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.
<table>
<thead>
<tr>
<th>Resolution #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-02</td>
<td>Adopting Robert’s Rules of Order</td>
</tr>
<tr>
<td>2019-03</td>
<td>Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings</td>
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<tr>
<td>2019-04</td>
<td>Approving the Borough Council Meeting Schedule for 2019</td>
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<td>2019-09</td>
<td>Appointing and Authorizing an Agreement for Borough Attorney – Frederick C. Raffetto, Esq.</td>
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<td>2019-12</td>
<td>Appointing and Authorizing an Agreement for Engineering Services – Carmela Roberts</td>
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<td>2019-14</td>
<td>Appointing and Authorizing an Agreement for Professional Auditor Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company)</td>
</tr>
<tr>
<td>2019-15</td>
<td>Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Jolanta Maziarz, Esq.</td>
</tr>
<tr>
<td>2019-16</td>
<td>Appointing and Authorizing an Agreement for Professional Planning Services – Brian Slaugh</td>
</tr>
<tr>
<td>2019-17</td>
<td>Appointing Boards, Commissions and Committees</td>
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<td>2019-18</td>
<td>Designating Certifying Agent for Pension Funds</td>
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<tr>
<td>2019-19</td>
<td>Authorizing Issuance of Interim Checks</td>
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<td>2019-20</td>
<td>Authorizing Petty Cash Funds</td>
</tr>
<tr>
<td>2019-21</td>
<td>Authorizing 2019 Temporary Operating Budget – Current</td>
</tr>
<tr>
<td>2019-22</td>
<td>Authorizing 2019 Temporary Operating Budget – Water/Sewer</td>
</tr>
<tr>
<td>2019-23</td>
<td>Adopting Cash Management Plan</td>
</tr>
<tr>
<td>2019-24</td>
<td>Establishing the Rate of Interest to be Charged on Delinquent Taxes</td>
</tr>
</tbody>
</table>
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 Blath, Councilmember

__________________________________
Dimitri Musing, Councilmember

__________________________________
Steven Misura, 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY</td>
<td>January 22</td>
</tr>
<tr>
<td>MONDAY</td>
<td>February 4</td>
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<tr>
<td>TUESDAY</td>
<td>February 19</td>
</tr>
<tr>
<td>MONDAY</td>
<td>March 4</td>
</tr>
<tr>
<td>MONDAY</td>
<td>March 18</td>
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<tr>
<td>MONDAY</td>
<td>April 1</td>
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<td>MONDAY</td>
<td>April 15</td>
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<td>MONDAY</td>
<td>May 6</td>
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<td>MONDAY</td>
<td>May 20</td>
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<td>MONDAY</td>
<td>June 3</td>
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<td>MONDAY</td>
<td>June 17</td>
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<td>MONDAY</td>
<td>July 15</td>
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<tr>
<td>MONDAY</td>
<td>August 19</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>September 3</td>
</tr>
<tr>
<td>MONDAY</td>
<td>September 16</td>
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<tr>
<td>MONDAY</td>
<td>October 7</td>
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<tr>
<td>MONDAY</td>
<td>October 21</td>
</tr>
<tr>
<td>MONDAY</td>
<td>November 4</td>
</tr>
<tr>
<td>MONDAY</td>
<td>November 18</td>
</tr>
<tr>
<td>MONDAY</td>
<td>December 2</td>
</tr>
</tbody>
</table>
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:

**Deputy Municipal Clerk**
Margaret Riggio
1 yr.
December 31, 2019

**Joint Insurance Fund Commissioner**
Debra L. Sopronyi
1 yr.
December 31, 2019

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

**Assessment Search Officer**
Debra L. Sopronyi
1 yr.
December 31, 2019

**Public Agency Compliance Officer (P.A.C.O.)**
Debra L. Sopronyi
1 yr.
December 31, 2019

**Recycling Coordinator**
Ken Lewis
1 yr.
December 31, 2019

**Clean Communities Coordinator**
Ken Lewis
1 yr.
December 31, 2019

**Safety Coordinator**
Ken Lewis
1 yr.
December 31, 2019

**Public Defender**
Richard Kelly
1 yr.
December 31, 2019

**Alternate Public Defender**
Gus Siggelakis
1 yr.
December 31, 2019

**Alternate Prosecutors**
#1 – Christopher Koutsouris, Esq.  1 yr.  December 31, 2019
#2 – Lyle Hough, Esq.  1 yr.  December 31, 2019
#3 – Bertha Scott, Esq.  1 yr.  December 31, 2019
#4 – Al Vuocolo, Esq.  1 yr.  December 31, 2019
#5 – Lenore Hannah, Esq. 1 yr. December 31, 2019
#6 – Kim Lackin, Esq. 1 yr. December 31, 2019
#7 – Jeff Rubin, Esq. 1 yr. December 31, 2019

Zoning Officer
George Chin 1 yr. December 31, 2019

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

Fire Protection Official
Chad Reed 1 yr. December 31, 2019

Summer Recreation Director
Larry Gunnell 1 yr. December 31, 2019

Borough Historian
Charles Stults III 1 yr. December 31, 2019

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

Class II Officer
Joel Townsend 1 yr. December 31, 2019

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Years’ Day (Tuesday)</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Day (Monday)</td>
</tr>
<tr>
<td>February 18</td>
<td>Presidents Day (Monday)</td>
</tr>
<tr>
<td>April 19</td>
<td>Good Friday (Friday)</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day (Monday)</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (Thursday)</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day (Monday)</td>
</tr>
<tr>
<td>October 14</td>
<td>Columbus Day (Monday)</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day (Monday)</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving Day (Thursday)</td>
</tr>
<tr>
<td>November 29</td>
<td>Day after Thanksgiving (Friday)</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day (Wednesday)</td>
</tr>
<tr>
<td>January 1</td>
<td>New Years Day (Wednesday)</td>
</tr>
</tbody>
</table>

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
is a firm whose attorneys are authorized by law to practice a recognized profession.

1
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
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.

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 HIGHSTOWN
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 Highstown);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the
Borough of Highstown, 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 Highstown 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, Miesowitz, Keough & Warner, PC of Summit, New Jersey as the Affordable Housing Attorney effective January 1, 2019; and

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

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

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Jolanta Maziarz, Esq. regarding the above-referenced professional affordable housing legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ventura, Miesowitz, Keough & Warner, PC is a firm who is authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the Revised General Ordinances of the Borough of Hightstown, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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. Sopranyi
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. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2019; and

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

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

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Clarke Caton Hintz, LLC is a firm whose municipal planners are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the Revised General Ordinances of the Borough of Hightstown, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Misiura</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

**Environmental Commission**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Grubb</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Keith LePrevost</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Donna LePrevost Alt. #1</td>
<td>2 yrs.</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Vacant</td>
<td>Ux. 2 yrs.</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

**Housing Authority**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Teller</td>
<td>5 yrs.</td>
<td>December 31, 2023</td>
</tr>
</tbody>
</table>

**Board of Health**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Laudenberger</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Elizabeth Morley</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Edyth Duffy, Alt #1</td>
<td>2 yrs.</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Vacant</td>
<td>Ux. 3 yrs.</td>
<td>December 31, 2020</td>
</tr>
</tbody>
</table>

**Cultural Arts Commission**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Jordan – Parks &amp; Recreation</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Vacant – Peddie School</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Heather Lisk – School Staff</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Daniel Trent (Artist)</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Carlos Fernandez (Art Appreciation)</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Cathy Tsao (Artist/Art Appreciation)</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Sue Howard – Alt. #2</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Vacant (Art Appreciation)</td>
<td>Ux. 3 yrs.</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Vacant (Alt. #1)</td>
<td>1 yr.</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

**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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
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<tr>
<td>Insurance Deductibles</td>
<td>1,000.00</td>
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<tr>
<td>General Liability and Property</td>
<td>40,000.00</td>
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<tr>
<td>Worker's Compensation</td>
<td>50,000.00</td>
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<tr>
<td>Health Benefit Waiver</td>
<td>5,000.00</td>
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<tr>
<td>Employee Group Health</td>
<td>210,000.00</td>
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#### PUBLIC SAFETY FUNCTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
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<tr>
<td>Salaries and Wages</td>
<td>390,000.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>45,000.00</td>
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<tr>
<td>Emergency Management Services</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td>500.00</td>
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<tr>
<td>Fire Department</td>
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<tr>
<td>Other Expenses</td>
<td>10,000.00</td>
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<tr>
<td>Uniform Fire Safety Act - Fire Official</td>
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<tr>
<td>Salaries and Wages</td>
<td>3,500.00</td>
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<td>Other Expenses</td>
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<td>First Aid Organization</td>
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<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
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<tr>
<td>Municipal Prosecutor</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
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#### PUBLIC WORKS FUNCTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets &amp; Roads Maintenance</td>
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<tr>
<td>Salaries and Wages</td>
<td>60,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>21,000.00</td>
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<tr>
<td>Snow Removal</td>
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<td>Other Expenses</td>
<td>4,000.00</td>
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<tr>
<td>Sanitation Solid Waste Collection</td>
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</tr>
<tr>
<td>Salaries and Wages</td>
<td>15,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>16,000.00</td>
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<td>Buildings &amp; Grounds</td>
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<td>Salaries and Wages</td>
<td>17,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>40,000.00</td>
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### PUBLIC WORKS FUNCTIONS (continued)

<table>
<thead>
<tr>
<th>Function</th>
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<td>Recycling</td>
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<td>Salaries and Wages</td>
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<td>Other Expenses</td>
<td>25,000.00</td>
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<tr>
<td>Vehicle Maintenance</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td>12,000.00</td>
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<tr>
<td>Community Services Act</td>
<td></td>
</tr>
<tr>
<td>Other Expenses - Miscellaneous</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

### 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

**CAPITAL APPROPRIATIONS**
- Capital Improvement Fund: 30,000.00

**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
Appropriations for Water/Sewer Utility

*Operating:*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>205,000.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>390,000.00</td>
</tr>
</tbody>
</table>

*Statutory Expenditures:*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security (O.A.S.I.)</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>

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

**DEBT SERVICE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond Principal</td>
<td>170,000.00</td>
</tr>
<tr>
<td>Bond Interest</td>
<td>45,000.00</td>
</tr>
<tr>
<td>Wastewater and Water supply Loans</td>
<td>200,000.00</td>
</tr>
</tbody>
</table>

**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:


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.XC. 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 reasonably 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 section 9 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
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
BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the Trust Accounts:

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

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

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

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

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

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

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

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

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Accounts Payable  
George J. Lang, Chief Financial Officer  
Monika Patel, Deputy Financial Officer  
Debra L. Sopronyi, Borough Clerk
BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account:**

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

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

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

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

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

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

**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 2019-26

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 Siegfried, 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
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.

"IMPROVING LIVES BY IMPROVING TRANSPORTATION"
New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper
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.
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 reinstatement of any portion of the flashing beacon system, if the relocation or removal and reinstatement 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 reinstatement of any portion of the flashing beacon system, if the relocation or removal and reinstatement 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.
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"
IN WITNESS WHEREOF, all parties have caused this instrument to be signed, attested to and sealed.

ATTEST: SEAL

Ms. Debra L. Sopronyi
Administrator/Borough Clerk

Date:

BOROUGH OF HIGHTSTOWN

By: Lawrence D. Quattrone
Mayor

Date:

ATTEST/WITNESSED/ SEAL

Anika James
Department Secretary
New Jersey
Department of Transportation

Date:

STATE OF NEW JERSEY

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

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: