



Agenda  
Hightstown Borough Council  
Reorganization Meeting  
January 3, 2022  
6:30 p.m.

[www.zoom.com](https://us02web.zoom.us/j/82972217248?pwd=LzlQYTZkOERyemJlOGNack4xcUs1UT09)

Meeting ID: 829 7221 7248

Passcode: RZ06eh

<https://us02web.zoom.us/j/82972217248?pwd=LzlQYTZkOERyemJlOGNack4xcUs1UT09>

**By phone**

(929)205-6099

Meeting ID: 829 7221 7248

Passcode: 578650

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 on the Borough website.

**Roll Call**

**Flag Salute**

**Swearing-In Ceremony**

- Councilmember Susan Bluth
- Councilmember Frederick Montferrat

**Invocation** Mayor Quattrone

**Recognition of Dignitaries**

**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 2022-01:** Electing Council President for 2022

**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.

<b><u>Resolution #</u></b>	<b><u>Title</u></b>
2022-02	Adopting Robert's Rules of Order
2022-03	Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings
2022-04	Approving the Borough Council Meeting Schedule for 2022
2022-05	Designating Official Borough Newspapers
2022-06	Appointing Borough Officials
2022-07	Establishing 2022 Schedule of Holidays and Borough Business Hours
2022-08	Appointing Council Liaisons
2022-09	Appointing and Authorizing an Agreement for Borough Attorney –

Frederick C. Raffetto. Esq.

2022-10	Appointing and Authorizing an Agreement for Bond Counsel and Redevelopment Counsel Services – Edward J. McManimon III
2022-11	Appointing and Authorizing an Agreement for Engineering Services – Carmela Roberts
2022-12	Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Robert J. Merryman, Esq.
2022-13	Appointing and Authorizing an Agreement for Professional Auditor Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company)
2022-14	Appointing and Authorizing an Agreement for Professional Planning Services – Brian Slaugh
2022-15	Appointing and Authorizing an Agreement for Professional Grant Writing Services – CGP&H, LLC
2022-16	Appointing and Authorizing an Agreement for Affordable Housing Administrator – Randall Gottesman
2022-17	Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Scott Miccio, Esq.
2022-18	Appointing Boards, Commissions and Committees
2022-19	Designating Certifying Agent for Pension Funds
2022-20	Authorizing Issuance of Interim Checks
2022-21	Authorizing Petty Cash Funds
2022-22	Authorizing 2022 Temporary Operating Budget – Current
2022-23	Authorizing 2022 Temporary Operating Budget – Water/Sewer
2022-24	Adopting Cash Management Plan
2022-25	Establishing the Rate of Interest to be Charged on Delinquent Taxes
2022-26	Authorizing Depositories and Signatures for Borough Accounts
2022-27	Authorizing Depositories and Signatures for Municipal Court Accounts
2022-28	Granting Authority for Approval of Certain Purchases
2022-29	Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

#### **Council Comments**

#### **Mayor’s Address - Mayor Lawrence Quattrone**

#### **Executive Session**

#### **Resolution 2022-30** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Stockton & Joseph Street

Attorney Client Privilege

#### **Adjournment**

# Resolution 2022-01

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

## **ELECTING COUNCIL PRESIDENT FOR 2022**

**WHEREAS**, there exists a need to fill the position of Council President for 2022; 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 2022.

## **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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-02

*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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-03

*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 2022:

### **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 a "Public Comment" period held during each regular meeting of the Mayor and Council. During the "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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-04

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

## **APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE FOR THE YEAR 2022**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for 2022 and for the first meeting in 2023 will begin at 6:30 p.m. and will be held virtually via [www.zoom.com](http://www.zoom.com). Members of the public may attend and participate during the public participation portion of the meeting by phone or computer as follows: [www.zoom.com](http://www.zoom.com) Meeting ID: 829 7221 7248; Passcode: RZ06eh or by phone (929)205-6099; Meeting ID: 829 7221 7248# Participant code #; Passcode: 578650#. All relevant documents for scheduled meetings will be made available prior to the meeting at [www.hightstownborough.com](http://www.hightstownborough.com). Members of the public may submit written comments to the Council, through the Borough Clerk, by either e-mail to ([priggio@hightstownborough.com](mailto:priggio@hightstownborough.com)) or written letter to Borough Clerk, Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520. Written comments must be received by 12:00 noon on the scheduled day of the remote meeting in order to be included in the meeting.

### **2022 SCHEDULED COUNCIL MEETING DATES**

MONDAY	January 3
TUESDAY	January 18
MONDAY	February 7
TUESDAY	February 22
MONDAY	March 7
MONDAY	March 21
MONDAY	April 4
MONDAY	April 18
MONDAY	May 2
MONDAY	May 16
MONDAY	June 6
MONDAY	June 20
TUESDAY	July 5
MONDAY	July 18
MONDAY	August 1
MONDAY	August 15
TUESDAY	September 6

MONDAY	September 19
MONDAY	October 3
MONDAY	October 17
MONDAY	November 7
MONDAY	November 21
MONDAY	December 6
MONDAY	December 19

### **2023 Meetings**

TUESDAY, January 3, 2023	Reorganization Meeting
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### **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 3, 2022.

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Margaret Riggio  
Borough Clerk



# Resolution 2022-05

*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 2022.

## **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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-06

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

## **RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS FOR 2022**

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

### **Joint Insurance Fund Commissioner**

Dimitri Musing	1 yr.	December 31, 2022
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### **Alternate Joint Insurance Fund Commissioner**

Margaret Riggio	1 yr.	December 31, 2022
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### **Primary Human Resource Officer for Domestic Violence Policy**

Pamela Lewis	1 yr.	December 31, 2022
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### **Secondary Human Resource Officer for Domestic Violence Policy**

Michael J. O'Conner	1 yr.	December 31, 2022
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### **Assessment Search Officer**

Pamela Lewis	1 yr.	December 31, 2022
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### **Public Agency Compliance Officer (P.A.C.O.)**

Margaret Riggio	1 yr.	December 31, 2022
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### **Recycling Coordinator**

Ken Lewis	1 yr.	December 31, 2022
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### **Clean Communities Coordinator**

Ken Lewis	1 yr.	December 31, 2022
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### **Safety Coordinator**

Ken Lewis	1 yr.	December 31, 2022
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### **Public Defender**

John W. Hartmann	1 yr.	December 31, 2022
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### **Alternate Public Defender**

Mario Zapicchi	1 yr.	December 31, 2022
Joanna Perilli	1 yr.	December 31, 2022

**Prosecutor**

Timothy McNichols	1 yr.	December 31, 2022
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**Alternate Prosecutors**

Gregory P. McGuckin	1 yr.	December 31, 2022
Robert Ulaky	1 yr.	December 31, 2022
Martin J. Buckley	1 yr.	December 31, 2022
Kelsey Anthony-McGuckin	1 yr.	December 31, 2022
Patrick Varga	1 yr.	December 31, 2022

**Zoning Officer**

George Chin	1 yr.	December 31, 2022
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**Housing Inspectors**

George Chin	1 yr.	December 31, 2022
David Bell	1 yr.	December 31, 2022

**Building Inspector**

George Chin	1 yr.	December 31, 2022
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**Fire Protection Official**

Chad Reed	1 yr.	December 31, 2022
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**Summer Recreation Director**

Larry Gunnell	1 yr.	December 31, 2022
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**Borough Historian**

Charles Stults III	1 yr.	December 31, 2022
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**Class I Officer**

Chad Reed	1 yr.	December 31, 2022
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**School Crossing Guards**

Roberto Rodriguez	1 yr.	December 31, 2022
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**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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-07

