

Meeting Minutes
Hightstown Borough Council
Re-Organization Meeting
January 2, 2014
7:30 pm

The meeting was called to order by Mayor Kirson at 7:35pm 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 Kirson welcomed everyone to the re-organization meeting and thanked them for coming.

The flag salute followed Roll Call of the 2013 Council.

	PRESENT	ABSENT
<i>Councilmember Bibens</i>	✓	
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Thibault</i>	✓	
<i>Councilmember Woods</i>		✓
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; James LeTellier, Police Director; and Frederick Raffetto, Borough Attorney.

Mayor Kirson noted the death of Fire Police Officer David Lidke and remarked that he was "a true spirit of the Borough". He then called for a moment of silence in memory of Mr. Lidke.

Mayor Kirson swore Councilmember-Elect Denise Hansen into office. Councilmember Hansen then took the seat of Selena Bibens, who moved to the audience.

Mayor Kirson swore Councilmember-Elect Steven Misiura into office. Councilmember Misiura then took the seat of Lynne Woods.

Mayor Kirson noted that Suzanne Schaeffer - Coates, the Fire Department Chaplain, could not make it so there will be no Invocation.

Mayor Kirson then presented Selena Bibens with a proclamation and thanked her for her hard work and dedication, and serving on various boards and committees; noting that she should be proud of the work she has done and wished her the best in the future. Selena Bibens then thanked Council and noted that she will still be a presence in the Borough, assisting where and when needed.

Mayor Kirson then noted that, due to the weather conditions, Mayor Mironov and various County dignitaries cancelled their attendance; he then recognized and welcomed the various previous Mayors Council members who were present: Scott Caster, Jeff Bond, Tory Watkins, Richard Pratt, Eugene Sarafin, and Skye Gilmartin.

Mayor Kirson called for a Roll Call of the 2014 Council.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Misiura</i>	✓	

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<i>Councilmember Thibault</i>	✓	
<i>Mayor Kirson</i>	✓	

Councilmember Thibault moved that resolutions 2013-08, 2013-14 and 2013-21 be pulled from the consent agenda, Councilmember Doran seconded.

Roll Call Vote: Council members Doran and Thibault voted yes; Council members Bluth, Hansen, Misiura and Quattrone voted no.

Amendment to the agenda defeated 2-4.

Councilmember Bluth moved the agenda as presented, Councilmember Quattrone seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura and Quattrone voted yes; Council members Doran and Thibault voted no.

Agenda approved.

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

Eugene Sarafin, 628 S. Main Street – commented that he looks forward to the new Council; noted that Norm Walters passed away, he was a good friend and neighbor.

Tory Watkins, 69 Meadow Drive – thanked Selena Bibens and Lynne Woods for serving the last three years, it is a hard job; he wished them well.

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

Resolution 2014-01 Electing Council President for 2014

Councilmember Quattrone moved Resolutions 2014-01 with the name of Susan Bluth being appointed as Council President, Councilmember Hansen seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura, Quattrone and Thibault voted yes; Council member Doran voted no.

Resolution approved 5-1.

Resolution 2014-01

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

ELECTING COUNCIL PRESIDENT FOR 2014

WHEREAS, there exists a need to fill the position of Council President for 2014; and

WHEREAS, it is the desire of the Borough Council to elect Susan Bluth to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Susan Bluth is hereby elected as Council President for the year 2014.

Council President Bluth thanked Council for their confidence; it will not be easy to follow in Councilmember Quattrone's January 2, 2014 Re-Org

footsteps.

Consent Agenda – Resolutions 2014-02, 2014-03, 2014-04, 2014-05, 2014-06, 2014-07, 2014-08, 2014-09, 2014-10, 2014-11, 2014-12, 2014-13, 2014-14, 2014-15, 2014-16, 2014-17, 2014-18, 2014-19, 2014-20, and 2014-21

Councilmember Quattrone moved the consent agenda, Council President Bluth seconded.

Councilmember Thibault noted that he has concern with advertising in the Herald when they do not cover the meetings and he wanted to discuss the matter. He commented the he had also wanted to discuss the holiday schedule for the employees, as they receive more days off than the state employees.

Roll Call Vote: Council members Bluth, Hansen, Misiura and Quattrone and voted yes; Council members Doran and Thibault voted no.

Resolutions approved 4-2.

Resolution 2014-02
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2014 -
BOROUGH OFFICIALS**

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

Anne Blake	Tax Collector 4 yrs.	December 31, 2017
Debra L. Sopronyi	<u>Joint Insurance Fund Commissioner</u> 1 yr.	December 31, 2014
Karen Cassel	<u>Alternate Joint Insurance Fund Commissioner</u> 1 yr.	December 31, 2014
Debra L. Sopronyi	<u>Assessment Search Officer</u> 1 yr.	December 31, 2014
Debra L. Sopronyi	<u>Public Agency Compliance Officer (P.A.C.O.)</u> 1 yr.	December 31, 2014
Ken Lewis	Recycling Coordinator 1 yr.	December 31, 2014
Ken Lewis	Clean Communities Coordinator 1 yr.	December 31, 2014
Ken Lewis	Safety Coordinator 1 yr.	December 31, 2014
Richard Kelly	<u>Public Defender</u> 1 yr.	December 31, 2014

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	<u>Alternate Public Defender</u>	
Gus Siggelakis	1 yr.	December 31, 2014

	<u>Alternate Prosecutors</u>	
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2014
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2014
#3 – Betha Scott, Esq.	1 yr.	December 31, 2014
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2014
#5 – Lenor Hannah, Esq.	1 yr.	December 31, 2014
#6 – Reed Gusciora, Esq.	1 yr.	December 31, 2014
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 2014

	<u>Zoning Officer</u>	
William Schmeling	1 yr.	December 31, 2014

	<u>Housing Inspectors</u>	
George Chin	1 yr.	December 31, 2014
Annely Gomez	1 yr.	December 31, 2014

	<u>Building Inspector</u>	
George Chin	1 yr.	December 31, 2014

	<u>Fire Protection Official</u>	
Chad Reed	1 yr.	December 31, 2014

	<u>Summer Recreation Director</u>	
Larry Gunnell	1 yr.	December 31, 2014

	<u>Borough Historian</u>	
Charles Stultz III	1 yr.	December 31, 2014

	<u>Class I Officer</u>	
Chad Reed	1 yr.	December 31, 2014

	<u>Class II Officers</u>	
Tyler DeStefano (excess of 20 hours)	1 yr.	December 31, 2014
Tyler Bender	1 yr.	December 31, 2014

	<u>School Crossing Guards</u>	
Margaret H. K. Costantino	1 yr.	December 31, 2014
Carl Jantz	1 yr.	December 31, 2014
Donna Reed	1 yr.	December 31, 2014

Resolution 2014-03

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

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

WHEREAS, there exists the need for professional legal services for 2014 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, the Borough Council wishes to appoint Frederick C. Raffetto, Esq. of the firm Ansell Grimm & Aaron, Inc. of Ocean, New Jersey as Borough Attorney effective January 1, 2014; and
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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 2014 budget; 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, the firm of Ansell Grimm & Aaron, Inc. 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 Frederick Raffetto, Esq. regarding the above-referenced professional legal 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 Ansell, Grimm & Aaron, Inc. is a firm whose attorneys 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 2014-04

*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 2014; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2014; and

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

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WHEREAS, funds for this purpose will be made available in the 2014 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 2014-05

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

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

WHEREAS, there exists the need for specialized municipal auditing services during 2014; and

WHEREAS, the Borough Council wishes to appoint William E. Antonides of William E. Antonides and Company of Wall, New Jersey as Borough Auditor effective January 1, 2014; and

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

WHEREAS, funds for this purpose will be made available in the 2014 budget; and,

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

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and William E. Antonides regarding the above-referenced professional municipal auditing services, as set forth herein.
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 William E. Antonides and Company is a firm whose municipal auditors 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 2014-06

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

WHEREAS, there exists the need for professional Municipal Planning services for 2014; and

WHEREAS, the Borough Council wishes to appoint Tamara Lee of Tamara Lee Consulting, LLC, of Hopewell, New Jersey as Borough Planner effective January 1, 2014; and

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

WHEREAS, funds for this purpose will be made available in the 2014 budget; and,

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

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

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in 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 Tamara Lee Consulting, LLC regarding the above-referenced professional municipal planning 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 Tamara Lee Consulting, LLC is a firm whose municipal planners 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 2014-07

*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 2014; and

WHEREAS, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2014; 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 2014 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

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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 2014-08

*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
Borough-owned properties

GAIL DORAN

Environmental Commission
Housing Authority
Historic Preservation Commission

LAWRENCE QUATTRONE

Fire Department
Public Works

ROBERT THIBAUT

First Aid Squad
Board of Health

SUSAN BLUTH

Finance and Administration
Municipal Court
Parks and Recreation

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STEVE MISIURA

Construction/Code Enforcement

Resolution 2014-09

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2014 -
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

Steven Misiura	1 yr.	December 31, 2014
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Environmental Commission

Donna LePrevost	3 yrs.	December 31, 2016
David Zaiser	3 yrs.	December 31, 2016
Jan Troizier	3 yrs.	December 31, 2016
Terry Parliaros, Alt. #1	2 yrs.	December 31, 2015

Housing Authority

Chris Moraitis	5 yrs.	December 31, 2018
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Board of Health

Katherine Zaiser	3 yrs.	December 31, 2016
Skye Gilmartin	3 yrs.	December 31, 2016
Robin Conrad, Alt. #2	2 yrs.	December 31, 2015

**MAYOR'S APPOINTMENTS
JANUARY 2, 2014**

Police Commissioner

Councilmember Larry Quattrone	1 yr.	December 31, 2014
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Planning Board

Bill Searing, Class II member	1 yr.	December 31, 2014
Dimitri Musing	4 yrs.	December 31, 2017
Harold Mulleavey	3 yrs.	December 31, 2016
Joseph F. Balcewicz, Alt. #1	2 yrs.	December 31, 2015

Parks and Recreation Commission

Jason Taylor	5 yrs.	December 31, 2018
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Eugene Lambert, Alt. #1	5 yrs.	December 31, 2018
Kim Boknoski, Alt. #2	5 yrs.	December 31, 2018

Historic Preservation Commission

Rick Pratt (Class B)	4 yrs.	December 31, 2017
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Resolution 2014-10

*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 2014-11

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2014**

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 2014 and for the first meeting in 2015 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:

2014 SCHEDULED COUNCIL MEETING DATES

TUESDAY (Monday holiday)	January 21
MONDAY	February 3
TUESDAY (Monday holiday)	February 18
MONDAY	March 3
MONDAY	March 17
MONDAY	April 7
MONDAY	April 21
MONDAY	May 5
MONDAY	May 19
MONDAY	June 2
MONDAY	June 16
MONDAY	July 7
MONDAY	July 21

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MONDAY	August 4
MONDAY	August 18
TUESDAY (Monday holiday)	September 2
MONDAY	September 15
MONDAY	October 6
MONDAY	October 20
MONDAY	November 3
MONDAY	November 17
MONDAY	December 1
MONDAY	December 15

2015 Meetings

FRIDAY, January 2 at 7:00pm	Reorganization Meeting
MONDAY	January 5

Resolution 2014-12

*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 2014-13

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 2014, 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 2014-14

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 2014.

Resolution 2014-15

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

AUTHORIZING PETTY CASH FUNDS

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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 2014-16

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

AUTHORIZING 2014 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 2013 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,583,230.55;

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 2014 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,560,500.00 for Operating and \$425,750.00 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.

GENERAL GOVERNMENT

Administration Office	
Salaries and Wages	20,000.00
Other Expenses	800.00
Mayor & Borough Council	
Salaries and Wages	7,000.00
Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	18,000.00
Other Expenses	4,000.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	

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Salaries and Wages	25,000.00
Other Expenses	7,000.00
Grant Writing and Administration	
Other Expenses	1,500.00
Data Processing / IT	
Salaries and Wages	1,300.00
Other Expenses	8,000.00
Collection of Taxes	
Salaries and Wages	15,000.00
Other Expenses	3,000.00
Assessment of Taxes	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	40,000.00
Other Expenses	5,000.00
Legal Services and Costs	
Other Expenses	45,000.00
Engineering Services & Costs	
Other Expenses	10,000.00
Historic Preservation Commission	
Other Expenses	100.00

LAND USE ADMINISTRATION

Planning Board	
Salaries and Wages	5,500.00
Other Expenses	15,000.00

INSURANCE

Insurance	
Insurance Deductibles	1,500.00
General Liability and Property	30,000.00
Worker's Compensation	80,000.00
Health Benefit Waiver	10,000.00
Employee Group Health	140,000.00

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	350,000.00
Other Expenses	30,000.00
Police Fire & Radio Communications	
Salaries and Wages	40,000.00
Other Expenses	7,000.00
Emergency Management Services	
Other Expenses	100.00
Fire Department	
Other Expenses	9,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	4,500.00

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Other Expenses	2,000.00
First Aid Organization	
Other Expenses	8,000.00
Municipal Prosecutor	
Other Expenses	4,000.00

PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance	
Salaries and Wages	45,000.00
Other Expenses	11,000.00
Snow Removal	
Other Expenses	4,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	19,000.00
Other Expenses	16,000.00
Buildings & Grounds	
Salaries and Wages	18,000.00
Other Expenses	24,000.00

PUBLIC WORKS FUNCTIONS(continued)

Recycling	
Salaries and Wages	25,000.00
Other Expenses	15,000.00
Vehicle Maintenance	
Other Expenses	12,000.00
Community Services Act	
Other Expenses - Miscellaneous	10,000.00

HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)	
Salaries and Wages	16,000.00
Other Expenses	3,000.00
Environmental Commission	
Other Expenses	300.00

PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	14,000.00
Other Expenses	2,000.00
Parks & Recreation Commission	
Other Expenses	3,000.00

COMMON OPERATING FUNCTIONS

Postage. Shipping & Express	
Other Expenses	4,000.00
Celebration of Public Events	500.00

UTILITIES AND BULK PURCHASES

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Electricity	
Other Expenses	15,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	14,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	13,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	23,000.00

LANDFILL/SOLID WASTE

Landfill Disposal Costs	
Other Expenses	52,000.00
Recycling Tax	2,000.00

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	29,000.00
Other Expenses	2,500.00
Housing Code Enforcement	
Salaries and Wages	10,000.00
Other Expenses	200.00

STATUTORY EXPENDITURES

Social Security	40,000.00
Defined Contribution Retirement Plan	2,000.00
Recycling Tax	1,800.00
Length of Service Awards	35,000.00

SHARED SERVICES AGREEMENTS

Implementation of 911	
Salaries and Wages	18,000.00
Other Expenses	10,000.00
Senior Citizens Program Service Center	
Other Expenses 158 Senior Citizens Program	18,300.00
Landfill Disposal Costs(Roosevelt Borough)	10,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00
Emergency Medical Services	5,300.00
Vehicle Maintenance Services	8,100.00

TOTAL TEMPORARY BUDGET	1,560,500.00
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CAPITAL APPROPRIATIONS

Capital Improvement Fund	15,000.00
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MUNICIPAL DEBT SERVICE

Payment of Bond Principal	305,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	100,750.00

TOTAL CAPITAL AND DEBT SERVICE	425,750.00
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Resolution 2014-17

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2014 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 2013 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$603,831.90.

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 2014 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$600,000.00 for Operating and \$830,000.00 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.

Borough of Hightstown	
2014 Temporary Budget - Water/Sewer	
Appropriations for Water/Sewer Utility	
<i>Operating:</i>	
Salaries and Wages	226,000.00
Other Expenses	356,000.00
<i>Statutory Expenditures:</i>	
Social Security (O.A.S.I.)	18,000.00
TOTAL TEMPORARY	\$600,000.00

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**BUDGET -
WATER/SEWER**

DEBT SERVICE

Bond Principal	505,000.00
Bond Interest	110,000.00
Wastewater and Water supply Loans	215,000.00
TOTAL DEBT SERVICE	\$830,000.00

Resolution 2014-18

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 2014 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 2014 which is attached hereto and made a part hereof is hereby adopted.

BOROUGH OF HIGHTSTOWN

County of Mercer, New Jersey

Cash Management Plan

FY 2014

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 of 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
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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
FIRST WASHINGTON BANK
WELLS FARGO BANK
FIRST CONSTITUTION BANK

PROVIDENT BANK
BANK OF PRINCETON

MBIA-MUNICIPAL INVESTORS
SERVICE CORPORATION
NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM
NEW JERSEY CASH MANAGEMENT
PNC BANK
SOVEREIGN 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 section9 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 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, 2014 to December 31, 2014. 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 2014-19

*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 2014-20

**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 2, 2014; and

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Soprnyi, Borough Clerk

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

Steven Kirson, Mayor
Janice Mohr-Kminek, Treasurer
George J. Lang, Chief Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Resolution 2014-21

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

**ESTABLISHING 2014 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 2014 and the first week of 2015:

January 1	New Years' Day (Wednesday)
January 20	Martin Luther King, Jr. Day (Monday)
February 17	Presidents Day (Monday)
April 18	Good Friday
May 26	Memorial Day observed (Monday)
July 4	Independence Day (Friday)
September 1	Labor Day (Monday)
October 13	Columbus Day (Monday)
November 10	Veterans Day observed (Monday)
November 27	Thanksgiving Day (Thursday)
November 28	Day after Thanksgiving (Friday)
December 25	Christmas Day (Thursday)
January 1	New Years Day (Thursday)

BE IT FURTHER RESOLVED that the official business hours for Borough offices will be 8:30 a.m. to 4:30 p.m. Monday through Friday, except as noted above.

Councilmember Hansen – commented that it feels strange being on this side of the dais; thanked everyone for their support and will try to move forward and make things better.

Councilmember Misiura – thanked the voters and his family for their support, and thanked Selena for her work on Council; noted that the Borough is facing many challenges and he looks forward to working with the Mayor, Council President and fellow Council members.

Councilmember Doran – welcomed the new Council members.

Councilmember Thibault – wished everyone Happy New Year and welcomed the new council members; thanked Selena Bibens and Lynne Woods for their hard work on Council. He noted that you find common ground with people, and he found that with Lynne and Selena; they worked well together and he looks forward to doing that with Denny and Steve as well. He continued that the most important thing in the oath is “by the authority of the people” and the residents are ultimately Council’s bosses and it is easy to forget that; every resident, and their issue(s), is important.

Mayor Kirson – commented that he met Larry Quattrone three years ago and at that time he said “whatever you need I will be there”, and he always has been; he is a great man who is true to his word, and a good friend.

Councilmember Quattrone – noted that being Council President is very difficult and advised Council President Bluth to try to keep Council working together; he then congratulated Council President Bluth on her new position. He then said “hi” to Susan Jackson, previous employee of the Borough, who was in the public.

Council President Bluth – wished everyone Happy New Year; noted that she is looking forward to serving with the new Council, her new Liaison positions, and serving as Council President.

Councilmember Quattrone – advised the members of Council that he is available to fill in as Liaison to the various boards and committees when needed, they can reach out to him.

Mayor Address:

Mayor Kirson noted that in the last few years Council has taken their job with the budget very seriously. The budget in 2013, extracting the extraordinary expenses associated with Hurricane Irene, would be the same budget, within a few dollars, as the budget in 2010; and even if you add in the extraordinary expenses associated with Hurricane Irene it represents a 3% increase. This averages to 1% a year, and if you extract the expenses associated with Hurricane Irene it is almost flat with 2010. He then noted that water/sewer rates in the Borough have not gone up since the first quarter of 2007. All we keep hearing in the Borough is taxes, taxes, taxes; this just proves that we are doing as much as we can. For the Borough to move forward in a healthy fashion, we need to change the way we do business. He gave examples of recent airline mergers and noted that long term changes must be made for the Borough to flourish financially. He gave credit to the previous Councils that have worked very hard to maintain these budgets.

Mayor Kirson noted that the Borough is very fortunate to have their many volunteers, bringing attention to the First Aid, Fire Department, Planning Board, Environmental Commission, Parks & Recreation Commission, Historic Preservation Commission, Animal Welfare Committee, Downtown Hightstown, Board of Health, Harvest Fair Committee, and Greenway Walking Bridge Committee; they represent the Borough and show who we are and the very essence of the Borough and why we are special.

He commented that he looks forward to 2014, and believes it will be a very productive year. He thanked everyone for coming out on such a nasty night and wished everyone a very healthy and happy new year.

Mayor Kirson noted that Suzanne Schaeffer - Coates, the Fire Department Chaplain could not make it so there will be no Benediction.

Councilmember Quattrone moved to adjourn at 8:10 pm, Council President Bibens seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk