

OPEN SESSION

Mayor Robert Patten called the meeting to order at 12:10 p.m. and read the Open Public Meetings Act statement which stated that adequate notice and posting of the meeting had taken place in accordance with the requirements of P.L. 1975, Chapter 231.

The invocation was led by Rev. Suzanne Schaefer Coates, after which Mayor Patten requested a moment of silence for the recent passing of President Gerald R. Ford.

The flag salute was led by Councilman Walter Sikorski and was followed by the roll call.

ROLL CALL

	PRESENT	ABSENT
<i>Mayor Patten</i>	✓	
<i>Councilmember Harinxma</i>		✓
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Rosenberg</i>	✓	
<i>Councilmember Schneider</i>	✓	
<i>Councilmember Sikorski</i>	✓	
<i>Councilmember Thompson</i>	✓	

Also in attendance: Candace Gallagher, Borough Clerk/Administrator and Leona Baylor, Deputy Borough Clerk.

APPROVAL OF AGENDA

The agenda as presented was moved by Councilmember Sikorski, seconded by Councilmember Rosenberg and approved by all.

SWEARING-IN CEREMONY

Mayor Robert F. Patten

Robert F. Patten was sworn in to his second term as Mayor by Borough Clerk/Administrator Candace Gallagher, who administered the oath of office. Mayor Patten thanked the community for their support, and said that Hightstown is a "fabulous town," with "wonderful people on Council working together."

Councilman Lawrence D. Quattrone

The Mayor then administered the oath of office to Lawrence D. Quattrone, who was sworn in to another term as Councilman. Councilman Quattrone thanked all who voted in Hightstown, and said it was a "close race." He promised to "work as hard as I have in the last seven years during the next three years," and encouraged the public to "let us know what you want." "It's easy to make decisions," he said, "when the town is behind you."

Councilman David Schneider

Councilman David Schneider was sworn in to his third term by Mayor Patten. Councilman Schneider thanked the public for "sending me back to the job once again." He said that he would "continue to work for what I have always stood for, so that all can be comfortable and secure that they can stay here for as long as they wish. I will do all that I can," he said, "to make your decision to send me back the right one."

RECOGNITION OF DIGNITARIES

Mayor Patten recognized the following dignitaries in attendance: Freeholder Tony Mack, former Mayors Amy Aughenbaugh and Scott Caster, former Councilmembers Torry Watkins, Eugene Sarafin, Mike Vanderbeck and Nancy Walker-Laudenberger; former Hamilton Mayor Jack Rafferty and Verizon representative Anna Lustenberg. The Mayor also noted the presence of his brother, John Patten, and his grandchildren.

PUBLIC COMMENT

Mayor Patten opened the floor for public comment.

Phyllis Deal, 305 Stockton Street, wished all a Happy New Year, and congratulated the re-elected members of the governing body. She commented regarding a recent letter from resident Dan Buriak which appeared in the paper regarding traffic on Stockton Street, and noted that she was a member of the committee which made certain that the Bypass was constructed. She also pointed out that "Dan did *not* 'establish' the 25 mph speed limit on Stockton Street – it has been that way for at least the past 31 years." There may be some dispute as to the language of the law, she said, but the street has been posted at 25 mph for as long as she can remember. She appealed to the public to observe that speed limit.

Eugene Sarafin, 600-628 South Main Street, read a prepared statement stating that "the Borough could have two or three Mayors." He stated that Walter Sikorski "was elected by three districts" and that "the third Mayor is Kathy Patten." At that point, Mr. Sarafin was loudly booed by those in attendance, and Mayor Patten called the room to order. Mr. Sarafin went on to say that there is a similarity between Washington DC and Hightstown, and that his New Year's Resolutions are to (1) make the public comment period long enough to allow 100 people to read from the U.S. Constitution; (2) inform the community regarding "the Republicans that are plundering our country"; and (3) write and speak to the need to consolidate services with East Windsor Township. "Bob will be our last Mayor," he said.

Suzanne Schaefer Coates, 444 South Main Street, noted that "something wonderful happened this year" – the Greater Goods thrift store. "This town has come together over that," she said, "to work for the common good." She thanked all who have supported that effort.

