

**Meeting Minutes  
Hightstown Borough Council  
January 1, 2019  
12:00 noon**

The meeting was called to order by Mayor Quattrone at 12:00 noon 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.

	<b>PRESENT</b>	<b>ABSENT</b>
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Misiura</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 George Lang, CFO.

Assemblyman Daniel Benson swore Mayor-elect Lawrence Quattrone into office.

Mayor Quattrone swore Councilmembers-elect Susan Bluth and Dimitri Musing into office.

Mayor Quattrone gave an invocation.

Mayor Quattrone recognized and welcomed Senator Linda Greenstein, Assemblyman Daniel Benson, Freeholder Ann Cannon, Freeholder Andrew Koontz, East Windsor Mayor Janice Mironov, previous Hightstown Borough Mayors Steve Kirson, Scott Caster, Richard Augenbaugh and previous Councilmembers of Hightstown Borough including but not limited to: Connor Montferrat, Denny Hansen, Tory Watkins, Eugene Sarafin and Ryan Rosenberg. Mayor Quattrone also welcomed Planning Board Chair Fred Montferrat and Parks and Recreation Chair Stacey Judge.

Mayor Quattrone presented proclamations to Former Councilmembers Denny Hansen and Connor Montferrat honoring them for their time served on Hightstown Borough Council.

Mayor Quattrone presented the Outstanding Citizen Award to Keith LePrevost for his work with the Environmental Commission and Sustainable Jersey.

Mayor Quattrone presented a Mayor’s Appreciation Award to Cristina Fowler for her dedication to Downtown Hightstown and the Downtown Hightstown Business group.

Mayor Quattrone presented a Mayor’s Appreciation Award to Ann Marie Miller for her dedication to the implementation and continued success of the Cultural Arts Commission.

Mayor Quattrone presented a Mayor’s Appreciation Award to Adam Welch for his dedication to the Cultural Arts Commission and for the contribution of his time and talents for Empty Bowls.

**APPROVAL OF AGENDA**

Councilmember Misiura moved to amend the agenda removing Resolution 2018-08; Councilmember Musing seconded.

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Stults voted yes to amend the agenda.

Agenda amended 4-0.

Councilmember Misiura moved the agenda as amended; Councilmember Musing seconded.

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Stults voted yes to amend the agenda.

Agenda approved as amended 4-0.

**PUBLIC COMMENT I**

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

**Eugene Sarafin, 628 South Main Street** – Thanked Council for all they do. Spoke regarding the democratic process and the two party system.

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

**RESOLUTIONS**

**Resolution 2019-01 Electing Council President for 2019**

Councilmember Stults moved Resolution 2019-01 nominating Councilmember Misiura as Council President. Councilmember Musing seconded.

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

Resolution adopted 4-0.

Resolution 2019-01

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

**ELECTING COUNCIL PRESIDENT FOR 2019**

**WHEREAS**, there exists a need to fill the position of Council President for 2019; and

**WHEREAS**, it is the desire of the Borough Council to elect Steven Misiura to fill that position;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Steven

Misiura is hereby elected as Council President for the year 2019.

**CONSENT AGENDA**

Council President Misiura moved Resolutions 2019-02; 2019-03; 2019-04; 2019-05, 2019-06; 2019-07; 2019-09; 2019-10; 2019-11; 2019-12; 2019-13; 2019-14; 2019-15; 2019-16; 2019-17; 2019-18, 2019-19, 2019-20; 2019-21; 2019-22; 2019-23; 2019-24; 2019-25; 2019-26; 2019-27 and 2019-28 as a Consent Agenda; Councilmember Stults seconded.

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

Resolutions adopted 4-0.

Resolution 2019-02

*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 2019-03

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

**ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS**

**WHEREAS**, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

**WHEREAS**, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2019:

**A. Conduct at Meetings.**

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

**B. Addressing the Mayor and Council.**

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
  - a. During the first "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that is on the agenda adopted for the current meeting; said

comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.