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

## **ESTABLISHING 2022 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 2022 and the first week of 2023:

January 17	Martin Luther King, Jr. Day (Monday)
February 21	Presidents Day (Monday)
April 15	Good Friday (Friday)
May 30	Memorial Day (Monday)
July 4	Independence Day (Monday)
September 5	Labor Day (Monday)
October 10	Columbus Day (Monday)
November 11	Veterans Day (Thursday)
November 24	Thanksgiving Day (Thursday)
November 25	Day after Thanksgiving (Friday)
December 26	Christmas Day (Monday)
January 2, 2023	New Year's Day (Monday)

**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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-08

*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:

<b>SUSAN BLUTH</b>	Cultural Arts Commission Finance
<b>JOE CICALESSE</b>	Board of Health Parks and Recreation
<b>CRISTINA FOWLER</b>	Downtown Hightstown Environmental Commission Administration
<b>JOSHUA JACKSON</b>	Historic Preservation Commission Public Works
<b>STEVE MISIURA</b>	First Aid Water & AWWTP
<b>FRED MONTFERRAT</b>	Construction/Inspections
<b>MAYOR QUATTRONE</b>	Fire Department Housing Authority

## **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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-09

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 2022 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, 2022; 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 2022 budget; and,

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Frederick Raffetto, Esq. regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ansell, Grimm & Aaron, Inc. is a firm whose attorneys are authorized by law to practice a recognized profession.

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

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-10

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 2022; 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, 2022; 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 2022 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-11

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 2022; and

**WHEREAS**, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2022; 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 2022 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-12

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

## **APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LABOR COUNSEL SERVICES – ROBERT J. MERRYMAN**

**WHEREAS**, two (2) proposals were opened on December 1, 2021 for the professional Labor Counsel services for the year 2022; and

**WHEREAS**, there exists the need for specialized legal services relative to personnel matters during 2022; and

**WHEREAS**, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

**WHEREAS**, the Borough Council wishes to appoint Robert J. Merryman, Esq. of Apruzzese, McDermott, Mastro & Murphy of Warren, New Jersey as Labor Counsel effective January 1, 2022; 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 2022 budget; and,

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

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

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Robert J. Merryman for professional labor counsel services for the year 2022.

### **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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-13

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 2020;  
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, 2022; 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 2022 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-14

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 2022; and

**WHEREAS**, the Borough Council wishes to appoint Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2022; 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 2022 budget; and,

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

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Clarke Caton Hintz, LLC is a firm whose municipal planners are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 3, 2022.

---

Margaret M. Riggio  
Borough Clerk



# Resolution 2022-15

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 2022; and

**WHEREAS**, the Borough Council wishes to CGP&H, LLC of Cranbury, New Jersey Grant Writer effective January 1, 2022; 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 2022 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-16

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 2022; 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, 2022; 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 2022 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-12

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

## **APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL AFFORDABLE HOUSING ATTORNEY – SCOTT MICCIO, ESQ.**

**WHEREAS**, two (2) proposals were opened on December 1, 2021 for professional Affordable Housing Attorney services for the year 2022; and

**WHEREAS**, there exists the need for specialized legal services relative to affordable housing matters during 2022; and

**WHEREAS**, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

**WHEREAS**, the Borough Council wishes to appoint Scott Miccio, Esq. of Parker McCay of Mount Laurel, New Jersey as Affordable Housing Attorney effective January 1, 2022; 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 2022 budget; and,

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

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

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Scott Miccio for Affordable Housing Attorney for the year 2022.

### **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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2021-18

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

## **RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2021 - BOARDS, COMMISSIONS AND COMMITTEES**

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

### **Planning Board**

Steve Misiura	1 yr.	December 31, 2021
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### **Environmental Commission**

Sheila Hittesdorf	3 Years	December 31, 2023
Vacant	Ux. 3 Years	December 31, 2021
Vacant Alternate #1	Ux. 2 Years	December 31, 2021

### **Housing Authority**

Yolanda Swiney	5 years	December 31, 2025
Vacant	Ux. 5 years	December 31, 2022

### **Board of Health**

Nancy Distelcamp	3 Years	December 31, 2023
Jean Ray	3 Years	December 31, 2023
Deb Napolitano	3 Years	December 31, 2023
Edyth Duffy – Alternate #1	2 Years	December 31, 2022

### **Cultural Arts Commission**

Allison Park (Peddie School)	1 Year	December 31, 2021
Heather Lisk (School Staff)	1 Year	December 31, 2021
Vacant (Alt. #1)	1 Year	December 31, 2021
Sue Howard (Alt. #2)	1 Year	December 31, 2021

### **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 4, 2021.

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Margaret Riggio  
Deputy Borough Clerk

# Resolution 2022-19

*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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-20

*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 2022, 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 3, 2022.

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Margaret Riggio  
Borough Clerk



Borough of Hightstown  
2022 Temporary Budget - Current

**GENERAL GOVERNMENT**

Administration Office	
Salaries and Wages	20,000.00
Other Expenses	1,800.00
Mayor & Borough Council	
Salaries and Wages	8,000.00
Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	38,000.00
Other Expenses	4,500.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	60,000.00
Other Expenses	8,000.00
Grant Writing and Administration	
Other Expenses	6,000.00
Data Processing / IT	
Salaries and Wages	1,800.00
Other Expenses	20,000.00
Collection of Taxes	
Salaries and Wages	40,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	5,500.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	7,500.00
Other Expenses	50,000.00
Legal Services and Costs	
Other Expenses	50,000.00
Engineering Services & Costs	
Other Expenses	16,000.00
Historic Preservation Commission	
Other Expenses	400.00

**LAND USE ADMINISTRATION**

Planning Board	
Salaries and Wages	11,000.00
Other Expenses	14,000.00

**INSURANCE**

Insurance	
Insurance Deductibles	1,000.00
General Liability and Property	41,000.00
Worker's Compensation	51,000.00
Health Benefit Waiver	5,000.00
Employee Group Health	200,000.00

Borough of Hightstown  
2022 Temporary Budget - Current

**PUBLIC SAFETY FUNCTIONS**

Police	
Salaries and Wages	425,000.00
Other Expenses	47,000.00
Emergency Management Services	
Other Expenses	500.00
Fire Department	
Other Expenses	15,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	2,500.00
Other Expenses	3,000.00
First Aid Organization	
Other Expenses	4,000.00

**PUBLIC WORKS FUNCTIONS**

Streets & Roads Maintenance	
Salaries and Wages	65,000.00
Other Expenses	22,000.00
Snow Removal	
Other Expenses	4,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	17,000.00
Other Expenses	25,000.00
Buildings & Grounds	
Salaries and Wages	17,000.00
Other Expenses	48,000.00

**PUBLIC WORKS FUNCTIONS(continued)**

Recycling	
Salaries and Wages	28,000.00
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	20,000.00
Other Expenses	4,000.00
Environmental Commission	
Other Expenses	1,500.00

Borough of Hightstown  
2022 Temporary Budget - Current

**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	16,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	12,000.00
Telephone / Telegraph	
Other Expenses	15,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	8,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	30,000.00

**LANDFILL/SOLID WASTE**

Landfill Disposal Costs	
Other Expenses	61,500.00
Recycling Tax	2,500.00

**CODE ENFORCEMENT**

Construction Official	
Salaries and Wages	38,000.00
Other Expenses	3,000.00
Housing Code Enforcement	
Salaries and Wages	15,000.00
Other Expenses	1,200.00

**STATUTORY EXPENDITURES**

Social Security	58,000.00
Defined Contribution Retirement Plan	2,000.00

Borough of Hightstown  
2022 Temporary Budget - Current

**SHARED SERVICES AGREEMENTS**

Senior Citizens Program Service Center	
Other Expenses	10,000.00
Landfill Disposal Costs(Roosevelt Borough)	11,000.00
East Windsor Dispatch	
Other Expenses	50,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	15,000.00
Emergency Medical Services	12,000.00
Vehicle Maintenance Services	5,100.00
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<b>TOTAL TEMPORARY BUDGET</b>	<b>1,869,000.00</b>
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**CAPITAL APPROPRIATIONS**

Capital Improvement Fund	30,000.00
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**MUNICIPAL DEBT SERVICE**

Payment of Bond Principal	480,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	151,200.00
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<b>TOTAL CAPITAL AND DEBT SERVICE</b>	<b>666,200.00</b>
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# Resolution 2022-21

*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 3, 2022.

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Margaret Riggio  
Borough Clerk

**Borough of Hightstown  
2022 Temporary Budget - Water/Sewer**

**Appropriations for Water/Sewer Utility**

*Operating:*

Salaries and Wages	225,000.00
Other Expenses	405,000.00

*Statutory Expenditures:*

Social Security (O.A.S.I.)	22,000.00
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<b>TOTAL TEMPORARY BUDGET - WATER/SEWER</b>	<b>\$652,000.00</b>
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**DEBT SERVICE**

Bond Principal	175,000.00
Note Interest	4,000.00
Bond Interest	30,000.00
Wastewater and Water supply Loans	200,000.00
<b>TOTAL DEBT SERVICE</b>	<b>\$409,000.00</b>

# Resolution 2022-22

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING 2022 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 2021 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,869,027.07;

**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 2022 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,869,000.00 for Operating and \$666,200.00 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-23

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## **AUTHORIZING 2022 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 2021 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$653,318.14.

**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 2022 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$652,000.00 for Operating and \$409,000.00 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 3, 2022.

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Margaret Riggio  
Borough Clerk



**BOROUGH OF HIGHTSTOWN**  
**County of Mercer, New Jersey**

**Cash Management Plan**  
**FY 2021**

**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; Administrative Assistant-Finance, 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, Administrative Assistant-Finance
    - 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, Administrative Assistant-Finance 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  
LAKELAND BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

### **V. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

### **VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

## **VII. INVESTMENT INSTRUMENTS AND PROCEDURE**

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - b. the custody of collateral is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days;
  - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
  - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

**Government Money Market Mutual Fund.** An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
  - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.s. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

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

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

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

#### **IX. DISBURSEMENT OF FUNDS**

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

School Taxes  
County Taxes  
Interfunds  
Purchase of Investments  
Debt Service  
Salaries and Wages  
Postage

Petty Cash Reimbursements  
Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

#### **X. PETTY CASH FUND**

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

Finance	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

#### **XI. BONDING**

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer  
Tax Collector  
Borough Clerk  
Municipal Court Administrator

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

#### **XII. COMPLIANCE**

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

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

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

#### **XIII. REPORTING REQUIREMENTS.**

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

Implementation of this section is dependent upon adequate staffing in the Finance Office.

**XIV. TERM OF PLAN**

This Plan shall be in effect from January 1, 2022 to December 31, 2022. 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 2022-24

*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 2022 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 2022 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 3, 2022.

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Margaret M. Riggio  
Borough Clerk

# Resolution 2022-25

*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 3, 2022.

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Margaret Riggio  
Borough Clerk



# Resolution 2022-26

*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 3, 2022; 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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

Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance

Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, 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 4, 2021.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-27

*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, 2021; 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-28

*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 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 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 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 3, 2022.

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Margaret Riggio  
Borough Clerk

# Resolution 2022-29

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH  
THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY  
COMMISSION'S "ENFORCEMENT GUIDANCE ON THE  
CONSIDERATION OF ARREST AND CONVICTION RECORDS IN  
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL  
RIGHTS ACT OF 1964"**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Council of the Borough of Hightstown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**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 3, 2022.

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Margaret Riggio  
Borough Clerk

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance  
In the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil  
Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES**

STATE OF NEW JERSEY  
COUNTY OF MERCER

We, members of the governing body of the Borough of Hightstown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Hightstown* in the county of Mercer;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_

Notary Public of New Jersey

\_\_\_\_\_

-----  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

# Resolution 2022-30

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

## **AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on January 3, 2022, via [www.zoom.com](http://www.zoom.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – Stockton & Joseph Street  
Attorney Client Privilege

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public April 3, 2022, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

## **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 3, 2022.

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Margaret Riggio  
Borough Clerk