



Agenda

Borough of Hightstown

Reorganization Meeting

January 1, 2019 12 Noon

Hightstown Firehouse

Meeting called to order by Mayor Lawrence Quattrone.

STATEMENT: 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 advertised in the *Trenton Times* and the *Windsor-Hights Herald* as required by law, and is posted in the Borough Clerk's office.

Roll Call

Flag Salute

Swearing-In Ceremony:

- Mayor Lawrence D. Quattrone
- Councilmember Susan Bluth
- Councilmember Dimitri Musing

Invocation Pastor Sammy Arroyo, First United Methodist Church of Hightstown

Recognition of Dignitaries

Presentations

Proclamation – Denise “Denny” Hansen
Proclamation – Connor Montferrat

Outstanding Citizen – Keith LePrevost
Certificate of Appreciation – Cristina Fowler
Certificate of Appreciation – Ann Marie Miller
Certificate of Appreciation – Adam Welch

Approval of Agenda

Public Comment Any person wishing to address Council with his or her comments will have a maximum of three minutes to do so at this time.

Resolution 2019-01: Electing Council President for 2019

Consent Agenda: All matters listed hereunder are considered to be of a routine nature and may be enacted in one motion. The Mayor or any Council member may request that an item or items be removed for separate consideration.

<u>Resolution #</u>	<u>Title</u>
2019-02	Adopting Robert's Rules of Order
2019-03	Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings
2019-04	Approving the Borough Council Meeting Schedule for 2019
2019-05	Designating Official Borough Newspapers
2019-06	Appointing Borough Officials
2019-07	Establishing 2019 Schedule of Holidays and Borough Business Hours
2019-08	Appointing Council Liaisons
2019-09	Appointing and Authorizing an Agreement for Borough Attorney – Frederick C. Raffetto, Esq.
2019-10	Appointing and Authorizing an Agreement for Bond Counsel and Redevelopment Counsel Services – Edward J. McManimon III
2019-11	Appointing and Authorizing an Agreement for Municipal Prosecutor – Robert H. Yostemski, Esq.
2019-12	Appointing and Authorizing an Agreement for Engineering Services – Carmela Roberts
2019-13	Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Eric M. Bernstein, Esq.
2019-14	Appointing and Authorizing an Agreement for Professional Auditor Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company
2019-15	Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Jolanta Maziarz, Esq.
2019-16	Appointing and Authorizing an Agreement for Professional Planning Services – Brian Slaugh
2019-17	Appointing Boards, Commissions and Committees
2019-18	Designating Certifying Agent for Pension Funds
2019-19	Authorizing Issuance of Interim Checks
2019-20	Authorizing Petty Cash Funds
2019-21	Authorizing 2019 Temporary Operating Budget – Current
2019-22	Authorizing 2019 Temporary Operating Budget – Water/Sewer
2019-23	Adopting Cash Management Plan
2019-24	Establishing the Rate of Interest to be Charged on Delinquent Taxes

2019-25	Authorizing Depositories for Borough Accounts
2019-26	Granting Authority for Approval of Certain Purchases
2019-27	Authorizing a Shared Services Agreement with Robbinsville Township for Automotive Repair Services
2019-28	Authorizing an Agreement with NJDOT for Installation of a Flashing Beacon System at Route 33 and Grape Run Road

Council Comments

Mayor's Address - Mayor Lawrence Quattrone

Adjournment

BOROUGH OF HIGHTSTOWN

Proclamation

Honoring Denny (Denise) Hansen

Whereas, Denny (Denise) Hansen served as Hightstown Borough Councilmember for a period of five years (January 1, 2014- December 31, 2018); and

Whereas, Denny Hansen also served as Hightstown Borough Council President for a period of two years (2015 and 2016); and

Whereas, during her tenure as a Councilmember, Ms. Hansen served as Council liaison to the Environmental Commission, Cultural Arts Commission, Housing Authority, Water and Sewer Utilities and Administration/Finance Department of the Borough and has also served on various Council and Mayoral subcommittees; and

Whereas, during her tenure as a Councilmember, Ms. Hansen was instrumental in the redevelopment of the rug mill property and the purchase of property to serve as new municipal facilities in the Borough; and

Whereas, Ms. Hansen has given her time, talents and efforts to serving the Borough of Hightstown in this public capacity;

Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank Denny (Denise) Hansen for her commitment and dedication to the Borough and its residents, and we wish her success in all her future endeavors.

Presented this 1st day of January 2019

Lawrence Quattrone, Mayor

Susan Bluth, Councilmember

Dimitri Musing, Councilmember

Steven Misiura, Councilmember

Charles "Lee" Stults, Councilmember

BOROUGH OF HIGHTSTOWN

Proclamation

Honoring Connor Montferrat

Whereas, Connor Montferrat served as Hightstown Borough Councilmember for a period of four years (January 1, 2015 - December 31, 2018); and

Whereas, during his tenure as a Councilmember, Mr. Montferrat served as Council liaison to the Environmental Commission, Historic Preservation Commission, Board of Health, and Public Works Department of the Borough and has also served on various Council and Mayoral subcommittees; and

Whereas, during his tenure as a Councilmember, Mr. Montferrat was instrumental in the redevelopment of the rug mill property and the purchase of property to serve as new municipal facilities in the Borough; and

Whereas, Mr. Montferrat has given his time, talents and efforts to serving the Borough of Hightstown in this public capacity;

Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank Connor Montferrat for his commitment and dedication to the Borough and its residents, and we wish him success in all his future endeavors.

Presented this 1st day of January 2019

Lawrence Quattrone, Mayor

Susan Bluth, Councilmember

Dimitri Musing, Councilmember

Steven Misiura, Councilmember

Charles "Lee" Stults, Councilmember

The Borough of Hightstown Outstanding Citizen Award

This award is hereby presented to:

Keith LePrevost

*In recognition of your outstanding work and commitment to the
Borough of Hightstown through the Environmental Commission and
Sustainable Jersey*

*In sincere appreciation of your dedication to
the Borough of Hightstown and its residents*

Presented this 1st day of January, 2019

Lawrence D. Quattrone, Mayor

The Borough of Hightstown Certificate of Appreciation

This award is hereby presented to:

Cristina Fowler

*In grateful appreciation for your outstanding dedication
to Downtown Hightstown and the
Downtown Hightstown Business Group*

Presented this 1st day of January, 2019

Lawrence D. Quattrone, Mayor

The Borough of Hightstown Certificate of Appreciation

This award is hereby presented to:

Ann Marie Miller

*In grateful appreciation for your outstanding dedication
to the implementation and continued success
of the Cultural Arts Commission*

Presented this 1st day of January, 2019

Lawrence D. Quattrone, Mayor

The Borough of Hightstown Certificate of Appreciation

This award is hereby presented to:

Adam Welch

*In grateful appreciation for your outstanding dedication
to the Cultural Arts Commission and for the contribution
of your time and talents for Empty Bowls*

Presented this 1st day of January, 2019

Lawrence D. Quattrone, Mayor

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 _____ to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that _____ is hereby elected as Council President for the year 2019.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2019

Debra L. Sopronyi
Borough Clerk

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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:

	<u>Deputy Municipal Clerk</u>	
Margaret Riggio	1 yr.	December 31, 2019
	<u>Joint Insurance Fund Commissioner</u>	
Debra L. Sopronyi	1 yr.	December 31, 2019
	<u>Alternate Joint Insurance Fund Commissioner</u>	
Margaret Riggio	1 yr.	December 31, 2019
	<u>Assessment Search Officer</u>	
Debra L. Sopronyi	1 yr.	December 31, 2019
	<u>Public Agency Compliance Officer (P.A.C.O.)</u>	
Debra L. Sopronyi	1 yr.	December 31, 2019
	<u>Recycling Coordinator</u>	
Ken Lewis	1 yr.	December 31, 2019
	<u>Clean Communities Coordinator</u>	
Ken Lewis	1 yr.	December 31, 2019
	<u>Safety Coordinator</u>	
Ken Lewis	1 yr.	December 31, 2019
	<u>Public Defender</u>	
Richard Kelly	1 yr.	December 31, 2019
	<u>Alternate Public Defender</u>	
Gus Siggelakis	1 yr.	December 31, 2019
	<u>Alternate Prosecutors</u>	
#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, 201

Zoning Officer

George Chin	1 yr.	December 31, 2019
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Housing Inspectors

George Chin	1 yr.	December 31, 2019
David Bell	1 yr.	December 31, 2019

Building Inspector

George Chin	1 yr.	December 31, 2019
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Fire Protection Official

Chad Reed	1 yr.	December 31, 2019
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Summer Recreation Director

Larry Gunnell	1 yr.	December 31, 2019
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Borough Historian

Charles Stults III	1 yr.	December 31, 2019
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Class I Officer

Chad Reed	1 yr.	December 31, 2019
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Class II Officer

Joel Townsend	1 yr.	December 31, 2019
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School Crossing Guards

Carl Jantz	1 yr.	December 31, 2019
Donna Reed	1 yr.	December 31, 2019
Roberto Rodriguez	1 yr.	December 21, 2019

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-07

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

ESTABLISHING 2019 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 2019 and the first week of 2020:

January 1	New Years' Day (Tuesday)
January 21	Martin Luther King, Jr. Day (Monday)
February 18	Presidents Day (Monday)
April 19	Good Friday (Friday)
May 27	Memorial Day (Monday)
July 4	Independence Day (Thursday)
September 2	Labor Day (Monday)
October 14	Columbus Day (Monday)
November 11	Veterans Day (Monday)
November 28	Thanksgiving Day (Thursday)
November 29	Day after Thanksgiving (Friday)
December 25	Christmas Day (Wednesday)
January 1	New Years Day (Wednesday)

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-08

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

APPOINTING COUNCIL LIAISONS

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

SUSAN BLUTH

Parks and Recreation
Cultural Arts Commission
Environmental Commission

STEVE MISIURA

First Aid

DIMITRI MUSING

Historic Preservation Commission
Fire Department
Constructions/Inspections Department

LEE STULTS

Housing Authority
Downtown Hightstown

VACANT

Public Works Department
Board of Health
Water and Sewer Departments
Finance & Administration

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-09

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 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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, Miesowicz, 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, Miesowicz, 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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. Slauch 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. Slauch 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
2019 Temporary Budget - Current

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

Borough of Hightstown
2019 Temporary Budget - Current

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

Borough of Hightstown
2019 Temporary Budget - Current

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

Borough of Hightstown
2019 Temporary Budget - Current

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	5,000.00

TOTAL TEMPORARY BUDGET	1,758,300.00
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CAPITAL APPROPRIATIONS

Capital Improvement Fund	30,000.00
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MUNICIPAL DEBT SERVICE

Payment of Bond Principal	630,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	236,660.00
TOTAL CAPITAL AND DEBT SERVICE	901,660.00

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

**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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TOTAL TEMPORARY BUDGET - WATER/SEWER	\$615,000.00
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DEBT SERVICE

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

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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 or 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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. Soprnyi, Borough Clerk

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

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

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

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Soprnyi
 Borough Clerk

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.*

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

SHARED SERVICE AGREEMENT BETWEEN
ROBBINSVILLE TOWNSHIP AND THE BOROUGH OF HIGHTSTOWN

THIS SHARED SERVICE AGREEMENT is effective January 1, 2019, between the TOWNSHIP OF ROBBINSVILLE, a municipal corporation of the State of New Jersey, 2298 Route 33, Robbinsville, NJ, 0869, hereinafter referred to as "Township" and the BOROUGH OF HIGHTSTOWN, 156 Bank Street, Hightstown, NJ, 08520, hereinafter referred to as "Borough".

Witnesseth that:

Whereas, the Borough of Hightstown desires to contract with the Township of Robbinsville for the provision of automotive repair services for the Borough of Hightstown's vehicles and equipment; and

Whereas, the Township of Robbinsville is agreeable to providing automotive repair services to the Borough of Hightstown for a fee and certain specified conditions; and

Whereas, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*, permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

Whereas, the Township of Robbinsville and the Borough of Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5 of the Uniform Shared Services Consolidation Act*;

Now, therefore, in consideration of the mutual agreements and covenants contained herein, the parties hereto agree as follows:

1. **Term.** This Agreement shall be for a one-year term to take effect January 1, 2019 and expire December 31, 2019.
2. **Scope of Services.** The Township shall provide automotive services to the Borough according to the terms and conditions set forth below:
 - a. No vehicle/equipment repair in excess of \$350.00 shall be made by the Township unless specifically authorized by the designated the Borough representative.
 - b. The Borough shall designate one (1) person and one (1) back up person to schedule and be responsible for authorization on all repairs.
 - c. Minor road calls shall be performed by the Township during normal working hours and the hourly rate provided in 3a below, provided manpower and equipment is available and not being utilized in servicing /repair of Township vehicles.

d. Minor emergency repairs, such as flat tires, will be performed on an immediate basis at the Township facility, (DPW garage) during normal business hours.

3. **Fees.** The Township shall charge the Borough for automotive services as follows:

- a. Labor rate of \$70.00 per man hour for calendar year 2019.
- b. 10% over Township cost for all repair parts and sublet parts. No charge will be made for parts which are supplied by the Borough.

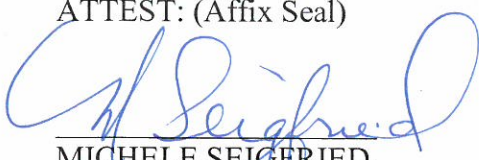
4. **Billing and Payment.** The Township shall provide the Borough with itemized monthly billings of all repair costs. Payment shall be due from the Borough within 30 (thirty) days of the date of billing.

5. **Liability.** The Township and the Borough shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.S.J.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.

6. Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to continue services and negotiate a new contract for the succeeding year.

IN WITNESS WHEREOF, parties of the Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

ATTEST: (Affix Seal)


MICHELE SEIGFRIED,
Township Clerk

TOWNSHIP OF ROBBINSVILLE


DAVID FRIED,
Mayor

ATTEST: (Affix Seal)

DEBRA L. SOPRONYI,
Borough Clerk

BOROUGH OF HIGHTSTOWN

LAWRENCE D. QUATTRONE,
Mayor

**A RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES
AGREEMENT FOR AUTOMOTIVE SERVICES BETWEEN THE BOROUGH OF
HIGHTSTOWN AND THE TOWNSHIP OF ROBBINSVILLE**

WHEREAS, the Borough of Hightstown desires to contract with the Township of Robbinsville to provide automotive services to the Borough of Hightstown for the period of January 1, 2019 to December 31, 2019; and

WHEREAS, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*, permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the Township of Robbinsville and the Borough of Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5 of the Uniform Shared Services Consolidation Act*;

WHEREAS, the Township of Robbinsville has agreed to provide automotive services to the Borough of Hightstown at the following rate:

- a. Labor rate of \$70.00 per man hour
- b. 10% over Township cost for all repair parts and sublet parts. No charge will be made for parts which are supplied by the Mercer County Soil Conservation District.

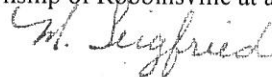
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Robbinsville, in the County of Mercer and State of New Jersey, that the Shared Services Agreement between the Borough of Hightstown and the Township of Robbinsville for the provision of automotive services is authorized and accepted and the proper officials of the Township of Robbinsville are authorized to execute said agreement.

BE IT FURTHER RESOLVED that the agreement shall take effect upon the execution of agreement by the parties in accordance with N.J.S.A. 40A:65-5(c), et seq.

BE IT FURTHER RESOLVED that a copy of this resolution and agreement shall be forwarded to the Director of the Division of Local Government Services as per NJSA 40A:65-4 (3)b.

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the Chief Financial Officer, the Director of Public Works, and the Borough of Hightstown.

I certify this to be a true copy of a resolution adopted by the Township Council of the Township of Robbinsville at a meeting held on December 13, 2018.



Michele Seigfried, Municipal Clerk

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.

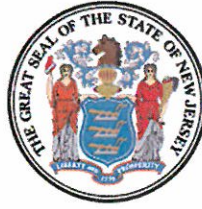
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Clerk of Hightstown Borough, be and are hereby authorized to enter into an Agreement with the State of New Jersey, acting through its Commissioner of Transportation, for the purpose aforesaid, a copy of said Agreement being attached hereto and made a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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk



RECEIVED

DEC 21 2018

MUNICIPAL CLERK'S OFFICE

State of New Jersey

DEPARTMENT OF TRANSPORTATION

P.O. Box 600

Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor

December 18, 2018

Ms. Debra L. Sopronyi
Borough Clerk
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

**RE: Flashing Beacon Agreement
Route 33 & Grape Run Road
Hightstown Borough, Mercer County**

Dear Ms. Sopronyi,

The New Jersey Department of Transportation is in the process of proposing a new flashing beacon system to be installed at the referenced intersection. In order to allocate responsibilities between the respective parties, the attached flashing beacon agreements will have to be executed by the Borough of Hightstown before we can recommend to the Commissioner of Transportation to install the new flashing beacon system.

In accordance with the provisions outlined in the agreement, the Department of Transportation will periodically inspect and maintain this flashing beacon system, including the re-lamping thereof, at no cost to the Borough of Hightstown.

The Borough of Hightstown will apply for and agree to be responsible for the payment of the electric current operating costs that are associated with this flashing beacon system. The cost to install the flashing beacon system is estimated to be \$56,832.00. It is the policy of the Department to allow the construction and installation, providing the Borough of Hightstown will assume 25% of the construction and installation costs which would be approximately \$14,208.00. The remaining 75% of the construction and installation costs is assumed by the Department of Transportation. Once the agreement is executed by all parties, our Bureau of Accounting will issue an invoice of the estimated cost to the Borough of Hightstown. The actual cost will be determined upon the completion of work. If the cost is greater than the amount estimated, the Bureau of Accounting will issue a second invoice for the additional amount to be paid; if it is less, a refund check will be issued for the difference.

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Route 33 & Grape Run Road
Page 2

Enclosed are two (2) original copies of the flashing beacon agreement and a form of sample resolution and sample acknowledgment form, all of which need to be executed by your governing body and appropriate officials. It is respectfully requested that the Borough of Hightstown take all steps necessary to adopt a resolution similar to the enclosed resolution, prepare an acknowledgment form similar to the enclosed acknowledgment form and execute the enclosed agreements. While the resolution need not be a verbatim copy of the sample, it must however as a minimum paraphrase every paragraph therein. (NOTE: The sentence that is underlined in the enclosed sample resolution must be included).

After execution, the following should be returned to our office:

1. Two (2) original signed and sealed traffic signal agreements.
2. Two (2) original signed and sealed resolutions.
3. Two (2) original signed and sealed acknowledgment forms.

When the resolutions have been approved and when the acknowledgment forms and agreements have been properly signed and sealed by the Mayor and Clerk, they should be returned to:

Mr. Andrey Terentiev
New Jersey Department of Transportation
Bureau of Traffic Engineering
7th Floor, Engineering & Operations Building
1035 Parkway Avenue
P. O. Box 600
Trenton, New Jersey 08625

PLEASE BE SURE TO SUBMIT THE SAME NUMBER OF COPIES OF RESOLUTION AND ACKNOWLEDGMENT FORMS AS THERE ARE COPIES OF THE AGREEMENT AND PLEASE BE SURE THAT ALL COPIES OF THE AGREEMENT, RESOLUTION AND ACKNOWLEDGMENT FORMS HAVE ORIGINAL SIGNATURES AND SEALS. ALL SIGNATURES SHALL BE IN BLACK INK.

The first page of the agreement forms should NOT be dated but **dated under the signature lines**. When the Department of Transportation has completed its action, the first page of the agreement forms will be dated and a copy returned to you for your file.

Route 33 & Grape Run Road
Page 3

Since we cannot install this flashing beacon system until the flashing beacon agreements are executed and returned to our office, your prompt action is required.

If you have any questions concerning this matter, please contact Mr. Andrey Terentiev of this office at (609) 963-1790 (email address: Andrey.Terentiev@dot.nj.gov).

Sincerely,



Jaime Oplinger
Executive Manager
Bureau of Traffic Engineering

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRAFFIC ENGINEERING**

**FLASHING BEACON AGREEMENT
Route NJ 33 & Grape Run Road
Hightstown Borough, Mercer County**

THIS AGREEMENT, made the _____ day of _____ two thousand and Nineteen (2019), between the Borough of Hightstown, located at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter referred to as the **BOROUGH**, and the State of New Jersey, acting through its Commissioner of Transportation, New Jersey Department of Transportation, located at 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625, hereinafter referred to as the **STATE**, witnesses that:

WHEREAS, a traffic condition exists at the intersection of Route NJ 33 and Grape Run Road, in the Borough of Hightstown, in the County of Mercer, which requires the installation and operation of flashing beacons; and

WHEREAS, the **BOROUGH** has expressed a willingness to cooperate with the **STATE** in achieving the overall objective of safe and efficient movement of traffic on the said highway; and

WHEREAS, it is the purpose of this Agreement to provide for the participation of the **BOROUGH** and the **STATE** in the cost of installation, maintenance and operation of the said flashing beacons; and

WHEREAS, the Commissioner, under the powers vested in him by law and as more particularly set forth in N.J.S.A. 27:1A-5 and 27:7-21, has determined that it is in the **STATE's** best interest to enter into this Agreement;

NOW, THEREFORE, in consideration of the covenants contained herein, and pursuant to all applicable federal, state and local laws and ordinances, the **BOROUGH** and the **STATE** agree as follows:

1. The **STATE** will determine the character, type, location, and operation of the flashing beacons in accordance with N.J.S.A. 39:4-120.
2. The **STATE** and the **BOROUGH** agree that the **STATE** will assume 75% and the **BOROUGH** 25% of the total cost of constructing and installing a flashing beacon system. The **STATE** will provide an estimate for the total cost of constructing and installing the flashing beacon system and the **BOROUGH** will provide payment for the estimated total cost before the construction and installation of the flashing beacon system is scheduled. After the construction and installation of the flashing beacon system has been completed and brought into operation, the actual total cost will be computed by the **STATE**, which will include the costs of equipment, material, labor, supervision, and all other charges properly chargeable to the work.

FLASHING BEACON AGREEMENT
Route NJ 33 & Grape Run Road
Hightstown Borough, Mercer County

If the actual total cost is greater than the amount originally estimated, the Bureau of Accounting will issue a second invoice to the **BOROUGH** for the additional amount to be paid within thirty (30) days of the **STATE's** billing; if it is less, a refund check will be issued to the **BOROUGH** for the difference.

3. The **STATE** will provide all material and equipment and will perform all labor, by its own or by contract forces, necessary to the installation of the flashing beacon system.
4. The **STATE** reserves the right to terminate this Agreement, for cause or for convenience, upon six months' written notice of its intention to terminate, which notice shall be served upon the **BOROUGH**. However, upon a determination by the **STATE** that emergency conditions exist, the **STATE** may terminate this Agreement with less than the six months' notice specified above.
5. The **STATE** will paint such lane and pavement markings and erect such signs as it deems to be required to properly direct the flow of traffic. The **BOROUGH** shall maintain or replace the lane and pavement markings and signs within their jurisdiction, in accordance with the latest edition of the Manual on Uniform Traffic Control Devices. The **STATE** will maintain and replace the lane and pavement markings and signs within the **STATE's** jurisdiction.
6. The **BOROUGH** shall pay all costs for the future relocation or removal and reinstallation of any portion of the flashing beacon system, if the relocation or removal and reinstallation of this equipment is made necessary by changes, such as excavations, resurfacings, widenings and corner radius changes, authorized or effectuated by the **BOROUGH**.
7. The **STATE** will pay all costs for the future relocation or removal and reinstallation of any portion of the flashing beacon system, if the relocation or removal and reinstallation of this equipment is made necessary by changes, such as excavations, resurfacings, widenings and corner radius changes, authorized or effectuated by the **STATE**.
8. The **STATE** reserves the right to terminate this Agreement, for cause or for convenience, upon six months' written notice of its intention to terminate, which notice shall be served upon the Clerk of the **BOROUGH**. However, upon a determination by the **STATE** that emergency conditions exist, the **STATE** may terminate this Agreement with less than the six months' notice specified above.
9. The **STATE** will, at its own expense, periodically inspect and maintain the complete installation, including the re-lamping thereof.
10. The **BOROUGH** shall, at its own expense, provide through the utility company the electric current necessary to the operation of the flashing beacon system.
11. Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the **BOROUGH** will be responsible for personal injuries and property damage caused by the actions of the **BOROUGH** and its employees arising out of the performance of any services, actions, or operations in connection with this Agreement or any breach or default of this Agreement by the **BOROUGH**.
12. Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the **STATE** will be responsible for personal injuries and property damage caused by the actions of the **STATE** and its employees arising out of the performance of any services, actions, or operations in connection with this Agreement or any breach or default of this Agreement by the **STATE**.

**FLASHING BEACON AGREEMENT
Route NJ 33 & Grape Run Road
Hightstown Borough, Mercer County**

13. The **BOROUGH** shall allow the placement of any facility associated with the flashing beacon system within areas of its jurisdiction, where necessary, and further shall allow the **STATE**, with its own or contract forces, to perform maintenance on these facilities or to open roadways or other areas under its jurisdiction, without the need for permits.
14. The **BOROUGH** shall cause to be provided, upon 72 hours written notice to the Clerk of the **BOROUGH** by the **STATE**, police to direct traffic during the installation of, inspection of and/or repairs related to the flashing beacon system. Further, the **BOROUGH** shall cause police to be provided to direct traffic during emergency repairs, on telephonic notice to the **BOROUGH** by the **STATE**. All required police protection provided shall be at no cost to the **STATE**.
15. In the event that the **BOROUGH** fails to make any payments required hereunder to the **STATE**, the **BOROUGH** authorizes the **STATE**, without the need for prior notice, to deduct the amount of such payment due from any funds payable or to be payable by the Department of Transportation to the **BOROUGH**.
16. Written notice shall be sent, when required, by certified mail, return receipt, to the addresses set forth above, or to such other address or addresses as is set forth, in writing, in any notice of change of address, which has been sent to all parties to this Agreement.
17. The **BOROUGH** shall provide the necessary resolution authorizing it to enter into this Agreement.
18. This agreement is subject to appropriations and the availability of funds to the **STATE**.
19. This Agreement shall not become binding on any party until it is fully executed by the Commissioner of Transportation or designee.

"END OF TEXT"

FLASHING BEACON AGREEMENT
Route NJ 33 & Grape Run Road
Hightstown Borough, Mercer County

072

IN WITNESS WHEREOF, all parties have caused this instrument to be signed, attested to and sealed.

ATTEST: SEAL

BOROUGH OF HIGHTSTOWN

Ms. Debra L. Sopronyi
Administrator/Borough Clerk

By: _____
Lawrence D. Quattrone
Mayor

Date: _____

Date: _____

ATTEST/WITNESSED/ SEAL

STATE OF NEW JERSEY

Anika James
Department Secretary
New Jersey
Department of Transportation

By: _____
Snehal Patel, P.E, PMP
Assistant Commissioner
Capital Program Management

Date: _____

Date: _____

This Agreement has been
reviewed and approved as to
form.

Gurbir S. Grewal
Attorney General of New Jersey

By: _____
Nonee Lee Wagner
Deputy Attorney General

Date: _____