

Resolution 2014-119

*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 June 2, 2014 at 7:00 p.m. in the First Aid Building located at 168 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:

Contract Negotiations – Union Contracts
Shared Services

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: September 2, 2014 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-120

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING THE 2014 BUDGET

WHEREAS, the local municipal budget for the year 2014 was approved on the 5th day of May 2014, and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved and amended budget, now

THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Hightstown, County of Mercer, that the following amendments to the approved budget of 2014 be made:

		(Bluth					(
		(Hansen				<i>Abstained</i>	(
Recorded	Ayes	(Kurs	<i>Nays</i>	(
Vote		(Misiura		(
		(Quattrone		((
		(Thibault		(<i>Absent</i>	(

From **To**

CURRENT FUND - ANTICIPATED REVENUES

GENERAL REVENUES

3. Miscellaneous Revenues:

Section D: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Shared Service Agreements Offset with Appropriations:

Shared Service Agreement - Roosevelt Borough Clerk Services	\$	-	\$	14,000.00
Total Section D: Shared Service Agreements Offset with Appropriations	\$	206,200.00	\$	220,200.00

Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations:

Clean Communities Program	\$	-	\$	8,144.93
Municipal Court Alcohol Education and Rehabilitation Fund		-		4,903.65
Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues	\$	-	\$	13,048.58

	<u>From</u>	<u>To</u>
GENERAL REVENUES (Continued)		
Summary of Revenues		
3. Miscellaneous Revenues:		
Total Section D: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government		
Services - Shared Services Agreements	\$ 206,200.00	\$ 220,200.00
Total Section F: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government		
Services - Public and Private Revenues	\$ -	\$ 13,048.58
Total Miscellaneous Revenues	\$ 1,314,366.00	\$ 1,341,414.58
5. Subtotal General Revenues (Items 1, 2, 3, and 4)	\$ 2,294,366.00	\$ 2,321,414.58
7. Total General Revenues	\$ 6,820,082.00	\$ 6,847,130.58
CURRENT FUND APPROPRIATIONS		
8. GENERAL APPROPRIATIONS		
(A) Operations - Within "CAPS"		
GENERAL GOVERNMENT		
Assessment of Taxes		
Other Expenses	\$ 13,000.00	\$ 12,000.00
Public Buildings and Grounds		
Other Expenses	79,200.00	86,200.00
Vehicle Maintenance		
Other Expenses	40,250.00	44,250.00
Total Operations (Items 8(A)) Within "CAPS"	\$ 4,863,460.00	\$ 4,873,460.00
Total Operations Including Contingent - Within "CAPS"	\$ 4,863,460.00	\$ 4,873,460.00
Detail:		
Other Expenses (Including Contingent)	\$ 2,305,056.00	\$ 2,315,056.00
(E) Deferred Charges and Statutory Expenditures- Municipal within "CAPS"		
STATUTORY EXPENDITURES:		
Police and Firemen's Retirement System	\$ 257,089.00	\$ 247,089.00
(H-1) Total General Appropriations for Municipal Purposes Within "CAPS"	\$ 5,377,030.00	\$ 5,377,030.00

	<u>From</u>	<u>To</u>
(A) Operations - Excluded from "CAPS"		
Shared Service Agreements		
Shared Service Agreement - Roosevelt Borough Clerk Services-Salaries and Wages	\$ -	\$ 13,000.00
Shared Service Agreement - Roosevelt Borough Clerk Services-Other Expenses	\$ -	\$ 1,000.00
Total Shared Service Agreements	\$ 262,839.00	\$ 276,839.00
Public and Private Programs Offset by Revenues:		
Clean Communities Program	\$ -	\$ 8,144.93
Municipal Court Alcohol Education and Rehabilitation Fund		\$ 4,903.65
	-	
Total Public and Private Programs Offset by Revenues	\$ -	\$ 13,048.58
Total Operations - Excluded from "CAPS"	\$ 317,980.00	\$ 345,028.58
Detail:		
Salaries and Wages	\$ 77,704.00	\$ 90,704.00
Other Expenses	\$ 240,276.00	\$ 254,324.58
(H-2) Total General Appropriations for Municipal Purposes Excluded From "CAPS"	\$ 993,052.00	\$ 1,020,100.58
(O) Total General Appropriations - Excluded from "CAPS"	\$ 993,052.00	\$ 1,020,100.58
(L) Subtotal General Appropriations (Items (h-1) and (O))	\$ 6,370,082.00	\$ 6,397,130.58
9. Total General Appropriations	\$ 6,820,082.00	\$ 6,847,130.58

SUMMARY OF APPROPRIATIONS

(H-1) Total General Appropriations for Municipal Purposes Within "CAPS"	\$ 5,377,030.00	\$ 5,377,030.00
(A) Operations - Excluded From "CAPS"		
Shared Service Agreements	\$ 262,839.00	\$ 276,839.00
Public and Private Programs Offset by Revenues	\$ -	\$ 13,048.58
Total Operations - Excluded From "CAPS"	\$ 317,980.00	\$ 345,028.58
Total General Appropriations	\$ 6,820,082.00	\$ 6,847,130.58

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the local municipal budget so amended.

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 2nd day of June, 2014.

SO RESOLVED, as aforesaid.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and exact copy of a Resolution adopted by the Borough Council of the Borough of Hightstown at its meeting held June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
Budget Amendment 6/2/2014

Revenues

Introduced Budget	6,820,082.00	
Clerk Services	14,000.00	Shared Services Agreement with Roosevelt Borough
Clean Communities*	8,144.93	Annual Grant Awarded
Municipal Court Alcohol Education, Rehabilitation and Enforcement Fund**	<u>4,903.65</u>	Annual Grant Awarded
	<u>6,847,130.58</u>	

Expenditures

Introduced Budget	6,820,082.00	
Tax Assessor OE	(1,000.00)	Appropriation not needed for Current Year
Building and Grounds OE	7,000.00	Firehouse maintenance greater than prior years
Vehicle Maintenance OE	4,000.00	Fire Dept. Ladder Truck Spring Repair
Police and Fire Retirement System	(10,000.00)	Revised billing from State
Clerk Services	14,000.00	Shared Services Agreement with Roosevelt Borough
Clean Communities*	8,144.93	Annual Grant Awarded
Municipal Court Alcohol Education, Rehabilitation and Enforcement Fund**	<u>4,903.65</u>	Annual Grant Awarded
	<u>6,847,130.58</u>	

* Clean Communities Program

New Jersey Clean Communities is a statewide, comprehensive, litter-abatement program created by the passage of the Clean Communities Act in 1986. The Act provides a funding source for the program by placing a tax on fifteen categories of businesses that may produce litter-generating products. The Clean Communities Program Fund generates about \$18 million each year and after allocating \$375,000 to the New Jersey Clean Communities Council to administer its programs, the balance is disbursed each year to municipalities (80%), counties (10%), state parks service (10%).

Municipal Court Alcohol Education,
Rehabilitation and Enforcement
Fund**

See attached, the Borough of Hightstown is one of only five municipalities in Mercer County to qualify for this funding for 2014

Resolution 2014-121

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

SELF-EXAMINATION BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Hightstown has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2014 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Hightstown that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-122

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY

WHEREAS, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that prior to the date of hearing a complete copy of the approved budget has been made available for public inspection in the free public library, if any, located within our municipality and a county library. If there is no county library located within the municipality, then it must be provided to any county library in the county wherein the municipality is located. Further, the public officer delegated the responsibility for delivery of the copies to said libraries has completed a certification forwarded to the governing body that such deliveries were made and copies have been made available by the Clerk to persons requiring them; and

WHEREAS, these two conditions have been met;

NOW, THEREFORE BE IT RESOLVED that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain
<i>Ms. Bluth</i>	X		X		
<i>Ms. Hansen</i>			X		
<i>Mr. Kurs</i>		X	X		
<i>Mr. Misiura</i>			X		
<i>Mr. Quattrone</i>			X		
<i>Mr. Thibault</i>					X

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-124

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

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$112,621.01 from the following accounts:

Current	\$45,104.53
W/S Operating	9,906.05
General Capital	51,216.26
Water/Sewer Capital	762.00
Grant	24.25
Trust	2,610.70
Housing Trust	0.00
Animal Control	59.50
Law Enforcement Trust	1,455.72
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>1,482.00</u>
Total	<u>\$112,621.01</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-125

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN FOR THE YEAR 2014

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2014 salaries for certain non-union employees to provide a two percent increase, consistent with that received by members of the Local 32 union for 2014 with the exception of the Chief Finance Officer, Superintendent of AWWTP, and Water Plant Operator whose salaries will remain the same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2014:

<u>Position/Title</u>	<u>2014 Salary</u>
Chief Financial Officer	46,818.00
Borough Clerk	70,252.00
Treasurer	51,832.00
Municipal Court Administrator	59,534.00
Municipal Court Administrator - on call stipend	1,000.00
Municipal Magistrate	37,158.00
Water Plant Operator	68,499.00
Superintendent of AWWTP	79,339.00
Registrar of Vital Statistics	3,822.00
Construction Code Official	20,166.00
Technical Assistant	41,180.00
Building Subcode Official	3,922.00
Building Inspector	3,922.00
Public Health Nurse	69,976.00
 <u>HOURLY PAY:</u>	
Zoning Officer	28.35

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-126

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH MERCER COUNTY FOR EMS DISPATCH SERVICES

WHEREAS, Capital Health Services/Life Com is exiting Emergency Medical Dispatch Services functions effective June 30, 2014; and

WHEREAS, Mercer County has developed scenarios to determine the most cost-effective mode of service and are committed to uninterrupted service and dispatch under County authority by July 1, 2014, and during the period from then to December 31, 2014 will continue the evaluation of options; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, Mercer County and Hightstown Borough wish to enter into a Shared Services Agreement in which the County agrees to arrange for EMS dispatch services within Hightstown Borough's boundaries for the period of July 1, 2014 to December 31, 2016; and

WHEREAS, Hightstown Borough shall be assessed a prorated figure for said services pursuant to Hightstown's incident history for the period of July 1 to December 31, 2014, after which there shall be an adjustment to the annual assessment in January of the subsequent year to reflect Hightstown's actual incidents in the prior year; and

WHEREAS, additional terms of said Services shall be established in a shared services agreement signed by Mercer County and Hightstown Borough; and

WHEREAS, the Treasurer has certified that funds are available for this expenditure in the 2014 budget.

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
2. That the continuation of this agreement is contingent upon the availability of adequate funding in the Borough's each subsequent year's budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-127

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROOSEVELT BOROUGH FOR MUNICIPAL CLERK SERVICES

WHEREAS, the Borough of Hightstown (“Hightstown”) and the Borough of Roosevelt (“Roosevelt”) wish to enter into a Shared Services Agreement for the provision of Municipal Clerk services by Hightstown to Roosevelt; and

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40:65-1, *et seq.*, authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, Hightstown and Roosevelt agree that Hightstown’s current Municipal Clerk, Debra Sopronyi, possesses specialized skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

WHEREAS, with the above in mind, the parties wish to enter into the attached Shared Services Agreement; and

WHEREAS, the parties acknowledge and agree that they are associated for only the purposes set forth in the Agreement and that each is a public entity separate and distinct from the other.

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

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Shared Services Agreement for the services of Municipal Clerk.
2. That a certified copy of this resolution and a copy of the attached Agreement shall be sent to the Department of Community Affairs, Division of Local Government Services.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk

Resolution 2014-129

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

SUPPORTING THE MERCER COUNTY COMPLETE STREETS POLICY

WHEREAS, The Borough of Hightstown is committed to creating a pedestrian and bikeway system that makes walking and cycling a viable alternative to driving, and which improves bicyclist and pedestrian safety, by creating street corridors that safely accommodate all road users of all abilities and disabilities: and

WHEREAS, the New Jersey Department of Transportation's Complete Streets policy states "A Complete Street is defined as a means to provide safe access for all users by designing and operating a comprehensive, integrated, connected multi-modal network of transportation options"; and

WHEREAS, significant accomplishments have already been achieved by incorporating pedestrian safety and traffic calming measures when public streets are improved throughout Mercer County; and

WHEREAS, the Borough Council supports this "Complete Streets" initiative and urges its continuation throughout Mercer County in an attempt to create a comprehensive, integrated, connected street network that safely accommodates all road users of all abilities and disabilities and for all trips;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough Hightstown that it here by supports a Complete Streets policy for all public street projects, wherever possible and practicable, that are undertaken by Borough of Hightstown, the County of Mercer and the municipalities within the County of Mercer in order to ultimately achieve a network of roadways that may safely accommodate travel by pedestrians, bicyclists, public transit, and motorized vehicles and their passengers, with special priority given to bicyclist and pedestrian safety.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the County of Mercer, the municipalities within Mercer County and the NJ Department of Transportation.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

Debra L. Sopronyi
Borough Clerk