

# Resolution 2015-148

*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 1, 2015 directly following the general meeting 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 – Shared Services: Police/Dispatch/Court

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 1, 2015 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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-149

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

## **STEWARD OF HIGHTSTOWN HISTORY AWARD 2014**

**WHEREAS**, the “Steward of Hightstown History” award is given to a recipient selected by the Hightstown Preservation Commission recognizing the owner of a historic property who demonstrates a long-term commitment to preservation through careful property maintenance, restoration or rehabilitation; and

**WHEREAS**, a minimum of three nominees are presented to the Historic Preservation Commission for deliberation and selection; and

**WHEREAS**, a plaque is presented to the most deserving applicant as determined by the commission; and

**WHEREAS**, the Hightstown Preservation Commission have deliberated the proposed nominees and found that Mr. Keith White, of 137 East Ward Street has been found to be the most deserving of the award for 2014; and

**WHEREAS**, Mr. White’s porch was destroyed by a falling tree limb and while he could have simply removed the porch, he took the harder path and rebuilt it, bringing it back to the original historic architectural design; and

**WHEREAS**, the carpentry work for this project was performed by Yanni Moraitis; and

**WHEREAS**, the commitment of Mr. White in restoring his property to its original architecture is a strong example of what it means to be a “Steward of Hightstown History”.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Mr. Keith White of 137 East Ward Street is hereby awarded the “Steward of Hightstown History” award for 2014 for his commitment to restoring his historic property to its original architecture.

### **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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-150

*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 \$122,160.48 from the following accounts:

Current	\$68,671.44
W/S Operating	45,364.79
General Capital	585.00
Water/Sewer Capital	2,429.00
Grant	0.00
Trust	1,321.25
Housing Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>3,789.00</u>
 Total	 <u>\$122,160.48</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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-151

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

## **APPOINTING CERTAIN CODE ENFORCEMENT OFFICIALS FOR THE BOROUGH OF HIGHTSTOWN**

**WHEREAS**, there is a need for a Zoning Official, Housing Inspector, and Zoning Officer in Hightstown Borough to assist with code enforcement; and

**WHEREAS**, the Borough Administrator has recommended the following appointments to be effective June 1, 2015:

George Chin	Zoning Official
Chad Reed	Housing Inspector
David Bell	Zoning Officer

; and

**WHEREAS**, the Mayor and Council have reviewed the recommendation of the Borough Administrator and found that these appointments will benefit the residents of the Borough and improve code enforcement in the Borough; and

**WHEREAS**, it is the desire of the Mayor and Council to make the appointments as recommended.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the appointments as listed in this resolution shall be effective June 1, 2015.

### **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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-152

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

## **AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES**

**WHEREAS**, there is a need for Emergency Medical Service coverage in Hightstown Borough; and

**WHEREAS**, Hightstown Borough desires to enter into an agreement with Robbinsville Township for Emergency Medical Service and Robbinsville Township has agreed to provide said services to Hightstown Borough; 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**, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Service for the period June 1, 2015 through December 31, 2015; and

**WHEREAS**, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

**WHEREAS**, the Borough's net share of costs for these services, by the terms of this agreement, will be Ten Thousand Five Hundred Dollars annually, to be pro-rated for the period of June 1, 2015 to December 31, 2015; and

**WHEREAS** funds for this expenditure will be made available in the 2015 budget;

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

1. The Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period June 1, 2015 through December 31, 2015 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2015 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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-153

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

## **AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO ENTER INTO A DEVELOPER'S CONSTRUCTION SEQUENCE AGREEMENT WITH THE PEDDIE SCHOOL**

**WHEREAS**, The Peddie School (the "Developer") intends to develop a portion of the land known and designated as Lot 1.02 in Block 53 on the Hightstown Borough Tax Map (the "Project Area"), along with adjacent areas, which parcel(s) is situated in the R-1 Zoning District, in order to demolish two existing dormitories and construct two new dormitories (the "Project"); and

**WHEREAS**, the Project shall also include roadway realignment and drainage improvements to the roadway that traverses the campus area and the Project Area, and the construction of an underground detention basin, landscaping, and water and sewer utility improvements; and

**WHEREAS**, the Developer has obtained preliminary and final site plan approval from the Hightstown Planning Board, which approval was memorialized on February 9, 2015, by Resolution No. 2015-07; and

**WHEREAS**, as a condition of the preliminary and final site plan approval, Developer is required to enter into an Agreement with the Borough, satisfactory to the Mayor and Council, Borough Engineer, Borough Attorney and Planning Board Attorney; and

**WHEREAS**, the parties have negotiated a proposed Developer's Construction Sequence Agreement (the "Agreement"), and the proposed Agreement is in a form satisfactory to the Developer, as well as to all of the Borough representatives referenced above.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown, that the Mayor and Borough Clerk are hereby authorized to execute the Developer's Construction Sequence Agreement on behalf of the Borough.

