" because Ansell, Grimm & Aaron is a firm whose attorneys are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the certification required pursuant to same shall be placed on file with the contract.

Resolution 2013-04

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

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

WHEREAS, there exists the need for specialized engineering services during 2013; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2013; and

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

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

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

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

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

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in

the County of Mercer and State of New Jersey, as follows:

4. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
5. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group is a firm whose engineers are authorized by law to practice a recognized profession.
6. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2013-05

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL BOND
COUNSEL SERVICES – MCMANIMON & SCOTLAND, LLC**

WHEREAS, there exists the need for specialized bond counsel services relative to the bonding, financial and redevelopment matters during 2013; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III of the firm McManimon & Scotland, LLC of Newark, New Jersey as Bond Counsel effective January 1, 2013; and

WHEREAS, the cost for the proposed services shall not exceed \$7,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

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

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

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

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

7. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Edward J. McManimon III regarding the above-referenced professional bond counsel services, as set forth herein.
8. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because McManimon & Scotland, LLC is a firm whose attorneys are authorized by law to practice a recognized profession.
9. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2013-06

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL MUNICIPAL
AUDITING SERVICES – WILLIAM E. ANTONIDES**

WHEREAS, there exists the need for specialized municipal auditing services during 2013; and

WHEREAS, the Borough Council wishes to appoint William E. Antonides of William E. Antonides and Company of Wall, New Jersey as Borough Auditor effective January 1, 2013; and

WHEREAS, the cost for the proposed services shall not exceed \$28,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

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

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

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

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

10. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and William E. Antonides regarding the above-referenced professional municipal auditing services, as set forth herein.
11. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because William E. Antonides and Company is a firm whose municipal auditors are authorized by law to practice a recognized profession.
12. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2013-07

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

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

WHEREAS, there exists the need for professional Municipal Planning services for 2013; and

WHEREAS, on November 7, 2012 the Borough opened proposals submitted for the position of Borough Planner through a far and open process; and

WHEREAS, after review and evaluation of the proposals received, the Borough Council wishes to appoint Tamara Lee, of the firm Tamara Lee of Tamara Lee Consulting, LLC, 156 Lindbergh Road, Hopewell, New Jersey as Borough Planner effective January 1, 2013; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$15,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

13. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Tamara Lee regarding the above-referenced professional municipal planning services, as set forth herein.
14. That this contract is awarded through competitive bidding and as a "Professional Service" because Tamara Lee Consulting, LLC is a firm who is authorized by law to practice a recognized profession.
15. That this contract is being awarded in accordance with Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the certification required pursuant to same shall be placed on file with the contract.

Resolution 2013-08

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

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

WHEREAS, there exists the need for specialized Municipal Prosecutor services relative to the municipal court during 2013; and

WHEREAS, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2013; and

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

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

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

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

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

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

16. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Robert H. Yostembski, Esq. regarding the above-referenced professional Municipal Prosecutor services, as set forth herein.
17. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Robert H. Yostembski, Esq. is authorized by law to practice a recognized profession.
18. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2013-14

*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 2013-15

*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 2013, 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 2013-16

*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 2013.

Resolution 2013-17

*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 2013-20

*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 2013 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 2013 which is attached hereto and made a part hereof is hereby adopted.

Resolution 2013-21

*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 2013-22

*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 7, 2013; 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 2013-23

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

**ESTABLISHING 2013 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 2013 and the first week of 2014:

January 1	New Years' Day (Wednesday)
January 21	Martin Luther King, Jr. Day (Monday)
February 18	Presidents Day (Monday)
March 29	Good Friday
May 27	Memorial Day observed (Monday)
July 4	Independence Day (Thursday)
September 2	Labor Day (Monday)
October 14	Columbus Day (Monday)
November 11	Veterans Day observed (Monday)
November 28	Thanksgiving Day (Thursday)
November 29	Day after Thanksgiving (Friday)
December 25	Christmas Day (Wednesday)
January 1	New Years Day (Wednesday)

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 2013-09 Appointing and Authorizing an Agreement for Labor Counsel – Eric M. Bernstein, Esq.

Council President Quattrone moved Resolutions 2013-09, Councilmember Bluth seconded.

There was discussion regarding the not to exceed amount in the resolution.

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

Resolutions adopted 6-0.

