

**Meeting Minutes**  
**Hightstown Borough Council**  
**January 3, 2022**  
**6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:30 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website.” Do to COVID-19 and self-distancing protocols, this meeting was held remotely through [www.zoom.com](http://www.zoom.com).

The flag salute followed Roll Call.

	<b>PRESENT</b>	<b>ABSENT</b>
<i>Councilmember Susan Bluth</i>	✓	
<i>Councilmember Joseph Cicalese</i>	✓	
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Joshua Jackson</i>	✓	
<i>Councilmember Steven Misiura</i>	✓	
<i>Councilmember Frederick Montferrat</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Borough Clerk; Dimitri Musing, Borough Administrator; George Lang, CFO, Carmela Roberts, Borough Engineer and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

**SWEARING IN CEREMONY**

Mayor Quattrone swore in Councilmembers Susan Bluth and Frederick Montferrat.

**INVOCATION**

Mayor Quattrone provided this year’ invocation.

**RECOGNITION OF DIGNITARIES**

Mayor Quattrone welcomed Senator Greenstein; Mercer County Commissioner Koontz; East Windsor Mayor Mironov; Former Hightstown Mayor Scott Caster; Former Hightstown Councilmember Eugene Sarafin; Borough Auditor Gerry Stankiewicz; Redevelopment Attorney, Kevin McManimon and Borough Tax Collector, Pamela Lewis.

## **APPROVAL OF AGENDA**

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Agenda approved 6-0.

## **PUBLIC COMMENT**

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

**Eugene Sarafin, 628 South Main Street** - Spoke about how proud he is that Hightstown acts as a true democracy. Stated how disappointed he is in the Federal Government and how they are failing the Country. Local Government needs to stand up and demand changes.

**Barb and Kris Grudnt, 508 South Main Street** - Stated that they appreciate the new sidewalks and curbs that were completed recently but there was supposed to be a cut out in the back of their yard. That did not happen.

- Mayor Quattrone stated that he will look into this.

**Michele Epstein, 421 North Main Street** - Wished everyone a Happy New Year. Stated that she thought the opening prayer was inappropriate.

- Mayor Quattrone apologized if anyone was offended by the invocation.

There being further comments, Mayor Quattrone closed the public comment period.

## **Resolution 2022-01 Electing Council President for 2022**

Councilmember Jackson nominated Susan Bluth as Council President; Councilmember Montferrat seconded. All ayes.

Councilmember Cicalese moved Resolution 2022-01 with Susan Bluth as Council President; Councilmember Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

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 Susan Bluth to fill that position;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Susan Bluth is hereby elected as Council President for the year 2022.

**CONSENT AGENDA**

Councilmember Montferrat moved Resolutions 2022-02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 and 29 as a Consent Agenda; Councilmember Fowler seconded.

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.

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.

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 5
MONDAY	December 19

**2023 Meetings**

TUESDAY, January 3, 2023                      Reorganization Meeting

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.

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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	<b><u>Public Agency Compliance Officer (P.A.C.O.)</u></b>	
Margaret Riggio	1 yr.	December 31, 2022
	<b>Recycling Coordinator</b>	
Ken Lewis	1 yr.	December 31, 2022
	<b>Clean Communities Coordinator</b>	
Ken Lewis	1 yr.	December 31, 2022
	<b>Safety Coordinator</b>	
Ken Lewis	1 yr.	December 31, 2022
	<b><u>Public Defender</u></b>	
John W. Hartmann	1 yr.	December 31, 2022
	<b><u>Alternate Public Defender</u></b>	
Mario Zapicchi	1 yr.	December 31, 2022
Joanna Perilli	1 yr.	December 31, 2022
	<b><u>Prosecutor</u></b>	
Timothy McNichols	1 yr.	December 31, 2022
	<b><u>Alternate Prosecutors</u></b>	
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
	<b><u>Zoning Officer</u></b>	
George Chin	1 yr.	December 31, 2022
	<b>Housing Inspectors</b>	
George Chin	1 yr.	December 31, 2022
David Bell	1 yr.	December 31, 2022
	<b>Building Inspector</b>	
George Chin	1 yr.	December 31, 2022

Chad Reed	<b>Fire Protection Official</b> 1 yr.	December 31, 2022
Larry Gunnell	<b>Summer Recreation Director</b> 1 yr.	December 31, 2022
Charles Stults III	<b>Borough Historian</b> 1 yr.	December 31, 2022
Chad Reed	<b><u>Class I Officer</u></b> 1 yr.	December 31, 2022
Roberto Rodriguez	<b><u>School Crossing Guards</u></b> 1 yr.	December 31, 2022

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.

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 CICALEASE</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

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.

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.

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.

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.

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.

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. Slaugh 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.

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.

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.

Resolution 2022-17

*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.

Resolution 2022-18

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2022 -  
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, 2022
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**Environmental Commission**

Gary Grubb	3 Years	December 31, 2024
Thomas Muza	3 Years	December 31, 2024
Haritha Chityala (Alt. #1)	2 Years	December 31, 2023
Joseph Studholme (Alt. #2)	2 Years	December 31, 2023

**Housing Authority**

Vacant	Ux. 5 years	December 31, 2025
Vacant (resident representative)	5 Years	December 31, 2026

**Board of Health**

Dr. John Laudenberg	3 Years	December 31, 2024
Elizabeth Morley	3 Years	December 31, 2024
Jennifer Bernal (Alt #2)	2 Years	December 31, 2023

**Cultural Arts Commission**

Jim Truslow (Peddie School)	1 Year	December 31, 2022
Heather Lisk (School Staff)	1 Year	December 31, 2022
Daniel Trent (Artist)	3 Years	December 31, 2024
Cathy Tsao (Artist)	3 Years	December 31, 2024
Saira Want (Art Appr.)	3 Years	December 31, 2024
Sue Howard (Alt. #1)	1 Year	December 31, 2022
Vacant (Alt. #2)	1 Year	December 31, 2022

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.

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.

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

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.

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.

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.

**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 2022-26

*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.

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.

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.*

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.

**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.)
_____	_____

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.

## **MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

### **Council President Bluth**

Thanked Council for electing her as Council President for this year.

### **Councilmember Jackson**

Wished everyone a Happy New Year and thanked everyone for attending. It is a pleasure to work with Mayor, Council and Borough Staff. Thanked all our volunteers. There are a few vacancies on our Boards and Commissions. Check our website for details.

### **Councilmember Misiura**

Happy New Year to all. Congratulated Councilmembers Bluth and Montferrat. Stated that he looks forward to working with them both. The Borough still has many issues to tackle. He looks forward to working with the County, the State, and our neighboring communities.

### **Councilmember Cicalese**

This was an outstanding year. We have many goals to accomplish in the coming year. We have a great team, and we will continue to work together to make 2022 a little better.

### **Mayor's Address**

Stated 2021 was a rough year for him. He really leaned on Council President Bluth and Council as a whole. He never had a doubt that things would get done. Council President Bluth did a wonderful job and Council supported her 100%. The Borough looked wonderful for Halloween and Christmas. The Cultural Arts Commission did wonderful things for the town. The Board of Health is doing a great job and trying to stay ahead of the pandemic. Councilmember Fowler is handling all her positions wonderfully. Councilmember Jackson is doing great as liaison to the HPC and Public Works. We are doing all doing a great job trying to keep that old town fee. Public Works has been shorthanded but still getting the job done. Councilmember Misiura is working with First Aid and the Water and Sewer Departments. Councilmember Montferrat is working with our Construction office and getting things up to speed there. He, himself is working with the Housing Authority and the Fire Department. We have one of the best volunteer fire companies in the State. We need to continue to work together in 2022. We are keeping all the liaisons the same since everything is working. Thank you, Council. God Bless you all. He wished everyone a happy, healthy, and prosperous New Year. We will beat Covid together. Stay safe.

## **EXECUTIVE SESSION**

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

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll call vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat yes.

Resolution adopted 6-0.

Councilmember Bluth motioned to adjourn to executive session at 6:58 p.m.; Councilmember Fowler seconded. All ayes.

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.

Council returned to public session at 7:56 p.m.

**ADJOURNMENT**

Councilmember Jackson moved to adjourn at 7:57 p.m. Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,



Margaret Riggio  
Borough Clerk

Approved by Hightstown Borough Council: **March 7, 2022**