Councilman Quattrone noted at this point that there was "one person I didn't recognize earlier" – he thanked his wife, Judy, for her support.

No one else came forward and the floor was closed.

RESOLUTION 2007-01, ELECTING COUNCIL PRESIDENT FOR 2007

Councilmember Schneider nominated Walter Sikorski to serve as Council President during 2007. No other nominations were heard and the floor was closed. Resolution 2007-01 was moved by Councilmember Schneider and seconded by Councilmember Quattrone.

Roll Call: Councilmembers Quattrone, Schneider, Sikorski, Rosenberg and Thompson voted yes.
Councilmember Harinxma was absent.

Resolution adopted, 5-0.

RESOLUTION 2007-01 ELECTING COUNCIL PRESIDENT FOR 2007

WHEREAS, there exists a need to fill the position of Council President for 2007; and

WHEREAS, it is the desire of the Borough Council to elect Councilmember Walter Sikorski to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Walter Sikorski is hereby elected as Council President for the year 2007.

Council President Sikorski presented Mayor Patten with a tiny gavel for his use during the coming year, which drew laughter from those in attendance.

RESOLUTIONS

Resolutions 2007-02 through 2007-05 were moved by Councilmember Quattrone and seconded by Councilmember Schneider.

Roll Call: Councilmembers Quattrone, Schneider, Sikorski, Rosenberg and Thompson voted yes.
Councilmember Harinxma was absent.

Resolutions adopted, 5-0.

RESOLUTION 2007-02 RESOLUTION RATIFYING AND CONFIRMING APPOINTMENTS FOR 2007 - PROFESSIONAL SERVICES

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

		Term	Term expiration
Municipal Attorney:	Frederick Raffetto, Esq. Ansell Zaro Grimm & Aaron 1500 Lawrence Avenue, CN 7807 Ocean, New Jersey 07712	1 year	December 31, 2007
Special Labor Counsel:	Richard J. Shaklee, Esq. McLaughlin Gelson, LLC 1305 Campus Parkway, Suite 200 Neptune, New Jersey 07753	1 year	December 31, 2007
Municipal Engineer:	Carmela Roberts, P.E. Roberts & Reymann Engineering, LLC 1670 Whitehorse-Hamilton Square Road Suite C-2 Hamilton, NJ 08690	1 year	December 31, 2007
Municipal Auditor:	William E. Antonides, CPA, RMA William E. Antonides and Company 2807 Hurley Pond Road, Suite 200 P.O. Box 1137 Wall, New Jersey 07719	1 year	December 31, 2007

Municipal Planner:	Tamara Lee Tamara Lee Consulting, LLC 156 Lindbergh Road Hopewell, New Jersey 08525	1 year	December 31, 2007
Bond Counsel:	Edward J. McManimon, III McManimon & Scotland, LLC One Riverfront Plaza, Fourth Floor Newark, New Jersey 07102	1 year	December 31, 2007

NOW, THEREFORE, BE IT RESOLVED that the Hightstown Borough Council does hereby consent to the Mayor's appointments as listed herein, and said appointments are ratified and confirmed effective this date, January 1, 2007.

**RESOLUTION 2007-03 RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2007 -
BOARDS, COMMISSIONS AND COMMITTEES**

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

Planning Board

Walter Sikorski, Councilmember	1 yr.	December 31, 2007
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Environmental Commission

Roger Cook	3 yrs.	December 31, 2009
Sue Bottino	3 yrs.	December 31, 2009
Gary Grubb, Alternate #1	2 yrs.	December 31, 2008
Ann Fischbach	ux 3 yrs.	December 31, 2007
Chris Toelg, Alternate #2	ux 2 yrs.	December 31, 2007

Hightstown Housing Authority

Ernest Thompson	5 yrs.	December 31, 2011
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Board of Health

Dr. John Laudenberger	3 yrs.	December 31, 2009
Mary Ann Paglione	3 yrs.	December 31, 2009
Linda Harrington, Alternate #1	2 yrs.	December 31, 2008
Dylan Ross	ux 3 yrs.	December 31, 2008
Hilary Stults, Alternate #2	ux 2 yrs.	December 31, 2007

Economic Development Committee

William Gilmore	2 yrs.	December 31, 2008
Vincent Traylor	2 yrs.	December 31, 2008
Eugene O'Connor	2 yrs.	December 31, 2008
Councilmember Ryan Rosenberg (ex officio)	1 yr.	December 31, 2007

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

	<u>Deputy Borough Clerk</u>	
Leona Baylor	1 yr.	December 31, 2007
	 <u>Water-Sewer Collector</u>	
Nancy Martin, CTC	1 yr.	December 31, 2007
	 <u>Deputy Tax/Water/Sewer Collector</u>	
Arlene O'Rourke	1 yr.	December 31, 2007
	 <u>Joint Insurance Fund Commissioner</u>	
Candace B. Gallagher	1 yr.	December 31, 2007
	 <u>Alternate Joint Insurance Fund Commissioner</u>	
James M. Eufemia	1 yr.	December 31, 2007
	 <u>Assessment Search Officer</u>	
Candace B. Gallagher	1 yr.	December 31, 2007
	 <u>Public Agency Compliance Officer (P.A.C.O.)</u>	
Leona Baylor	1 yr.	December 31, 2007
	 <u>Tax Search Officer</u>	
Nancy Martin	1 yr.	December 31, 2007
	 <u>Public Defender</u>	
Richard Kelly	1 yr.	December 31, 2007
	 <u>Alternate Public Defender</u>	
Gus Siggelakis	1 yr.	December 31, 2007
	 <u>Alternate Prosecutors</u>	
#1 - Sahbra Smook-Jacobs, Esq.	1 yr.	December 31, 2007
#2 - Ashley Bostic-Hutchinson, Esq.	1 yr.	December 31, 2007
#3 - Lenore N. Hannah, Esq.	1 yr.	December 31, 2007
#4 - Renee La Marre-Sumners, Esq.	1 yr.	December 31, 2007
#5 - Edward Hunter, Esq.	1 yr.	December 31, 2007
#6 - Kim Augustus Otis, Esq.	1 yr.	December 31, 2007
	 <u>Zoning Officer</u>	
Harry Wetterskog	1 yr.	December 31, 2007

<u>Housing Inspectors</u>		
Harry Wetterskog	1 yr.	December 31, 2007
Thomas Murray	1 yr.	December 31, 2007
George Chin	1 yr.	December 31, 2007
<u>Building Inspector</u>		
Harry Wetterskog	1 yr.	December 31, 2007
<u>Fire Inspector (UCC)</u>		
Harry Wetterskog	1 yr.	December 31, 2007
<u>Summer Recreation Director</u>		
Larry Gunnell	1 yr.	December 31, 2007
<u>Borough Historian</u>		
Dr. David Martin	1 yr.	December 31, 2007
<u>School Crossing Guards</u>		
James Coleman	1 yr.	December 31, 2007
Edward E. Hayes	1 yr.	December 31, 2007
Maria Sterns	1 yr.	December 31, 2007

RESOLUTION 2007-05 APPOINTING COUNCIL LIAISONS

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

CONSTANCE HARENDZA-HARINXMA	Parks and Recreation Commission Fire Department
LAWRENCE D. QUATTRONE	First Aid Squad Public Works
RYAN ROSENBERG	Environmental Commission Economic Development Committee Borough-owned properties
DAVID SCHNEIDER	Municipal Court
WALTER SIKORSKI	Construction/Housing/Fire Code Enforcement Board of Health Historic Preservation Commission
PATRICK THOMPSON	Water and Sewer Departments Finance & Administration

Resolutions 2007-06 through 2007-18 were moved by Council President Sikorski and seconded by Councilmember Thompson .

Roll Call: Councilmembers Quattrone, Schneider, Sikorski, Rosenberg and Thompson voted yes.
Councilmember Harinxma was absent.

Resolutions adopted, 5-0.

RESOLUTION 2007-06 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 2007.

RESOLUTION 2007-07 ESTABLISHING 2007 SCHEDULE OF HOLIDAYS AND BOROUGH BUSINESS HOURS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following will be considered the official holidays for the year 2007 and the first week of 2008:

January 1	New Years' Day (Monday)
January 15	Martin Luther King, Jr. Day (Monday)
February 19	Presidents Day (Monday)
April 6	Good Friday
May 28	Memorial Day observed (Monday)
July 4	Independence Day (Wednesday)
September 3	Labor Day (Monday)
October 8	Columbus Day observed (Monday)
November 12	Veterans Day observed (Monday)
November 22	Thanksgiving Day (Thursday)
November 23	Day After Thanksgiving (Friday)
December 25	Christmas Day (Tuesday)
January 1, 2008	New Years Day (Tuesday)

RESOLUTION 2007-08 APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE FOR THE YEAR 2007

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 2007 and for the first two meetings in 2008, will be held at **7:00 p.m.**, unless otherwise noted, at the Municipal Building at 148 North Main Street, Hightstown, on the following dates:

2007 SCHEDULED COUNCIL MEETING DATES

TUESDAY (Monday holiday)	January 16
MONDAY	February 5
TUESDAY (Monday holiday)	February 20
MONDAY	March 5
MONDAY	March 19

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

2008 Meetings

Tuesday, January 1 Reorganization Meeting, 12 noon
Monday, January 7 Regular Meeting, 7:00 p.m.

RESOLUTION 2007-09 DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of 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 2007-10 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 2007, 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 2007-11 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 2007-12 AUTHORIZING 2007 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 2006 current budget, exclusive of appropriations for capital improvement fund, public assistance, and debt service, is \$1,295,113.53;

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 2007 Temporary Operating Budget (Current), as detailed on the annexed Schedule¹, totaling \$1,294,700.00 is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

RESOLUTION 2007-13 AUTHORIZING 2007 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 2006 water-sewer utility budget, exclusive of appropriations for capital improvement fund, public assistance, and debt service, is \$549,858.17;

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 Included at end of these 1/1/07 minutes.

1. The 2007 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule², totaling \$548,650.00 is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

RESOLUTION 2007-14 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 2007-15 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 2007 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 2007 which is attached hereto and made a part hereof³ is hereby adopted.

² Included at end of these 1/1/07 minutes.

³ Included at end of these 1/1/07 minutes.

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, 2007; 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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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 Account**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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 **Uniform Construction Trust Account**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/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)**:

Robert F. Patten, Mayor
Arlene O'Rourke, Treasurer
George J. Lang, CFO
Candace B. Gallagher, Borough Clerk/Administrator

BE IT FURTHER RESOLVED, that the Borough Clerk/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 2007-17 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 which total less than the bidding threshold; and

WHEREAS, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Borough Administrator to approve purchases, contracts and agreements up to \$2,500.00, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, it is the further desire of the Mayor and Council to authorize the Borough Administrator and Chief Financial Officer to jointly approve purchases, contracts and agreements which total between \$2,500.01 and \$7,500.00, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*;

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

1. The Borough Administrator is hereby authorized to approve any purchases, contracts and/or agreements which total up to \$2,500.00 without further action from Council, provided that funds are available to cover the expenditure.
2. The Borough Administrator and Chief Financial Officer are hereby authorized to jointly approve any purchases, contracts and/or agreements which total between \$2,500.01 and \$7,500.00 without further action from Council, provided that funds are available to cover the expenditure. Any such expenditure must be approved by both the Borough Administrator and the Chief Financial Officer.
3. Purchase approvals made by the Borough Administrator and/or Chief Financial Officer 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.*

RESOLUTION 2007-18

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.

MAYOR'S ADDRESS

Mayor Patten acknowledged the work done for the Borough by Candace Gallagher, Administrator/Clerk, and thanked her for her dedication. He then proceeded to give his annual Mayoral address, the full text of which is included at the end of these 1/1/07 minutes.

He invited all in attendance to a reception at Theo's Lakeside Tavern following the meeting.

Rev. Suzanne Schaefer Coates performed the Benediction, during which she paid tribute to five Borough residents who passed away during the past year, each of whom has made a difference to Hightstown – "Snoop" Taylor, Charles O'Reilly, Mayor Milton Cunningham, Mary Anna Reeves, and Maury Hageman.

At this time, adjournment was moved by Councilman Thompson, seconded by Council President Sikorski and unanimously approved. The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Candace B. Gallagher, RMC
Borough Clerk