Resolution 2013-09

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LABOR COUNSEL SERVICES – ERIC M. BERNSTEIN**

WHEREAS, there exists the need for specialized legal services relative to personnel matters during 2013; and

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Eric M. Bernstein and Associates of Warren, New Jersey as Labor Counsel effective January 1, 2013; and

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

WHEREAS, funds for this purpose will be made available in the 2013 budget; and,

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

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

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

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

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

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

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

19. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Eric M. Bernstein, Esq. regarding the above-referenced professional labor counsel services, as set forth herein.
20. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Eric M. Bernstein, Esq. is authorized by law to practice a recognized profession.
21. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2013-10 Appointing Council Liaisons

Councilmember Bibens moved resolution 2013-10, Councilmember Bluth seconded.

Councilmember Doran wants people to know who the Liaisons are and requested that the appointments be read aloud. Borough Clerk Soprnyi read the resolution aloud.

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

Resolution adopted 6-0.

Resolution 2013-10

BOROUGH OF HIGHTSTOWN

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

Resolution 2013-11 Appointing Boards, Commissions and Committees

Councilmember Thibault moved resolution 2013-11, Councilmember Bibens seconded.

Mr. Theokas read the resolution aloud to recognize the volunteers who are being appointed. Councilmember Doran noted that vacancies on the various boards and committees are listed on the website and encouraged Council to work with the Boards and Committees to bring volunteers forward. Borough Clerk Sopronyi noted that the Citizen Leadership Form is also available on the website under "volunteer". Mr. Theokas then read the Mayor's appointments and acknowledged the Animal Welfare Committee.

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

Resolution adopted 6-0.

Resolution 2013-11

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2013 -
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:

Susan Bluth	<u>Planning Board</u>	December 31, 2013
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Environmental Commission

Keith LePrevost	3 yrs.	December 31, 2015
Gary Grubb	3 yrs.	December 31, 2015
Vacant, Alt. #1	2 yrs.	December 31, 2014

Housing Authority

Carole Nelson	5 yrs.	December 31, 2017
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Board of Health

Dr. John Laudenberg	3 yrs.	December 31, 2015
Mary Ann Paglione	3 yrs.	December 31, 2015

Resolution 2013-12 Adopting Robert's Rules of Order

Councilmember Thibault moved resolution 2013-12, Council President Quattrone seconded.

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

Resolution adopted 6-0.

Resolution 2013-12

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

ADOPTING ROBERT'S RULES OF ORDER

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

Resolution 2013-13 Approving the Borough Council Meeting Schedule for 2013

Council President Quattrone moved resolution 2013-13, Councilmember Bluth seconded.

Councilmember Doran expressed concern regarding having the reorganization meeting on January 6th because that would be a working meeting; she suggested that a meeting be scheduled the week prior to that for the ceremonial reorganization meeting. There was discussion and it was decided that the resolution would be amended to schedule the reorganization meeting January 2, 2014 and the first general meeting on January 6, 2014.

Council President Quattrone and Councilmember Bluth withdrew their motion.

Councilmember Woods moved resolution 2013-13 as amended, Councilmember Doran seconded.

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

Resolution adopted 6-0.

Resolution 2013-13

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2013**

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 2013 and for the first meeting in 2014 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:

2013 SCHEDULED COUNCIL MEETING DATES

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

2014 Meetings

THURSDAY, January 2	Reorganization Meeting
MONDAY	January 6

Resolution 2013-18 Authorizing 2013 Temporary Operating Budget - Current

Council President Quattrone moved resolution 2013-18, Councilmember Bluth seconded.

The Chief Finance Officer gave an explanation of the temporary budget and Borough debt.

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

Resolution adopted 6-0.

Resolution 2013-18

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

AUTHORIZING 2013 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 2012 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,598,387.74;

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 2013 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,500,000.00 for Operating and \$409,376.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

Resolution 2013-19 Authorizing 2013 Temporary Operating Budget - Current

Council President Quattrone moved resolution 2013-19, Councilmember Bluth seconded.

The Chief Finance Officer gave an explanation of the utility interest accrued throughout the year and noted that a majority of the interest is included in this temporary budget.

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

Resolution adopted 6-0.

Resolution 2013-19

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

January 7, 2013 Re-Org

AUTHORIZING 2013 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 2012 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$605,855.25.

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 2013 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$600,000.00 for Operating and \$817,281.00 for Debt Service 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 Treasurer, Chief Financial Officer and Borough Auditor.

Senator Linda Greenstein arrived at this time and was acknowledged and welcomed by Mayor Kirson.

Re-Assessment

Mayor Kirson gave a brief status update on the re-assessment and noted that a more thorough report will be forthcoming at the next meeting.

Borough Hall/Temporary Administrative Offices

Carmela Roberts, Borough Engineer, introduced Dawson Bloom, proposed Project Manager for the temporary facilities and Borough Hall projects; she then advised that the specifications for temporary Administrative offices, a storage trailer and Police Department are ready for advertising, if approved by Council. If approved the pre-bid meeting will be held on January 18th, bids received on January 29th and could be awarded on February 4th. The bid will incorporate site improvements as an option.

The Borough Engineer noted that Police facilities are always custom; they will take approximately three months and are very expensive. A lease on these facilities is much higher and most companies would like to lease them for a minimum of five years. Council may want to consider buying them and making the facility more permanent or lease at a smaller scale to get by until a permanent facility can be established. She suggested that Council move forward with the bids as prepared. There was discussion regarding an interim step for the Police Department and their needs.

The Borough Engineer then reviewed a memo and the three plans she had sent to the Council. The Borough Attorney recommended that Council vote to refer the plan they decide to use to the Planning Board for a non-binding review as this is an acquisition and capital improvement.

There was discussion regarding the plans, using the property for a permanent facility and parking needs, and the re-positioning of the Borough Hall on the present lot. Mr. Bloom advised that the building restrictions in a flood zone for new structures would not apply to the present location because the building already exists. There was discussion regarding the possible permanency of

the facilities and Mr. Bloom gave a briefing on modular facilities. Discussion continued regarding the plans, cost and insurance requirements. Council decided that they would go with plan #3.

Mayor Kirson called a ten minute break at this time. Council re-convened at 9:40pm.

Benediction was given by Suzanne Schaeffer - Coates, the Fire Department Chaplain.

Mayor Kirson confirmed Council's decision to move forward with the bid process using plan #3. He then asked for a roll call vote to send this plan to the Planning Board for review.

Councilmember Doran moved that plan #3 be sent to the Planning Board for their review, Councilmember Thibault seconded.

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

Motion passed 6-0.

The Borough Clerk was instructed to send the appropriate information to the Planning Board for review.

The Borough Clerk and Police Director gave an update on the move for communications and the Engineer noted that the Project Manager proposal is forthcoming.

Mayor/Council/Administrative Comments and Committee Reports

Councilmember Bibens – thanked the public for attending the reorganization meeting and noted that the Council has a lot of work to do in 2013.

Councilmember Bluth – wished everyone a Happy New Year and congratulated the Volunteers on their appointments to the various boards and committees.

Councilmember Thibault – wished everyone a Happy New Year and thanked them for coming to the reorganization meeting.

Councilmember Doran – thanked the Voters and Freeholder Ann Cannon for attending the meeting.

Councilmember Woods – stated that she looks forward to results in 2013.

Council Prescient Quattrone – thanked the Voters and Dignitaries for attending the meeting and apologized for business being conducted during the reorganization meeting; he wishes the January 1st meeting would return.

Mayor Kirson – spoke regarding the Councils of 2011 and 2012, and noted that Government takes time. He commented regarding the cost effectiveness of the Waste Water Treatment and Water Plant improvements, the award won by the Borough Engineer for the design of the post-chlorination tank; he noted that the joint study for the Route 33 corridor is a huge accomplishment and shows a vision for the future of Hightstown. He commented that the 2011 budget was flat and the 2012 budget had a minimum increase, and noted that Council works hard; there has been a reduction in State Aid to the Borough equal to nine cents on the tax rate and the Coca Cola plant closed. He advised that the New Jersey State League of Municipalities has a goal of getting the municipalities back their energy tax receipts which the State took; Council is doing a great job keeping the budget in check given the economic climate. He then congratulated Princeton for recognizing the benefits of combining municipalities. The burden on this Council is to get through 2013, but have the courage to look forward to the future of Hightstown and how we can make this Borough flourish; this is easy to say and hard to do, but we will do our best. He then wishes everyone a Happy New Year and thanked them for attending.

Councilmember Woods moved to adjourn at 10:00pm, Councilmember Thibault, seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk