

**Meeting Minutes
Hightstown Borough Council
Re-Organization Meeting
January 1, 2016
12:00 Noon**

The meeting was called to order by Mayor Quattrone at 12:02pm 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."

Mayor Quattrone welcomed everyone to the re-organization meeting and thanked them for coming. He noted that since Council will remain the same, it will only be necessary to take roll call once at this meeting.

Roll Call:

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>		✓
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; and Frederick Raffetto, Borough Attorney.

The flag salute was lead by Freeholder Ann Cannon.

Mayor Quattrone swore Councilmember-Elect Susan Bluth into office.

Councilmember Bluth wished everyone a Happy New Year and thanked the public for attending the meeting and for all their support; she noted that this Council will continue with the great work they have started and it is an honor and a privilege to continue to serve the Hightstown Borough Community.

Mayor Quattrone swore Councilmember-Elect Seth Kurs into office.

Councilmember Kurs wished everyone a Happy New Year and thanked the public for attending the meeting and for all their support; he noted that it has been a pleasure serving the last two years and that he looks forward to the next three.

Mayor Quattrone gave the Invocation.

Mayor Quattrone recognized and welcomed the various dignitaries who were present, including but not limited to: Freeholder Ann Cannon, and previous Mayor Scott Caster; previous Council members of Hightstown Borough including but not limited to: Charles Stults, Tory Watkins, Scott Caster, Walter Sikorski, Eugene Sarafin, and Selena Bibens.

Mayor Quattrone requested that resolution 2016-24 be pulled from the agenda for discussion at a future meeting.

Councilmember Stults requested that resolution 2016-02 be pulled from the consent agenda and voted separately because a family member is being appointed.

Councilmember Kurs moved the agenda as amended for approval, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Stults voted yes.

Agenda approved as amended.

Mayor Quattrone opened the public comment period and the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – commented that this is his 50th reorganization meeting and things have changed; he wished Council a good year.

Ann Cannon, Freeholder – noted that she has known many of the people in attendance for a very long time and she looks forward to Council moving Hightstown forward; she wished everyone a happy new year.

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

Resolution 2016-02 Appointing Borough Officials

Councilmember Hansen moved resolution 2016-02, Councilmember Misiura seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Stults voted yes.

Resolution approved 5-0.

Resolution 2016-02

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

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS
FOR 2016**

**BE IT RESOLVED THAT THE FOLLOWING APPOINTMENTS ARE HEREBY MADE AND
CONFIRMED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHTSTOWN:**

Deputy Municipal Clerk

Margaret Riggio 1 yr. December 31, 2016

Joint Insurance Fund Commissioner

Henry Underhill 1 yr. December 31, 2016

Alternate Joint Insurance Fund Commissioner

Debra L. Sopronyi 1 yr. December 31, 2016

Assessment Search Officer

Debra L. Sopronyi 1 yr. December 31, 2016

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

Debra L. Sopronyi 1 yr. December 31, 2016

Recycling Coordinator

Ken Lewis 1 yr. December 31, 2016

	<u>Clean Communities Coordinator</u>	
Ken Lewis	1 yr.	December 31, 2016
	<u>Safety Coordinator</u>	
Ken Lewis	1 yr.	December 31, 2016
	<u>Prosecutor</u>	
Richard Kelly	1 yr.	December 31, 2016
	<u>Public Defender</u>	
Gus Siggelakis	1 yr.	December 31, 2016
	<u>Alternate Prosecutors</u>	
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2016
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2016
#3 – Betha Scott, Esq.	1 yr.	December 31, 2016
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2016
#5 – Lenor Hannah, Esq.	1 yr.	December 31, 2016
#6 – Reed Gusciora, Esq.	1 yr.	December 31, 2016
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 2016
	<u>Zoning Officer</u>	
George Chin	1 yr.	December 31, 2016
	<u>Housing Inspectors</u>	
George Chin	1 yr.	December 31, 2016
David Bell	1 yr.	December 31, 2016
	<u>Building Inspector</u>	
George Chin	1 yr.	December 31, 2016
	<u>Fire Protection Official</u>	
Chad Reed	1 yr.	December 31, 2016
	<u>Summer Recreation Director</u>	
Larry Gunnell	1 yr.	December 31, 2016
	<u>Borough Historian</u>	
Charles Stultz III	1 yr.	December 31, 2016
	<u>Class I Officer</u>	
Chad Reed	1 yr.	December 31, 2016
	<u>School Crossing Guards</u>	
Bryan P. Conlon	1 yr.	December 31, 2016
Carl Jantz	1 yr.	December 31, 2016
Donna Reed	1 yr.	December 31, 2016

Mayor Quattrone called for nominations for Council President.

Councilmember Misiura moved Denny Hansen as Council President, Councilmember Bluth seconded.

There being no further nominations, Councilmember Misiura moved resolution 2016-01 with the name of Denny Hansen being appointed as Council President, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Stults voted yes.

Resolution approved 5-0.

Resolution 2016-01

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

ELECTING COUNCIL PRESIDENT FOR 2015

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

WHEREAS, it is the desire of the Borough Council to elect Denise Hansen to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Denise Hansen is hereby elected as Council President for the year 2016.

Mayor Quattrone noted that it has been a pleasure working with Council President Hansen in the past and he looks forward to continuing the relationship in 2016.

Mayor's Address:

Good afternoon,

Thank you one and all for coming on this 1st day of 2016...

One year ago I spoke of what 2015 could be like, and with all your patience, as well as the continued support of a great council, we have gotten a lot done that you should all be proud of...

Total improvements completed in 2015 included:

Curbs 8,731 –feet

Sidewalks – 6,719-feet

Paved roadways- 9,170-feet

Storm water pipe -1317-feet

Water main-1651- feet

Sewer main- 994-feet

This work has been done to 12 roads here in town. I would like to thank all of you for your patience while these efforts were on going. These improvements not only improved our town esthetics, but they also helped with water flow, infiltration of rain water to our waste water system, and storm water discharge in the streets. These improvements were critical to our town's infrastructure system and are a must to keep costs down as time goes on. This work could not been done without the Borough's award of \$1,000,000 in grant money and the work done by Roberts Engineering. Thank you, Carmela.

In 2015, the Borough of Hightstown purchased a fire truck to replace the 27 year old truck and a new side loader garbage truck. By adding a new face to the housing department, we were able to better address housing concerns and reduce housing problems for affected Hightstown residents. With continued support by the county and local entities, we managed to put curbs and sidewalks along the streets with handicap accessibility. These efforts improved icing problems and improved overall safety for Hightstown residents.

Awards presented to the Borough of Hightstown during 2015:

Bronze award for Sustainable NJ

Safe Streets Award

Recognition by the First Lady, Michelle Obama, for Preserved Hightstown

I would like to also recognize the Garden Club and our Community Garden for all their efforts, Parks and Rec brought Santa in the Park this year and it was a huge hit that we hope to continue for our community. I would also like to welcome 2 new businesses that moved into Hightstown this year.

Now, looking forward to 2016...

We have an exciting lake front project on the master plan to bring a vision of increased water front businesses to life. We are working with a developer for the mill property on an exciting set of plans that are still in development. Starting in the spring of 2016, we will start the efforts to complete a new walking bridge across Peddie Lake. We will continue to work hard with housing and code enforcement, and address outsourcing of dispatch for a big saving. Until we can find cost savings by outsourcing, court will stay in-house for now. We will also continue street and infrastructure improvements in 2016.

I plan to charge council with changes that must be done in the Police Department this year:

- 1) We must appoint Mr. Underhill as appropriate authority. This will allow council to better oversee the department.
- 2) We must revamp the police ordinance. The need for a police director in a small town does not work. We need a chief and 2 sergeants. This restructure will minimize overtime and place the right leadership in the department.

Also, we will be putting in a UV system and filters in the waste water treatment plant to meet the demands of the new EPA. Habit for Humanity is expected to build in 2016. I will also ask the Harvest Fair to work to lower their fee for local organizations. Also on our list for 2016, I will be encouraging Parks and Rec to increase the plan for plays and concerts in the park. We have renewed many shared services in 2016 and we will continue to look for others. These shared services will reduce taxes in our town while maintaining an appropriate quality of services that we enjoy.

I will also be asking a high school rep to sit on some committees, to include parks and rec and the environmental commission. I think including Hightstown's youth into our discussions and welcoming their input will improve Hightstown's future and increase ownership of this town for our youth. This will be done by application and will be open to any high school aged residents of Hightstown.

I will be working with Councilman Stults to try to organize some businesses to promote downtown Hightstown. This will not only help businesses in town, but it will also help Hightstown as a whole.

All this could not be done without Hightstown's team of councilmen. I truly have the best people to work with, we talk things over and make a decisions cooperatively. With these people and their devotion to doing what's best for this fine town, my job as Mayor is truly a joy. Council, I thank you for your hard work each and every day and I am proud of what we have accomplished and look forward to what the future holds.

I would like to thank all of you for attending the 2016 reorganization meeting and I wish you all a healthy and happy new year."

Consent Agenda – Resolutions 2016-03, 2016-04, 2016-05, 2016-06, 2016-07, 2016-08, 2016-09, 2016-10, 2016-11,

2016-12, 2016-13, 2016-14, 2016-15, 2016-16, 2016-17, 2016-18, 2016-19, 2016-20, 2016-21, 2016-22, 2016-23, and 2015-25

Councilmember Kurs moved the consent agenda as amended, Council President Hansen seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Stults voted yes.

Resolutions approved 5-0.

Resolution 2016-03

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

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

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

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

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

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

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

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

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

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

Resolution 2016-04

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

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

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

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as

Borough Engineer effective January 1, 2016; and

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

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

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

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

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

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

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

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

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

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

Resolution 2016-05

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

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

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

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

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

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

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

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

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

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

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

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

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

That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Elizabeth M. Garcia, Esq. regarding the above-referenced professional municipal labor counsel services, as set forth herein.

1. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Parker McCay, PA is a firm whose municipal auditors are authorized by law to practice a recognized profession.
2. 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 2016-06

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

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

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

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

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

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

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

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

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

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

Resolution 2016-07

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

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

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

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

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

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

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

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

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

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

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the

Local Unit Pay-to-Play Law;

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

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

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

Resolution 2016-08

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

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

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

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

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

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

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

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

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

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

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the

Local Unit Pay-to-Play Law;

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

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

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

Resolution 2016-09

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

APPOINTING AND AUTHORIZING AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES – PROJECT ENGINEERS

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

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

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

Carmela Roberts, Roberts Engineering Group, Hamilton, New Jersey

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

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

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

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

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

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

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

Mayor is authorized to execute and the Borough Clerk to attest the agreements as stated herein for professional engineering services for the year 2016.

Resolution 2016-10
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING COUNCIL LIAISONS

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

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

Resolution 2016-11
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2016 -
BOARDS, COMMISSIONS AND COMMITTEES**

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

	<u>Planning Board</u>	
Steve Misiura	1 yr.	December 31, 2016
	<u>Environmental Commission</u>	
Joshua Jackson	3 yrs.	December 31, 2018
Gary Grubb	3 yrs.	December 31, 2018

Historic Preservation Commission

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

Resolution 2016-12

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

ADOPTING ROBERT’S RULES OF ORDER

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

Resolution 2016-13

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

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

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

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

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

- A. **Conduct at Meetings.**
 - 1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
 - 2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.

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

B. Addressing the Mayor and Council.

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

1. During the "Public Comment" portion(s) of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

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

Resolution 2016-14

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2016**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for the remainder of 2016 and for the first meeting in 2017 will be held at **7:30 p.m.**, unless otherwise noted, at the First Aid Building at 168 Bank Street, Hightstown, on the following dates:

2016 SCHEDULED COUNCIL MEETING DATES

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

2017 Meetings

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

Resolution 2016-15

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

DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

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

Resolution 2016-16

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Treasurer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2016, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

Resolution 2016-17

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2016.

Resolution 2016-18

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

AUTHORIZING PETTY CASH FUNDS

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

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2016-19

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2016 TEMPORARY OPERATING BUDGET – CURRENT

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

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

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

; and

WHEREAS, 26.25 percent of the total appropriations in the 2015 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,634,616.42;

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

1. The 2016 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,614,100.00 for Operating and \$442,000.00 for Capital and Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

Resolution 2016-20

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2016 TEMPORARY OPERATING BUDGET – WATER/SEWER

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

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

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

; and

WHEREAS, 26.25 percent of the total appropriations in the 2015 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$591,880.80.

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

1. The 2016 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$590,000.00 for Operating and \$840,000.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

Resolution 2016-21

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2016 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2016 which is attached hereto and made a part hereof is hereby adopted.

BOROUGH OF HIGHTSTOWN

County of Mercer, New Jersey

Cash Management Plan

FY 2016

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Treasurer, or in her absence the Chief Financial Officer; Business Administrator, or in his absence the Municipal Clerk; and/or the Mayor for the following accounts:

1. Current Fund
 - a. Current
 - b. Grant Fund
2. Trust Funds
 - a. Builder's Performance Escrow
Planning and Zoning Board Escrow
Engineering Escrow
 - b. Law Enforcement Trust
 - c. Animal Trust Fund
 - d. Payroll
 - e. Public Defender
 - f. Unemployment Trust
 - g. Other Trusts
3. General Capital
 - a. General Capital & various reserves to include arbitrage funds
4. Water-Sewer Utility
 - a. Operating
 - b. Capital

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:

1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
 - a. Fines Account
 - b. Bail Accounts
2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Treasurer
 - a. Tax Collector (Lien) Trust

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer and Treasurer of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

BANK OF NEW YORK

MORGAN STANLEY CHASE BANK

TD BANK

DEAN WITTER

WELLS FARGO BANK

FIRST CONSTITUTION BANK

PROVIDENT BANK

BANK OF PRINCETON

FULTON BANK

MBIA-MUNICIPAL INVESTORS

SERVICE CORPORATION

NEW JERSEY ASSET & REBATE
MANAGEMENT PROGRAM

NEW JERSEY CASH MANAGEMENT

PNC BANK

SANTANDER BANK

BANK OF AMERICA

SUN NATIONAL BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

V. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

- b. the custody of collateral is transferred to a third party;
- c. the maturity of the agreement is not more than 30 days;
- d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
- e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
 - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which

January 1, 2016 Re-Org - 23 -

shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

School Taxes

County Taxes

Interfunds

Purchase of Investments

Debt Service

Salaries and Wages

Postage

Petty Cash Reimbursements

Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds Shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

Treasurer	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

XI. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer

Tax Collector

Treasurer

Borough Clerk

Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XII. COMPLIANCE

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIII. REPORTING REQUIREMENTS.

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

Implementation of this section is dependent upon adequate staffing in the Finance Office.

XIV. TERM OF PLAN

This Plan shall be in effect from January 1, 2016 to December 31, 2016. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 2016-22

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

ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES

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

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

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

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

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

Resolution 2016-23

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2016; and

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

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Treasurer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution 2016-25

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

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

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

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

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

Councilmember Stults – noted that he is pleased to be working with this Council and looks forward to 2016; and he thanked the residents for their participation in the meetings.

Councilmember Misiura – noted that he agrees with Mayor Quattrone’s comments and the groundwork for continued forward movement has been laid in 2015; he looks forward to 2016. He thanked all the volunteers in the Borough and commented that they hold Hightstown together. He wished everyone a happy new year.

Council President Hansen – congratulated the administration staff for their assistance in keeping things moving forward in the Borough; we have a great staff. She commented that this Council compliments each other; they come to meetings prepared and get things done. This is going to be a busy year and there are a lot of exciting things coming for Hightstown in 2016.

Borough Attorney Raffetto – wished everyone a happy new year and thanked Council for his re-appointment as Borough Attorney; it is a pleasure and an honor to continue to serve Council.

Borough Clerk Sopronyi – wished everyone a happy new year and commented that she looks forward to continuing to work with Council in 2016.

Administrator Underhill – commented that it is a pleasure to work with Council and the staff; and he looks forward to 2016.

Mayor Quattrone – commented that this is a great Council and he appreciates all their hard work.

Council President Hansen moved to adjourn at 12:40 pm, Councilmember Kurs seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

January 1, 2016 Re-Org