### **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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-154

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## RESOLUTION OF COMPLIANCE REGARDING THE 2013 AUDIT

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of *N.J.S.* 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the audit entitled:

General Comments  
Recommendations

; and

**WHEREAS**, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments  
Recommendations

as evidenced by the group affidavit form of the governing body; and

**WHEREAS**, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid, and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

*R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.*

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Borough of Hightstown hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

### 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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-155

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

## **RESOLUTION APPROVING THE 2013 ANNUAL AUDIT CORRECTIVE ACTION PLAN AND AUTHORIZING THE FILING OF SAID PLAN WITH THE DIVISION OF LOCAL GOVERNMENT SERVICES**

**WHEREAS**, the Borough of Hightstown is required, pursuant to the Single Audit Act Amendments of 1996, to prepare a Corrective Action Plan based on the findings and recommendations contained in the Annual Audit for 2013; and

**WHEREAS**, the Borough is required to submit a Corrective Action Plan to the Division of Local Government Services as part of the annual audit process, and to file a copy of said Plan with the Borough Clerk; and

**WHEREAS**, the Borough Council has received the 2013 Annual Audit – Corrective Action Plan.

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

1. That the 2013 Annual Audit – Corrective Action Plan, a copy of which is attached hereto and incorporated herein by reference, is hereby approved.
2. That the proper Borough officials are hereby authorized and directed to file said Corrective Action Plan with the Division of Local Government Services, and to file a copy in the Borough Clerk's office.

### **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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk

**BOROUGH OF HIGHTSTOWN  
MERCER COUNTY  
AUDIT REPORT YEAR: DECEMBER 31, 2013**

DEPARTMENT: FINANCE  
GEORGE J. LANG  
CHIEF FINANCIAL OFFICER

**FINDINGS**

**13-01**

**Finding** - There are a number of interfunds on the balance sheets as at December 31.

**Criteria** -All interfund balances should be liquidated by December 31, in accordance with Division of Local Government directives.

**Response** -Several of the Borough grants work on a reimbursement basis which requires the Borough to pay for the expenses and seek reimbursement. The amount of interfunds has been reduced from 120,617.54 to 14,844.24.

**Recommendation** - That an effort be made to liquidate all interfunds prior to December 31.

**Corrective Action Plan** - Effort will be made to liquidate all interfunds prior to December 31.

**Implementation Date** - 2014

**13-02**

**Finding** - The financial statements and related notes were not completed in a timely manner to allow the audit to be completed by the statutory deadline.

**Criteria** -N.J.S.A. 40A:5-4 requires the audit to be completed within six months after the close of the fiscal year.

**Response** -Unlike a majority of towns in New Jersey the Borough of Hightstown's Chief Financial Officer prepares the Annual Financial Statement and Financial Statements for Audit Report. These other municipalities either have the auditor or an outside accounting professional prepare the financial documents for an additional cost. Having the auditor prepare the documents could create an independence issue.

**Recommendation** - That the financial statements and related notes be completed in a timely manner to permit the audit to be submitted by the statutory deadline.

**Corrective Action Plan** -The financial statements and related notes be completed in a timely manner to permit the audit to be submitted by the statutory deadline.

**Implementation Date** - June 2015 for 2014 financial statements

# Resolution 2015-158

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

## **AUTHORIZING A FISH STOCKING PERMIT FOR PEDDIE LAKE**

**WHEREAS**, Mr. Raymond Podlesny, Jr. of 4 Oxford Drive in East Windsor Township has requested permission to stock Peddie Lake with minnows, largemouth bass, and blue gills; and

**WHEREAS**, it is required that Mr. Podlesny file an application with the New Jersey Division of Fish and Wildlife to undertake stocking Peddie Lake; and

**WHEREAS**, it is also required that the Borough, as owner of Peddie Lake, authorize the submission of his application to the New Jersey Division of Fish and Wildlife; and

**WHEREAS**, the Borough finds that the fish proposed in the application to stock Peddie Lake will not interfere with the fish that commonly inhabit Peddie Lake; and

**WHEREAS**, the Mayor and Borough Council find that the stocking of Peddie Lake will benefit the residents and sportsmen who take advantage of the opportunity to fish in Peddie Lake.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Mayor is hereby authorized to sign the application for a fish stocking permit as being presented, and further authorizes the application for a fish stocking permit to be filed by Mr. Raymond Podlesny, Jr. of 4 Oxford Drive, East Windsor, New Jersey 08520.

### **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 1, 2015.

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Debra L. Sopronyi  
Borough Clerk