- b. During the second “Public Comment” period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.
- 2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer’s warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
- 3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

Resolution 2019-04

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE  
FOR THE YEAR 2019**

**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 2019 and for the first meeting in 2020 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:

**2019 SCHEDULED COUNCIL MEETING DATES**

TUESDAY	January 22
MONDAY	February 4
TUESDAY	February 19
MONDAY	March 4
MONDAY	March 18
MONDAY	April 1
MONDAY	April 15
MONDAY	May 6

MONDAY	May 20
MONDAY	June 3
MONDAY	June 17
MONDAY	July 15
MONDAY	August 19
TUESDAY	September 3
MONDAY	September 16
MONDAY	October 7
MONDAY	October 21
MONDAY	November 4
MONDAY	November 18
MONDAY	December 2
MONDAY	December 16

**2020 Meetings**

WEDNESDAY, January 1 at 12 Noon                      Reorganization Meeting

Resolution 2019-05

*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 2019.

Resolution 2019-06

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

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS  
APPOINTMENTS FOR 2019**

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

**Deputy Municipal Clerk**

Margaret Riggio	1 yr.	December 31, 2019
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**Joint Insurance Fund Commissioner**

Debra L. Sopronyi	1 yr.	December 31, 2019
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	<b><u>Alternate Joint Insurance Fund Commissioner</u></b>	
Margaret Riggio	1 yr.	December 31, 2019
	<b><u>Assessment Search Officer</u></b>	
Debra L. Sopronyi	1 yr.	December 31, 2019
	<b><u>Public Agency Compliance Officer (P.A.C.O.)</u></b>	
Debra L. Sopronyi	1 yr.	December 31, 2019
	<b><u>Recycling Coordinator</u></b>	
Ken Lewis	1 yr.	December 31, 2019
	<b><u>Clean Communities Coordinator</u></b>	
Ken Lewis	1 yr.	December 31, 2019
	<b><u>Safety Coordinator</u></b>	
Ken Lewis	1 yr.	December 31, 2019
	<b><u>Public Defender</u></b>	
Richard Kelly	1 yr.	December 31, 2019
	<b><u>Alternate Public Defender</u></b>	
Gus Siggelakis	1 yr.	December 31, 2019
	<b><u>Alternate Prosecutors</u></b>	
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2019
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2019
#3 – Bertha Scott, Esq.	1 yr.	December 31, 2019
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2019
#5 – Lenore Hannah, Esq.	1 yr.	December 31, 2019
#6 – Kim Lackin, Esq.	1 yr.	December 31, 2019
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 2019
	<b><u>Zoning Officer</u></b>	
George Chin	1 yr.	December 31, 2019
	<b><u>Housing Inspectors</u></b>	
George Chin	1 yr.	December 31, 2019
David Bell	1 yr.	December 31, 2019
	<b><u>Building Inspector</u></b>	
George Chin	1 yr.	December 31, 2019
	<b><u>Fire Protection Official</u></b>	
Chad Reed	1 yr.	December 31, 2019
	<b><u>Summer Recreation Director</u></b>	
Larry Gunnell	1 yr.	December 31, 2019
	<b><u>Borough Historian</u></b>	
Charles Stults III	1 yr.	December 31, 2019



**WHEREAS**, there exists the need for professional legal services for 2019 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, 2019; 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 2019 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, or until the appointment and qualification of a successor, 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 2019-10

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

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

**WHEREAS**, there exists the need for professional bond counsel and redevelopment legal counsel services for 2019; 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 and Redevelopment Counsel effective January 1, 2019; 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 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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, or until the appointment and qualification of a successor, 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 and redevelopment 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 2019-11

*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 2019; and

**WHEREAS**, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2019; 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 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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, or until the appointment and qualification of a successor, 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 2019-12

*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 2019; and

**WHEREAS**, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2019; and

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

**WHEREAS**, funds for this purpose will be made available in the 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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, or until the appointment and qualification of a successor, 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 2019-13

*BOROUGH OF HIGHTSTOWN*

*COUNTY OF MERCER  
STATE OF NEW JERSEY*

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
LABOR COUNSEL SERVICES – ERIC M. BERNSTEIN, ESQ.**

**WHEREAS**, there exists the need for specialized municipal labor counsel services during 2019; and

**WHEREAS**, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Warren, New Jersey as Borough Labor Counsel effective January 1, 2019; and

**WHEREAS**, the cost for the proposed services shall not exceed \$40,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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, or until the appointment and qualification of a successor, 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**, Eric M. Bernstein, 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 Eric M. Bernstein, Esq. regarding the above-referenced professional municipal labor 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 Eric M. Bernstein, 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 2019-14

