

**Meeting Minutes
Hightstown Borough Council
Re-Organization Meeting
January 1, 2018
12:00 Noon**

The meeting was called to order by Mayor Quattrone at 12:03 p.m. 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.”

The flag salute followed Roll Call.

| | PRESENT | ABSENT |
|---------------------------------|---------|--------|
| <i>Councilmember Bluth</i> | ✓ | |
| <i>Councilmember Hansen</i> | ✓ | |
| <i>Councilmember Misiura</i> | ✓ | |
| <i>Councilmember Montferrat</i> | ✓ | |
| <i>Councilmember Musing</i> | ✓ | |
| <i>Councilmember Stults</i> | ✓ | |
| <i>Mayor Quattrone</i> | ✓ | |

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Debra Sopronyi Borough Clerk/Administrator and Fred Raffetto, Borough Attorney.

Mayor Quattrone swore Councilmembers-Elect Connor Montferrat and Charles “Lee” Stults” into office.

Pastor Bruce Wood of the First Baptist Church of Hightstown gave the Invocation.

Mayor Quattrone recognized and welcomed previous Mayor Scott Caster and previous Councilmembers of Hightstown Borough including but not limited to: Seth Kurs, Selena Bibins, Charles “Cappy” Stults, Eugene Sarafin, Tory Watkins, Ryan Rosenberg and Dan Buriak.

Mayor Quattrone presented a Proclamation to Seth Kurs honoring him for his time served on Hightstown Borough Council.

Mr. Kurs stated that it was an honor and pleasure to service Hightstown Borough. Spoke about serving on Council and working together for the betterment of the Borough. Political affiliation does not play a big part in local government. Hightstown Borough Council always works together to do what’s best for Hightstown and its residents. He had always aspired to be an attorney and dreamed of becoming a judge. It is surreal that his dream has come true. Thanked the Mayor and Council for helping him realize this dream.

Mayor Quattrone presented the Mayor’s Key to the Borough to Walt Huzzy, Walt’s Barber Shop, for 50 years of service to the Hightstown Community.

Mayor Quattrone presented the Outstanding Citizen Award to Dan Buriak for his dedication and commitment to the Borough of Hightstown

Dan Buriak stated that he has been part of the Hightstown Community for over 20 years. Freedom of speech is such a fundamental right and so well practiced in Hightstown. He is proud to be known as someone who did something.

Mayor Quattrone presented an Outstanding Citizen Award to Gary Grubb for his continued dedication and commitment to the Borough of Hightstown

Gary Grubb stated that he is honored and humbled to be recognized by the Mayor for the work he does in town.

Mayor Quattrone presented the Mayor's Appreciation Award to George "Sonny" Wickers, III for his dedication to keeping Hightstown beautiful.

Sonny Wickers Thanked Mayor and Council for the acknowledgement. Stated that he just paid his house off and plans on sticking around a while.

APPROVAL OF AGENDA

Councilmember Hansen moved the agenda for approval; Councilmember Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Misiura, Montferrat, Musing and Stults voted yes.

Agenda approved 6-0.

PUBLIC COMMENT I

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

Eugene Sarafin, 625 South Main Street – Stated that cutting the funding for Better Beginnings is not smart. Thanked Mayor and Council for serving.

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

RESOLUTIONS

Resolution 2018-01 Electing a Council President for 2018

Councilmember Musing moved Resolution 2018-01 nominating Councilmember Lee Stults as Council President; Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Misiura, Montferrat, Musing and Stults voted yes.

Resolution adopted 6-0.

Resolution 2018-01

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

ELECTING COUNCIL PRESIDENT FOR 2018

WHEREAS, there exists a need to fill the position of Council President for 2018; and

WHEREAS, it is the desire of the Borough Council to elect Charles “Lee” Stults to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Charles “Lee” Stults is hereby elected as Council President for the year 2018.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2018-02; 2018-03; 2018-04; 2018-05; 2018-06; 2018-07; 2018-08; 2018-09; 2018-10; 2018-11; 2018-12; 2018-13; 2018-14; 2018-15; 2018-16; 2018-17; 2018-18; 2018-19; 2018-20; 2018-21 as a Consent Agenda; Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Misiura, Montferrat, Musing and Stults voted yes.

Resolutions adopted 6-0.

Resolution 2018-02

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

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS
APPOINTMENTS FOR 2018**

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

| | | |
|-------------------|---|-------------------|
| | <u>Deputy Municipal Clerk</u> | |
| Margaret Riggio | 1 yr. | December 31, 2018 |
| | <u>Tax Collector</u> | |
| Monika Patel | 4 yrs. | December 31, 2021 |
| | <u>Joint Insurance Fund Commissioner</u> | |
| Debra L. Sopronyi | 1 yr. | December 31, 2018 |
| | <u>Alternate Joint Insurance Fund Commissioner</u> | |
| Margaret Riggio | 1 yr. | December 31, 2018 |
| | <u>Assessment Search Officer</u> | |
| Debra L. Sopronyi | 1 yr. | December 31, 2018 |
| | <u>Public Agency Compliance Officer (P.A.C.O.)</u> | |
| Debra L. Sopronyi | 1 yr. | December 31, 2018 |
| | <u>Recycling Coordinator</u> | |
| Ken Lewis | 1 yr. | December 31, 2018 |

| | | |
|---|-------|-------------------|
| Clean Communities Coordinator | | |
| Ken Lewis | 1 yr. | December 31, 2018 |
| Safety Coordinator | | |
| Ken Lewis | 1 yr. | December 31, 2018 |
| <u>Public Defender</u> | | |
| Richard Kelly | 1 yr. | December 31, 2018 |
| <u>Alternate Public Defender</u> | | |
| Gus Siggelakis | 1 yr. | December 31, 2018 |
| <u>Alternate Prosecutors</u> | | |
| #1 – Christopher Koutsouris, Esq. | 1 yr. | December 31, 2018 |
| #2 – Lyle Hough, Esq. | 1 yr. | December 31, 2018 |
| #3 – Betha Scott, Esq. | 1 yr. | December 31, 2018 |
| #4 – Al Vuocolo, Esq. | 1 yr. | December 31, 2018 |
| #5 – Lenor Hannah, Esq. | 1 yr. | December 31, 2018 |
| #6 – Reed Gusciora, Esq. | 1 yr. | December 31, 2018 |
| #7 – Jeff Rubin, Esq. | 1 yr. | December 31, 2018 |
| <u>Zoning Officer</u> | | |
| George Chin | 1 yr. | December 31, 2018 |
| Housing Inspectors | | |
| George Chin | 1 yr. | December 31, 2018 |
| David Bell | 1 yr. | December 31, 2018 |
| Building Inspector | | |
| George Chin | 1 yr. | December 31, 2018 |
| Fire Protection Official | | |
| Chad Reed | 1 yr. | December 31, 2018 |
| Summer Recreation Director | | |
| Larry Gunnell | 1 yr. | December 31, 2018 |
| Borough Historian | | |
| Charles Stults III | 1 yr. | December 31, 2018 |
| <u>Class I Officer</u> | | |
| Chad Reed | 1 yr. | December 31, 2018 |
| <u>Class II Officer</u> | | |
| Joel Townsend | 1 yr. | December 31, 2018 |
| <u>School Crossing Guards</u> | | |
| Carl Jantz | 1 yr. | December 31, 2018 |
| Donna Reed | 1 yr. | December 31, 2018 |
| Roberto Rodriguez | 1 yr. | December 21, 2018 |

Resolution 2018-03

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 2018 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, 2018; and

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

WHEREAS, funds for this purpose will be made available in the 2018 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 2018-04

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
BOND COUNSEL SERVICES – EDWARD J. MCMANIMON III, ESQ.**

WHEREAS, there exists the need for professional bond counsel services for 2018; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel effective January 1, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$7,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 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 McManimon, Scotland & Baumann, 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 Edward J. McManimon III, Esq. regarding the above-referenced professional bond counsel 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 McManimon, Scotland & Baumann, LLC 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 2018-05

*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 2018; and

WHEREAS, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2018; 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 2018 budget; and,

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

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

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

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

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

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

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

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

Resolution 2018-06

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

**APPOINTING AND AUTHORIZING AGREEMENTS FOR PROFESSIONAL
ENGINEERING SERVICES – PROJECT ENGINEERS**

WHEREAS, there exists the need for professional engineering services for 2018 pertaining to various projects in the Borough; and

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

WHEREAS, the Borough Council wishes to appoint the following as Project Engineers for 2018:

Carmela Roberts, Roberts Engineering Group, Hamilton, New Jersey

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

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

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

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

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

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

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest the agreements as stated herein for professional engineering services for the year 2018.

Resolution 2018-07

*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
Finance & Administration

DIMITRI Musing

Historic Preservation Commission
Constructions/Inspections Department

LEE STULTS

Housing Authority
Downtown Hightstown

STEVE MISIURA

First Aid

CONNOR MONTFERRAT

Public Works Department
Board of Health
Environmental Commission

SUSAN BLUTH

Parks and Recreation
Cultural Arts Commission

Resolution 2018-08

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2018 -
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

| | | |
|---------------|-------|-------------------|
| Steve Misiura | 1 yr. | December 31, 2018 |
|---------------|-------|-------------------|

Environmental Commission

| | | |
|-------------------------|------------|-------------------|
| Barbara Jones | 3 yrs. | December 31, 2020 |
| Keith LePrevost Alt. #1 | Ux. 2 yrs. | December 31, 2018 |
| Donna LePrevost Alt. #2 | 2 yrs. | December 31, 2019 |

Housing Authority

| | | |
|------------------|--------|-------------------|
| Carole Nelseon | 5 yrs. | December 31, 2022 |
| Brent Rivenburgh | 5 yrs. | December 31, 2022 |

Board of Health

| | | |
|--------------------------|--------|-------------------|
| Nancy Distelcamp | 3 yrs. | December 31, 2020 |
| Jean Ray | 3 yrs. | December 31, 2020 |
| Robin Conrad | 3 yrs. | December 31, 2020 |
| Jennifer Bernal, Alt. #2 | 2 yrs. | December 31, 2019 |

Cultural Arts Commission

| | | |
|--------------------------------------|------------|-------------------|
| Michelle Jordan – Parks & Recreation | 1 yr. | December 31, 2018 |
| Andrew Harrison – Peddie School | 1 yr. | December 31, 2018 |
| Heather Lisk – School Staff | 1 yr. | December 31, 2018 |
| Vacant (Artist) | Ux. 3 yrs. | December 31, 2018 |
| Carlos Fernandez (Art Appreciation) | Ux. 3 yrs. | December 31, 2018 |
| Vacant (Artist/Art Appreciation) | Ux. 3 yrs. | December 31, 2019 |
| Michael Fabian – Alt. #1 | 1 yr. | December 31, 2018 |
| Sue Howard – Alt. #2 | 1 yr. | December 31, 2018 |

BOROUGH OF HIGHTSTOWN
MAYOR'S APPOINTMENTS
JANUARY 1, 2018

Police Commissioner

| | | |
|----------------------|-------|-------------------|
| Councilmember Stults | 1 yr. | December 31, 2018 |
|----------------------|-------|-------------------|

Planning Board

| | | |
|-------------------------------|--------|-------------------|
| Bill Searing, Class II member | 1 yr. | December 31, 2018 |
| Vacant | 4 yrs. | December 31, 2021 |
| Joseph F. Balcewicz – Alt. #1 | 2 yrs. | December 31, 2019 |

Parks and Recreation Commission

| | | |
|-------------------|-------------------|-------------------|
| Gary Grubb 5 yrs. | December 31, 2022 | |
| Vacant – Alt. #2 | Ux. 5 yrs. | December 31, 2020 |

Historic Preservation Commission

| | | |
|-----------------------------|--------|-------------------|
| Dodie Colavecchio (Class B) | 4 yrs. | December 31, 2021 |
| Vacant Alt. #1 | 2 yrs. | December 31, 2019 |
| Vacant Alt. #2 | 2 yrs. | December 31, 2018 |

Resolution 2018-09

*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 2018-010

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2018**

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 2018 and for the first meeting in 2018 will be held at **7:30 p.m.**, unless otherwise noted, at the Hightstown Firehouse at 140 North Main Street, Hightstown, on the following dates:

2018 SCHEDULED COUNCIL MEETING DATES

| | |
|---------|--------------|
| TUESDAY | January 16 |
| MONDAY | February 5 |
| TUESDAY | 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 16 |
| MONDAY | August 20 |
| TUESDAY | September 4 |
| MONDAY | September 17 |
| MONDAY | October 1 |
| MONDAY | October 15 |
| MONDAY | November 5 |
| MONDAY | November 19 |
| MONDAY | December 3 |
| MONDAY | December 17 |

2019 Meetings

| | | |
|----------|----------------------|------------------------|
| TUESDAY, | January 1 at 12 Noon | Reorganization Meeting |
| MONDAY | January 7 | |

Resolution 2018-11

*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 2018-12

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Chief Finance Officer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2018, 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 2018-13

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2018.

Resolution 2018-14

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

AUTHORIZING PETTY CASH FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Finance Office 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 2018-15

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

AUTHORIZING 2018 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 2017 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,736,092.90;

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 2018 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,688,000.00 for Operating and \$702,505.00 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 Chief Financial Officer and Borough Auditor.

Resolution 2018-16

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

AUTHORIZING 2018 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 2017 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$596,749.39.

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 2018 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$595,000.00 for Operating and \$578,300.00 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 Chief Financial Officer and Borough Auditor.

Resolution 2018-17

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2018 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 2018 which is attached hereto and made a part hereof is hereby adopted.

Resolution 2018-18

*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 2018-19

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2018; and

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

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Public Defender Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Current Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable

George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Grant Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy 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 **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED, that the Borough Clerk, Borough Administrator, Chief Financial Officer, 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 2018-20

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

**ESTABLISHING 2018 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 2018 and the first week of 2019:

| | |
|-------------|--------------------------------------|
| January 1 | New Years' Day (Tuesday) |
| January 15 | Martin Luther King, Jr. Day (Monday) |
| February 19 | Presidents Day (Monday) |
| March 30 | Good Friday (Friday) |

| | |
|-------------|---------------------------------|
| May 28 | Memorial Day (Monday) |
| July 4 | Independence Day (Wednesday) |
| September 3 | Labor Day (Monday) |
| October 8 | Columbus Day (Monday) |
| November 12 | Veterans Day (Monday) |
| November 22 | Thanksgiving Day (Thursday) |
| November 23 | Day after Thanksgiving (Friday) |
| December 25 | Christmas Day (Tuesday) |
| January 1 | New Years Day (Tuesday) |

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 set forth above.

Resolution 2018-21

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

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

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

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

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

Wished everyone a Happy New Year. Thanked everyone for coming out. Thanked all who make Hightstown a wonderful place. Congratulated Council President Stults.

Councilmember Hansen

Looking forward to the new year. There are exciting things going on in town. Remembered Sean McGuire, Water Plant Lead Operator, who passed away this summer. Congratulated Business Administrator, Debra Sopronyi, on an excellent job. Thanked all Borough employees for their hard work.

Councilmember Bluth

Thanked everyone for coming out today. It's nice to see such a large crowd. Wished everyone a Happy New Year and congratulated all of our honorees. This is a wonderful Council and she is looking forward to working with them again to accomplish great things in 2018.

Councilmember Montferrat

Stated that there is a lot going on here in Hightstown. Encouraged residents to stay involved, your voice can make a difference in local government. Thank you to everyone who helps make Hightstown great. He is proud to be from Hightstown.

Councilmember Misiura

Wished everyone a Happy New Year. Congratulated all of today's honored recipients. Thanked all of the boards and committees for the work that they do. Thanked the Borough staff for the wonderful job that they do. Reminded the public that things don't always move quickly in municipal government but we are moving forward.

Council President Stults

Thanked everyone for coming today. Congratulated recipients on their long overdue honor. Council is here to make sure things get done; the Borough staffs are the individuals that do the work to get everything done. Looking forward to 2018.

Mayor Quattrone

Announced that all permits have been secured to go out to bid for the Peddie Lake Walking Bridge. Hoping to see construction starting in the summer of 2018. Thanked the Walking Bridge Committee for all of the work that they have done for this project and never giving up. Mayor Quattrone then read the following address:

"Thank you all for coming out this cold January 1, 2018. Thank you Pastor Wood for your kind words. 2017 was a long year, but with the team we have in place all work was done. As Mayor, it was a pleasure to work with this Council. Some new leadership in the front office has made things a lot smoother. Many awards and proclamations were presented. One to be proud of was presented to Viola Morris of Enchantment for her 100th Birthday.

Looking forward to 2018, we will keep Hightstown in the best light always. We will work on limiting truck traffic and shared services are always on the plate. Our Wastewater Treatment Plant is under review to see where we can work more efficiently. The Police and Court are moving along well and our new judge is off and running.

To our volunteers, a big thank you. Our town has never looked so great. I get compliments all year long. Thank you is not enough but, thank you.

Our businesses are working to bring more exciting things to town. This will help with business and bring more people to our beautiful town. I will meet with DOT and DEP to get what Hightstown's should have. Truck traffic is a problem; the streets and buildings cannot handle the vibration.

So in closing, I would like to tell Council to again leave the "R&D" outside, which we've always done. Roll up your sleeves, open your tie and get ready to go to work. We will talk about the State municipal laws and if we want

to get involved. The Mill Project hit some bumps in the road but we are moving forward. We will work on bicycle ordinances and taxi ordinances. We will also work on increasing the pay scale for our Borough Employees. We can do all of this to make Hightstown a better place to live. We have a wonderful school system which is only getting better. This is good for home sales. I am very proud of how Council does business.”

I would like thank my wife Judy for her support. I wish everyone a Happy, Healthy and Prosperous New Year.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 1:01 p.m.; Councilmember Hansen seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk