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**
- Councilmember Joshua Jackson
- Councilmember Steven Misiura

**Invocation**
Reverend Bruce Wood, Pastor First Baptist Church Hightstown

**Recognition of Dignitaries**

**Approval of Agenda**

**Presentations**
- Proclamation – CCL
- Outstanding Citizen – Pascale Duvert
- Outstanding Citizen – Mairead Thompson

**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 2020-01:** Electing Council President for 2020

**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>
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<tbody>
<tr>
<td>2020-02</td>
<td>Adopting Robert’s Rules of Order</td>
</tr>
</tbody>
</table>
2020-03  Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings
2020-04  Approving the Borough Council Meeting Schedule for 2020
2020-05  Designating Official Borough Newspapers
2020-06  Appointing Borough Officials
2020-07  Establishing 2020 Schedule of Holidays and Borough Business Hours
2020-08  Appointing Council Liaisons
2020-09  Appointing and Authorizing an Agreement for Borough Attorney – Frederick C. Raffetto. Esq.
2020-10  Appointing and Authorizing an Agreement for Bond Counsel and Redevelopment Counsel Services – Edward J. McManimon III
2020-11  Appointing and Authorizing an Agreement for Engineering Services – Carmela Roberts
2020-12  Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Eric M. Bernstein, Esq.
2020-13  Appointing and Authorizing an Agreement for Professional Auditor Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company)
2020-14  Appointing and Authorizing an Agreement for Professional Planning Services – Brian Slaugh
2020-15  Appointing and Authorizing an Agreement for Professional Grant Writing Services – CGP&H, LLC
2020-16  Appointing and Authorizing an Agreement for Affordable Housing Administrator – Randall Gottesman
2020-17  Appointing Boards, Commissions and Committees
2020-18  Designating Certifying Agent for Pension Funds
2020-19  Authorizing Issuance of Interim Checks
2020-20  Authorizing Petty Cash Funds
2020-21  Authorizing 2020 Temporary Operating Budget – Current
2020-22  Authorizing 2020 Temporary Operating Budget – Water/Sewer
2020-23  Adopting Cash Management Plan
2020-24  Establishing the Rate of Interest to be Charged on Delinquent Taxes
2020-25  Authorizing Depositories and Signatures for Borough Accounts
2020-26  Authorizing Depositories and Signatures for Municipal Court Accounts
Council Comments

Mayor’s Address - Mayor Lawrence Quattrone

Adjournment
BOROUGH OF HIGHTSTOWN

Proclamation

Honoring CCL Label

Whereas, CCL Label has been present in Hightstown since 1983 employing 85 individuals; and

Whereas, the Hightstown location is CCL Label’s primary Healthcare & Security printing facility; and

Whereas, CCL Label and its employees are dedicated to giving back to the community; and

Whereas, the construction of the nature walk/boardwalk through the wetlands in Rocky Brook Park was partially funded by CCL Label while its employees volunteered their time working on the stream cleanup; and

Whereas, when safety became a concern at Association Park, CCL Label responded with a Community Improvement Project. The project included installation of fencing, the addition of garden planters, installation of new safety surfacing and new a picnic table; and

Whereas, CCL Label is a proud sponsor of the Annual Hightstown Harvest Fair; and

Whereas, CCL Label supports the Hightstown Fire Department, Hightstown Police Department’s National Night Out, Hightstown High School and local athletic groups.

Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank CCL Label and its employees for their commitment and dedication to the Borough and its residents, and look forward to the continued relationship to help make Hightstown the best it can be.

Presented this 1st day of January 2020

__________________________________
Lawrence Quattrone, Mayor
The Borough of Hightstown
Outstanding Citizen Award

This award is hereby presented to:

Pascale Duvert

In recognition of your outstanding work and commitment to the Borough of Hightstown through your years of service as a member of the Hightstown Housing Authority

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

Presented this 1st day of January, 2020

______________________________
Lawrence D. Quattrone, Mayor
The Borough of Hightstown
Outstanding Citizen Award

This award is hereby presented to:

Mairead Thompson

In recognition of your outstanding work and commitment to the Borough of Hightstown through your work as a commissioner on the Parks and Recreation Commission and for the coordination of Fun Fridays

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

Presented this 1st day of January, 2020

____________________________________________________________

Lawrence D. Quattrone, Mayor
Resolution 2020-01

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ELECTING COUNCIL PRESIDENT FOR 2020

WHEREAS, there exists a need to fill the position of Council President for 2020; 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 Steven Misiura is hereby elected as Council President for the year 2020.

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, 2020.

____________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-02

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, 2020.

_____________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-03
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 2020:

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 01, 2020

_______________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-04

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2020

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 2020 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:

2020 SCHEDULED COUNCIL MEETING DATES

<table>
<thead>
<tr>
<th>Day</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>January 6</td>
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<td>TUESDAY</td>
<td>January 21</td>
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<td>February 3</td>
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<td>MONDAY</td>
<td>June 15</td>
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<td>MONDAY</td>
<td>July 6</td>
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<td>August 3</td>
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<td>TUESDAY</td>
<td>September 8</td>
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<td>MONDAY</td>
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<td>MONDAY</td>
<td>October 5</td>
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<td>MONDAY</td>
<td>October 19</td>
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<tr>
<td>MONDAY</td>
<td>November 2</td>
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MONDAY     November 16
MONDAY     December 7
MONDAY     December 21

2020 Meetings

Friday, 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, 2020.

________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-05

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 2020.

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, 2020.

_____________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-06

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS
APPOINTMENTS FOR 2020

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

Borough Administrator
Debra L. Sopronyi  1 yr.  December 31, 2020

Deputy Municipal Clerk
Margaret Riggio  1 yr.  December 31, 2020

Joint Insurance Fund Commissioner
Debra L. Sopronyi  1 yr.  December 31, 2020

Alternate Joint Insurance Fund Commissioner
Margaret Riggio  1 yr.  December 31, 2020

Assessment Search Officer
Debra L. Sopronyi  1 yr.  December 31, 2020

Public Agency Compliance Officer (P.A.C.O.)
Debra L. Sopronyi  1 yr.  December 31, 2020

Recycling Coordinator
Ken Lewis  1 yr.  December 31, 2020

Clean Communities Coordinator
Ken Lewis  1 yr.  December 31, 2020

Safety Coordinator
Ken Lewis  1 yr.  December 31, 2020

Public Defender
Richard Kelly  1 yr.  December 31, 2020

Alternate Public Defender
Gus Siggelakis  1 yr.  December 31, 2020
John Hartmann  1 yr.  December 31, 2020
Lauren Scardella  1 yr.  December 31, 2020
Joanna Perilli  1 yr.  December 31, 2020
Jose Ortiz     1 yr.    December 31, 2020

**Alternate Prosecutors**

#1 – Christopher Koutsouris, Esq.  1 yr.                                         December 31, 2020
#2 – Lyle Hough, Esq.    1 yr.                                      December 31, 2020
#3 – Bertha Scott, Esq.    1 yr.    December 31, 2020
#4 – Al Vuocolo, Esq.    1 yr.    December 31, 2020

**Zoning Officer**

George Chin  1 yr.    December 31, 2020

**Housing Inspectors**

George Chin  1 yr.    December 31, 2020
David Bell  1 yr.    December 31, 2020

**Building Inspector**

George Chin  1 yr.    December 31, 2020

**Fire Protection Official**

Chad Reed  1 yr.    December 31, 2020

**Summer Recreation Director**

Larry Gunnell  1 yr.    December 31, 2020

**Borough Historian**

Charles Stults III  1 yr.    December 31, 2020

**Class I Officer**

Chad Reed  1 yr.    December 31, 2020

**Class II Officer**

Martin Moreno  1 yr.    December 31, 2020

**School Crossing Guards**

Donna Reed  1 yr.    December 31, 2020
Roberto Rodriguez  1 yr.    December 21, 2020

**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, 2020.

_________________________________
Margaret M. Riggio  
Deputy Borough Clerk
Resolution 2020-07

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING 2020 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 2020 and the first week of 2020:

January 1     New Year’s Day (Wednesday)
January 20    Martin Luther King, Jr. Day (Monday)
February 17   Presidents Day (Monday)
April 10      Good Friday (Friday)
May 25        Memorial Day (Monday)
July 3        Independence Day (Friday)
September 7   Labor Day (Monday)
October 12    Columbus Day (Monday)
November 11   Veterans Day (Wednesday)
November 26   Thanksgiving Day (Thursday)
November 27   Day after Thanksgiving (Friday)
December 25   Christmas Day (Friday)
January 1     New Year’s Day (Friday)

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, 2020.

___________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-08

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
Cultural Arts Commission
Environmental Commission

JOE CICALESE
Board of Health

JOSHUA JACKSON
Parks and Recreation

STEVE MISIURA
First Aid

DIMITRI MUSING
Historic Preservation Commission
Housing Authority

LEE STULTS
Downtown Hightstown

MAYOR QUATTRONE
Fire Department

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, 2020.

___________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-09

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 2020 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, 2020; 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 2020 budget; and,

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Frederick Raffetto, Esq. regarding the above-referenced professional legal services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ansell, Grimm & Aaron, Inc. is a firm whose attorneys are authorized by law to practice a recognized profession.

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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-10

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 2020; 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, 2020; 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 2020 budget; and,

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

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Edward J. McManimon III, Esq. regarding the above-referenced
professional bond counsel and redevelopment counsel services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because McManimon, Scotland & Baumann, LLC is a firm whose attorneys are authorized by law to practice a recognized profession.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-11

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 2020; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2020; 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 2020 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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-12

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 2020; and

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Warren, New Jersey as Borough Labor Counsel effective January 1, 2020; 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 2020 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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-13

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 2019; 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, 2020; 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 2020 budget; and,

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

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

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

WHEREAS, the anticipated term of this contract is for one (1) year, and 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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-14
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 2020; 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, 2020; 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 2020 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, 2020.

__________________________________________
Margarriet M. Riggio
Deputy Borough Clerk
Resolution 2020-15

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
GRANT WRITING SERVICES – CGP&H, LLC

WHEREAS, there exists the need for specialized grant writing services for 2020; and

WHEREAS, the Borough Council wishes to CGP&H, LLC of Cranbury, New Jersey Grant Writer effective January 1, 2020; and

WHEREAS, the cost for the proposed services 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 2020 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 CGP&H, 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 CGP&H, LLC regarding the above-referenced professional grant writing 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 CGP&H, LLC is a firm
whose grant writers 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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-16
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT OF HIGHTSTOWN BOROUGH AFFORDABLE HOUSING PROGRAM

WHEREAS, there exists the need for an Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough for 2020; and

WHEREAS, the Borough Council wishes to appoint Randall Gottesman of CGP&H, LLC of Cranbury, New Jersey Administrative Agent for Affordable Housing effective January 1, 2020; and

WHEREAS, the cost for the proposed services shall not exceed $5,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2020 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 CGP&H, 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 CGP&H, LLC regarding the above-referenced administrative agent for affordable housing 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 CGP&H, LLC is a firm whose administrative agents for affordable housing 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, 2020.

__________________________________________
Margaret M. Riggio
Deputy Borough Clerk
RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2020 -
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>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Misiura</td>
<td>1 yr.</td>
<td>December 31, 2020</td>
</tr>
</tbody>
</table>

**Environmental Commission**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Frantz</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>David Zaiser</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Yan Troizier</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Tom Muza Alternate #2</td>
<td>2 yrs.</td>
<td>December 31, 2021</td>
</tr>
</tbody>
</table>

**Board of Health**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walt Hewitt</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Skye Gilmartin</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Jennifer Bernal Alternate #2</td>
<td>2 yrs.</td>
<td>December 31, 2021</td>
</tr>
</tbody>
</table>

**Cultural Arts Commission**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Park – Peddie School</td>
<td>1 yr.</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Heather Lisk – School Staff</td>
<td>1 yr.</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Adam Welch (Artist)</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Ann Marie Miller (Art Appreciation)</td>
<td>3 yrs.</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Chanika Svetvilas (Art Appreciation)</td>
<td>3 yrs.</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Michelle Jordan Alternate #1</td>
<td>1 yr.</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Sue Howard – Alternate #2</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, 2020.

____________________________________
Margaret M. Riggio
Deputy Borough Clerk
BOROUGH OF HIGHTSTOWN
MAYOR’S APPOINTMENTS
JANUARY 1, 2020

Police Commissioner

Councilmember Stults 1 yr. December 31, 2020

Planning Board

Bill Searing, Class II member 1 yr. December 31, 2020
Fred Montferrat 4 yrs. December 31, 2023
Beverly Asselstine 4 yrs. December 31, 2023
Joanna Jackson 3 yrs. December 31, 2022
Joseph Balcewicz Alternate #1 2 yrs. December 31, 2021

Historic Preservation Commission

Philippe Cardoso (Class A) 4 yrs. December 31, 2023
Dennis Egan (Class A) Ux. 4 yrs. December 31, 2020
Amanda Rosenberg Alternate #1 2 yrs. December 31, 2021
Vacant Alternate #2 Ux. 2 yrs December 31, 2020

Parks & Recreation Commission

Tracy MacDonald 5 yrs. December 31, 2024
Vacant (Alternate #1) Ux. 5 yrs. December 31, 2021
Vacant (Alternate #2) Ux. 5 yrs. December 31, 2020

Housing Authority

Jeet Gulati 5 yrs. December 31, 2024
Resolution 2020-18

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, 2020.

______________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-19

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 2020, 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, 2020.

__________________________
Debra L. Sopronyi
Deputy Borough Clerk
Resolution 2020-20

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, 2020.

__________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-21

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2020 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 2019 current budget, exclusive of appropriations for capital improvement fund and debt service, is $1,772,507.96;

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 2020 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling $1,772,000.00 for Operating and $896,500.00 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, 2020.

_________________________________
Margaret M. Riggio
Deputy Borough Clerk
## 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: $45,000.00  
Other Expenses: $8,000.00

Grant Writing and Administration  
Other Expenses: $6,000.00

Data Processing / IT  
Salaries and Wages: $1,700.00  
Other Expenses: $15,000.00

Collection of Taxes  
Salaries and Wages: $15,000.00  
Other Expenses: $4,000.00

Assessment of Taxes  
Salaries and Wages: $5,000.00  
Other Expenses: $5,000.00

Municipal Court  
Salaries and Wages: $13,000.00  
Other Expenses: $25,000.00

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
#### 2020 Temporary Budget - Current

**INSURANCE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Deductibles</td>
<td>1,000.00</td>
</tr>
<tr>
<td>General Liability and Property</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>50,000.00</td>
</tr>
<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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</tbody>
</table>

**PUBLIC SAFETY FUNCTIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>393,100.00</td>
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<tr>
<td>Other Expenses</td>
<td>45,000.00</td>
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<tr>
<td>Emergency Management Services</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>500.00</td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Uniform Fire Safety Act - Fire Official</td>
<td></td>
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<tr>
<td>Salaries and Wages</td>
<td>3,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
</tr>
<tr>
<td>First Aid Organization</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Municipal Prosecutor</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

**PUBLIC WORKS FUNCTIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets &amp; Roads Maintenance</td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>65,000.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>22,000.00</td>
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<tr>
<td>Snow Removal</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Sanitation Solid Waste Collection</td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>17,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>25,000.00</td>
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<tr>
<td>Buildings &amp; Grounds</td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>17,000.00</td>
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<tr>
<td>Other Expenses</td>
<td>48,000.00</td>
</tr>
</tbody>
</table>
### PUBLIC WORKS FUNCTIONS (continued)

- **Recycling**
  - Salaries and Wages: $27,000.00
  - Other Expenses: $25,000.00
- **Vehicle Maintenance**
  - Other Expenses: $12,000.00
- **Community Services Act**
  - Other Expenses - Miscellaneous: $10,000.00

### HEALTH AND HUMAN SERVICES

- **Board of Health (Health & Human Services)**
  - Salaries and Wages: $18,000.00
  - Other Expenses: $4,000.00
- **Environmental Commission**
  - Other Expenses: $1,500.00

### 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
- **Cultural Arts**
  - Other Expenses: $1,000.00

### 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: $24,000.00
Borough of Hightstown  
2020 Temporary Budget - Current

<table>
<thead>
<tr>
<th>LANDFILL/SOLID WASTE</th>
<th></th>
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<tbody>
<tr>
<td>Landfill Disposal Costs</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td>55,000.00</td>
</tr>
<tr>
<td>Recycling Tax</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

| CODE ENFORCEMENT                          |                |
| Construction Official                      |                |
| Salaries and Wages                        | 36,000.00      |
| 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       |

| 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** 1,772,000.00

| CAPITAL APPROPRIATIONS                    |                |
| Capital Improvement Fund                  | 30,000.00      |

| MUNICIPAL DEBT SERVICE                    |                |
| Payment of Bond Principal                 | 650,000.00     |
| Dam Restoration Loan                      | 5,000.00       |
| Interest on Bonds                         | 211,500.00     |

**TOTAL CAPITAL AND DEBT SERVICE** 896,500.00
Resolution 2020-22

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2020 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 2019 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is $636,092.10.

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 2020 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling $635,000.00 for Operating and $420,000.00 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, 2020.

_________________________________
Margaret M. Riggio
Deputy Borough Clerk
Borough of Hightstown
2020 Temporary Budget - Water/Sewer

**Appropriations for Water/Sewer Utility**

*Operating:*
- Salaries and Wages: 215,000.00
- Other Expenses: 400,000.00

*Statutory Expenditures:*
- Social Security (O.A.S.I.): 20,000.00

**TOTAL TEMPORARY BUDGET - WATER/SEWER**: $635,000.00

**DEBT SERVICE**
- Bond Principal: 180,000.00
- Bond Interest: 40,000.00
- Wastewater and Water supply Loans: 200,000.00

**TOTAL DEBT SERVICE**: $420,000.00
Resolution 2020-23

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 2020 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 2020 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, 2020.

________________________________________
Margaret M. Riggio
Deputy Borough Clerk
BOROUGH OF HIGHTSTOWN  
County of Mercer, New Jersey  

Cash Management Plan  
FY 2020

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits of otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Accounts Payable Clerk, the Chief Financial Officer; Deputy Financial Officer, Business Administrator/Municipal Clerk; and/or the Mayor for the following accounts:

1. Current Fund
   a. Current
   b. Grant Fund

2. Trust Funds
   a. Builder’s Performance Escrow
   b. Planning and Zoning Board Escrow
   c. Engineering Escrow
   d. Law Enforcement Trust
   e. Animal Trust Fund
   f. Payroll
   g. Public Defender
   h. Unemployment Trust
   i. 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 reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least $25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

School Taxes
County Taxes
Interfunds
Purchase of Investments
Debt Service
Salaries and Wages
Postage
Petty Cash Reimbursements
Payroll Withholdings e.g., Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

- Finance: 100.00
- Borough Clerk: 50.00
- Advanced Wastewater Treatment: 50.00

XI. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:
- Chief Financial Officer
- Tax Collector
- Borough Clerk
- Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XII. COMPLIANCE

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any 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, 2020 to December 31, 2020. 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 2020-24

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, 2020.

___________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-25

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, 2020; 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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
Michael J. O’Connor, 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, 2020.

_______________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-26

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR MUNICIPAL COURT 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 and the Hightstown Borough Municipal
Court are hereby established in accordance with the Cash Management Plan adopted by the Borough on
January 1, 2020; and

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

Seth Kurs, Municipal Judge
Carol Gaynor, Municipal Court Administrator
Sarah Graubart, Deputy Court Administrator
Ana Collazo, Deputy Court Administrator

BE IT FURTHER RESOLVED, that the Municipal Judge, Municipal Court Administrator and the
Deputy 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, 2020.

_______________________________________
Margaret M. Riggio
Deputy Borough Clerk
Resolution 2020-27

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, 2020.

________________________________
Margaret M. Riggio
Deputy Borough Clerk