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
AUDITOR SERVICES – GERARD STANKIEWICZ, CPA, RMA, PSA (SAMUEL  
KLEIN AND COMPANY)**

**WHEREAS**, there exists the need for specialized auditing services for the Borough for the year 2018; and

**WHEREAS**, it is the desire of Borough Council to appoint Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company of Freehold, New Jersey as Borough Auditor effective January 1, 2019; and

**WHEREAS**, the cost for the proposed services shall not exceed \$27,500.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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 until the appointment and qualification of a successor, 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**, Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein 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 Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company regarding the above-referenced professional auditor 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 Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company is a firm whose 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 2019-15

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL AFFORDABLE HOUSING LEGAL SERVICES – JOLANTA MAZIARZ, ESQ.**

**WHEREAS**, there exists the need for specialized affordable housing legal services during 2019; and

**WHEREAS**, the Borough Council wishes to appoint Jolanta Maziarz, Esq. of Ventura, Miesowitz, Keough & Warner, PC of Summit, New Jersey as the Affordable Housing Attorney effective January 1, 2019; and

**WHEREAS**, the cost for the proposed services shall not exceed \$10,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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 until the appointment and qualification of a successor, 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**, Ventura, Miesowitz, Keough & Warner, PC 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 Jolanta Maziarz, Esq. regarding the above-referenced professional affordable housing 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 Ventura, Miesowitz, Keough & Warner, PC is a firm who 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 2019-16

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
PLANNING SERVICES – BRIAN M. SLAUGH**

**WHEREAS**, there exists the need for professional Municipal Planning services for 2019; and

**WHEREAS**, the Borough Council wishes to appoint Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2019; and

**WHEREAS**, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$25,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2019 budget; and,

**WHEREAS**, the Borough Attorney has reviewed and approved 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 until a the appointment and qualification of a successor, 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**, Clarke Caton Hintz 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 Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey 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 Clarke Caton Hintz, 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 2019-17

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2019 -  
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, 2019
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**Environmental Commission**

Gary Grubb	3 yrs.	December 31, 2021
Keith LePrevost	3 yrs.	December 31, 2021
Donna LePrevost Alt. #1	2 yrs.	December 31, 2020
Vacant	Ux. 2 yrs.	December 31, 2019

**Housing Authority**

Eva Teller	5 yrs.	December 31, 2023
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**Board of Health**

Dr. John Laudenberg	3 yrs.	December 31, 2021
Elizabeth Morley	3 yrs.	December 31, 2021
Edyth Duffy, Alt #1	2 yrs.	December 31, 2020
Vacant	Ux. 3 yrs.	December 31, 2020

**Cultural Arts Commission**

Michelle Jordan – Parks & Recreation	1 yr.	December 31, 2019
Vacant – Peddie School	1 yr.	December 31, 2019
Heather Lisk – School Staff	1 yr.	December 31, 2019
Daniel Trent (Artist)	3 yrs.	December 31, 2021
Carlos Fernandez (Art Appreciation)	3 yrs.	December 31, 2021
Cathy Tsao (Artist/Art Appreciation)	3 yrs.	December 31, 2021
Sue Howard – Alt. #2	1 yr.	December 31, 2019
Vacant (Art Appreciation)	Ux. 3 yrs.	December 31, 2019
Vacant (Alt. #1)	1 yr.	December 31, 2019

**BOROUGH OF HIGHTSTOWN  
MAYOR'S APPOINTMENTS  
JANUARY 1, 2019  
Police Commissioner**

Councilmember Stults	1 yr.	December 31, 2019
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**Planning Board**

Bill Searing, Class II member	1 yr.	December 31, 2019
Raymond Cabot – Alt. #2	2 yrs.	December 31, 2020
Ryan Rosenberg	Ux. 4 yrs.	December 31, 2020

**Historic Preservation Commission**

Vacant (Class C)	Ux. 4 yrs.	December 31, 2020
Vacant (Alt. #1)	Ux. 2 yrs.	December 31, 2019
Vacant (Alt. #2)	2 yrs.	December 31, 2020

**Parks & Recreation Commission**

Jordan Adler	5 yrs.	December 31, 2023
Stephanie Span	Ux. 5 yrs.	December 31, 2021
Vacant (Alt. #2)	Ux. 5 yrs.	December 31, 2020

Resolution 2019-18

*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 2019-19

*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 2019, 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 2019-20

*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 2019-21

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

**AUTHORIZING 2019 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 2018 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,758,571.93;

**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 2019 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,758,300.00 for Operating and \$901,660.00 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.

**GENERAL GOVERNMENT**

Administration Office	
Salaries and Wages	13,000.00
Other Expenses	1,400.00
Mayor & Borough Council	
Salaries and Wages	7,000.00
Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	35,000.00
Other Expenses	4,500.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	43,000.00
Other Expenses	8,000.00
Grant Writing and Administration	
Other Expenses	6,000.00
Data Processing / IT	
Salaries and Wages	1,600.00
Other Expenses	15,000.00
Collection of Taxes	
Salaries and Wages	10,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	35,000.00
Other Expenses	5,000.00
Legal Services and Costs	
Other Expenses	70,000.00
Engineering Services & Costs	
Other Expenses	15,000.00
Historic Preservation Commission	
Other Expenses	400.00

**LAND USE ADMINISTRATION**

Planning Board	
Salaries and Wages	10,000.00
Other Expenses	15,000.00

**INSURANCE**

Insurance	
Insurance Deductibles	1,000.00
General Liability and Property	40,000.00

Worker's Compensation	50,000.00
Health Benefit Waiver	5,000.00
Employee Group Health	210,000.00

**PUBLIC SAFETY FUNCTIONS**

Police	
Salaries and Wages	390,000.00
Other Expenses	45,000.00
Emergency Management Services	
Other Expenses	500.00
Fire Department	
Other Expenses	10,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,500.00
Other Expenses	4,000.00
First Aid Organization	
Other Expenses	4,000.00
Municipal Prosecutor	
Other Expenses	4,000.00

**PUBLIC WORKS FUNCTIONS**

Streets & Roads Maintenance	
Salaries and Wages	60,000.00
Other Expenses	21,000.00
Snow Removal	
Other Expenses	4,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	15,000.00
Other Expenses	16,000.00
Buildings & Grounds	
Salaries and Wages	17,000.00
Other Expenses	40,000.00

**PUBLIC WORKS FUNCTIONS(continued)**

Recycling	
Salaries and Wages	27,000.00
Other Expenses	25,000.00
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	18,000.00
Other Expenses	4,000.00
Environmental Commission	
Other Expenses	500.00

**PARKS AND RECREATION FUNCTIONS**

Maintenance of Parks	
Salaries and Wages	11,000.00
Other Expenses	3,000.00
Parks & Recreation Commission	
Other Expenses	3,000.00

**COMMON OPERATING FUNCTIONS**

Postage, Shipping & Express	
Other Expenses	5,000.00
Celebration of Public Events	500.00

**UTILITIES AND BULK PURCHASES**

Electricity	
Other Expenses	15,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	12,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	7,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	20,000.00

**LANDFILL/SOLID WASTE**

Landfill Disposal Costs	
Other Expenses	55,000.00
Recycling Tax	2,000.00

**CODE ENFORCEMENT**

Construction Official	
Salaries and Wages	31,000.00
Other Expenses	3,000.00
Housing Code Enforcement	
Salaries and Wages	13,000.00
Other Expenses	1,200.00

**STATUTORY EXPENDITURES**

Social Security	50,000.00
Defined Contribution Retirement Plan	2,000.00
Length of Service Awards	35,000.00

**SHARED SERVICES AGREEMENTS**

Senior Citizens Program Service Center	
Other Expenses	15,000.00
Landfill Disposal Costs(Roosevelt Borough)	10,000.00
East Windsor Dispatch	
Other Expenses	50,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00

Emergency Medical Services	12,000.00
Vehicle Maintenance Services	<u>5,000.00</u>
<b>TOTAL TEMPORARY BUDGET</b>	<b>1,758,300.00</b>
<b>CAPITAL APPROPRIATIONS</b>	
Capital Improvement Fund	30,000.00
<b>MUNICIPAL DEBT SERVICE</b>	
Payment of Bond Principal	630,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	<u>236,660.00</u>
<b>TOTAL CAPITAL AND DEBT SERVICE</b>	<b>901,660.00</b>

Resolution 2019-22

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AUTHORIZING 2019 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 2018 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$617,520.49.

**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 2019 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$615,000.00 for Operating and \$415,000.00 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 Chief Financial Officer and Borough Auditor.

**Borough of Hightstown  
2019 Temporary Budget - Water/Sewer**

**Appropriations for Water/Sewer Utility**

*Operating:*

Salaries and Wages	205,000.00
Other Expenses	390,000.00

*Statutory Expenditures:*

Social Security (O.A.S.I.)	20,000.00
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<b>TOTAL TEMPORARY BUDGET - WATER/SEWER</b>	<b>\$615,000.00</b>
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**DEBT SERVICE**

Bond Principal	170,000.00
Bond Interest	45,000.00
Wastewater and Water supply Loans	200,000.00
<b>TOTAL DEBT SERVICE</b>	<b>\$415,000.00</b>

Resolution 2019-23

*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 2019 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 2019 which is attached hereto and made a part hereof is hereby adopted.

**BOROUGH OF HIGHTSTOWN**

**County of Mercer, New Jersey**

**Cash Management Plan  
FY 2019**

**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 Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Accounts Payable Clerk, the Chief Financial Officer; Deputy Financial Officer, Business Administrator/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 Accounts Payable Clerk, Deputy Financial Officer
    - 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, Deputy Financial Officer and Accounts Payable Clerk 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  
BCB BANK  
WELLS FARGO BANK  
FIRST CONSTITUTION BANK  
PROVIDENT BANK  
BANK OF PRINCETON  
FULTON BANK  
GARDEN STATE COMMUNITY BANK  
NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM  
NEW JERSEY CASH MANAGEMENT  
PNC BANK  
SANTANDER 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:

Finance	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
- 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, 2019 to December 31, 2019. 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 2019-24

*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 2019-25

*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, 2019; 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 2019-26

*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.*

Resolution 2019-27

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP  
FOR AUTOMOTIVE REPAIR SERVICES**

**WHEREAS**, with the adoption of Resolution 2008-35 on January 7, 2008, the Borough Council approved an Interlocal Service Agreement with Robbinsville Township for the provision of Automotive Repair Services, which has been renewed with the last renewal ending December 31, 2018; and

**WHEREAS**, the parties desire to enter into a successor Shared Services Agreement to continue the provision of these services to the Borough by Robbinsville for a one-year period, January 1, 2019 through December 31, 2019; and

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

**WHEREAS**, funds for this expenditure will be made available in the 2019 budget; and

**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 hereby authorized to execute and the Borough Clerk to attest the Shared Services Agreement on behalf of Hightstown.
2. That, in accordance with the aforementioned agreement, Hightstown hereby designates Frank Gendron, Police Chief, or his appointee, to schedule and be responsible for all repairs to police vehicles and Ken Lewis, Superintendent of Public Works, to schedule and be responsible for all repairs to all other Borough-owned vehicles.
3. That, in accordance with the aforementioned agreement, no repair in excess of \$350 shall be made by

Robbinsville unless specifically authorized by the designated Hightstown Borough Representative.

4. That the continuation of this agreement is contingent upon the availability of adequate funding in the Borough's 2019 budget.

Resolution 2019-28

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

**AUTHORIZING AN AGREEMENT WITH NJDOT FOR INSTALLATION OF A FLASHING BEACON SYSTEM AT ROUTE NJ 33 AND GRAPE RUN ROAD**

**WHEREAS**, a traffic condition exists at the intersection of Route NJ 33 and Grape Run Rd, in the Borough of Hightstown, in the County of Mercer, which requires the installation of a Flashing Beacon System; and

**WHEREAS**, it is necessary to expedite the safe movement and conduct of pedestrian and vehicular traffic; and

**WHEREAS**, the State of New Jersey has indicated its willingness to install a Flashing Beacon System at said intersection; and

**WHEREAS**, the Borough Council approved a cost sharing agreement through Resolution 2018-230 dated December 2, 2018; and

**WHEREAS**, the State of New Jersey has proposed a form of Agreement pertaining to operation and maintenance of said Flashing Beacon System.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Clerk of Hightstown Borough, be and are hereby authorized to enter into an Agreement with the State of New Jersey, acting through its Commissioner of Transportation, for the purpose aforesaid, a copy of said Agreement being attached hereto and made a part hereof.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk of the Borough of Hightstown, be and hereby are authorized to execute said Agreement.

**MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

**Councilmember Musing**

Thanked everyone for their support during the election. Congratulated Council President Misiura. Wished everyone a Happy New Year.

**Councilmember Stults**

Wished everyone a Happy New Year. Thanked everyone for their support. Congratulated Council President Misiura. Thanked Cristina Fowler for all she does for Downtown Hightstown. Looking forward to working together with everyone this year. Thanked former Councilmembers Hansen and Montferrat.

### **Councilmember Bluth**

Thanked everyone for coming and wished everyone a Happy New Year. Stated that it is an honor to serve the Borough for another 3 years. She will miss Councilmembers Hansen and Montferrat. Looking ahead to moving forward this year.

### **Councilmember Misiura**

Wished everyone a Happy New Year. Nice to see such a big turnout. Thanked the State and County Representatives and Mayor Mironov for attending. Redevelopment is moving in the right direction. Thanked Council for electing him as the Council President. It has been a pleasure to work with Councilmembers Hansen and Montferrat. It is an honor to serve Hightstown.

### **Mayor Quattrone**

Mayor Quattrone read the following statement “*Good afternoon, Thank you everyone for coming today.*

*As we close out 2018, I'd like to share a few of our successes and extend thanks to some important people that have helped our town over the last few years.*

*First, over the last 4 years, Hightstown was given nearly \$2.8M in grant money and was approved for \$173,000 in debt forgiveness. With this money, we were able to upgrade water and sewer utilities and complete many road improvements throughout the town and there are many more projects in the works.*

*Public Works has done some amazing things over the last 4 years, covering water main breaks, backups, street repairs, snow removal, and trash pick up to name a few. Their work directly impacts Hightstown beautification and we are grateful for their efforts. Based on historic workload trends, I see a need to increase manpower in this department. Thank you to Mr. Lewis and his team for all you do for Hightstown.*

*The Construction Office has put out 1,650 building permits for work to be done in Hightstown. Many of them are home improvement and add-ons, a sure sign that things are moving in the right direction.*

*Our Water Plant is also doing great. Their staff has risen to the challenge after losing Mr. Sean McGuire. All work on Well #2 is completed, the upgrades to the electrical is done, and the cost to run the plan is down.*

*The Waste Water Treatment Plant has also made some significant changes, specifically by adding a UV disinfectant which lowers the cost of our chemicals and does a better job overall.*

*Our Police Department has kept crime at an all-time low. Every street in Hightstown is patrolled on all shifts and patrols downtown and at the Housing Authority are conducted daily and we are seeing a huge difference. We are also using 2 message boards recently purchased in order to improve communication with our citizens. At this time, I am honored to reappoint Councilman Lee Stults as the Police Commissioner.*

*I'd be remised if I didn't extend special thanks to Hightstown's front office staff that works very hard to maintain our day to day operations as well as the quarterly newsletter we put in place in 2017. A special thanks to the front office team for maintaining our responsibility to the OPRA process which allows people to gain information through the Freedom of Information Action.*

*Finally, thank you to all our volunteers. Without their generous contributions of their time, energy, and expertise, our town wouldn't be what it is today. From the committees and commissions many of them participate in to keeping our downtown beautiful, these people are critical to what Hightstown has become...a wonderful place to live.*

*Looking ahead into the next 4 years and, most specifically, 2019, this council will select 2 additional members to*

*replace 2 council seats that are vacating, one Republican and one Democrat. Once again, I ask you not to pick an "R" or a "D", but to pick a "Hightstownian"...one who is willing to work to better this town every chance they can and not worry about party affiliation.*

*We will continue shared services with the surrounding towns and we will work to save money wherever it can be saved. We will have to find a new home for the Police Department and start work on the new Borough Hall. A pre-construction meeting is set up for the bridge over the dam and work should start in the Spring of 2019. The Mill Property is coming along well under the oversight of a new developer. With the new construction all around town, the number of people coming into the area will help the downtown in many ways.*

*2019 will, no doubt, be very busy, but we can get it done if we all work together.*

*In closing, I would like to thank Denny Hansen and Connor Montferrat for a job well done and a great attitude towards Hightstown. I will miss you both.*

*I would like to wish all a Happy New Year and the best of health in the coming years."*

### **ADJOURNMENT**

Councilmember Bluth moved to adjourn at 1:04 p.m.; Council President Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk