



AGENDA

Hightstown Borough Council Reorganization Meeting

January 5, 2026 | 6:30 p.m.
Hightstown Engine Company No. 1
140 North Main Street, Hightstown

Meeting called to order by Mayor Susan Bluth.

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 Trentonian* and the *Windsor-Hights Herald* as required by law and is posted on the Borough website.

Flag Salute

Roll Call – 2025 Council

Swearing-In Ceremony

- Councilmember Todd Frantz
- Councilmember Stephanie Spann

Roll Call – 2026 Council

Recognition of Dignitaries

Approval of Agenda

Presentation

- Joshua Jackson

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 2026-01 Electing Council President for 2026

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.

Resolution 2026-02 Adopting Robert's Rules of Order

Resolution 2026-03 Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings

Resolution 2026-04 Designating the Locations for Public Notice and Official Newspaper

- Resolution 2026-05** Approving the Borough Council Meeting Schedule for 2026
- Resolution 2026-06** Establishing 2026 Schedule of Holidays and Borough Business Hours
- Resolution 2026-07** Appointing Council Liaisons
- Resolution 2026-08** Reappointing Municipal Tax Collector for a Four-Year Term
- Resolution 2026-09** Appointing a Municipal Emergency Management Coordinator to an Unexpired Term
- Resolution 2026-10** Appointing Borough Officials
- Resolution 2026-11** Confirming Hightstown Fire Company No. 1 Elected Officers for 2026
- Resolution 2026-12** Appointing and Authorizing an Agreement for Professional Services – Borough Attorney – Jonathan Cohen, Esq.
- Resolution 2026-13** Appointing and Authorizing an Agreement for Professional Services – Bond Counsel, Matthew Jessup, Esq. McManimon, Scotland, Baumann.
- Resolution 2026-14** Appointing and Authorizing an Agreement for Professional Services – Redevelopment Attorney, Kevin McManimon, Esq. McManimon, Scotland, Baumann.
- Resolution 2026-15** Appointing and Authorizing an Agreement for Professional Services, Borough Engineer – Carmela Roberts, Roberts Engineering Group, LLC.
- Resolution 2026-16** Appointing and Authorizing an Agreement for Professional Services – Labor Counsel – Robert J Merryman, Esq. Apruzzese, McDermott, Mastro & Murphy, P.C.
- Resolution 2026-17** Appointing and Authorizing an Agreement for Professional Services – Borough Planner, Brian Slaugh, Clarke Canton Hintz, PC.
- Resolution 2026-18** Appointing and Authorizing an Agreement for Professional Services, Affordable Housing Administrative Agent – CGP&H, LLC.
- Resolution 2026-19** Appointing and Authorizing an Agreement for Professional Services – Affordable Housing Attorney, Michael Herbert, Esq., Parker McCay
- Resolution 2026-20** Appointing and Authorizing an Agreement for Professional Services, Special Counsel, Records – Gary Marek, Esq.
- Resolution 2026-21** Appointing and Authorizing an Agreement for Professional Services, Municipal Auditor – Daniel DiGangi, Bowman & Company, LLP (PFL O’Connor Davies)
- Resolution 2026-22** Resolution Awarding a Contract to Phoenix Advisors for Financial Advising Services
- Resolution 2026-23** Appointing Boards, Commissions and Committees

- Resolution 2026-24** Designating Certifying Agent for Pension Funds
- Resolution 2026-25** Authorizing Issuance of Interim Checks
- Resolution 2026-26** Authorizing Petty Cash Funds
- Resolution 2026-27** Authorizing 2026 Temporary Operating Budget – Current
- Resolution 2026-28** Authorizing 2026 Temporary Operating Budget – Water/Sewer
- Resolution 2026-29** Adopting Cash Management Plan
- Resolution 2026-30** Authorizing Depositories and Signatures for Borough Accounts
- Resolution 2026-31** Authorizing Depositories and Signatures for Municipal Court Accounts
- Resolution 2026-32** Establishing the Rate of Interest to be Charged on Delinquent Taxes
- Resolution 2026-33** Cancel Small Balances on Property Taxes
- Resolution 2026-34** A Resolution to Authorize the Sale of Tax Sale Certificates and Convert Outstanding Sewer Charges to Tax Leins
- Resolution 2026-35** Granting Authority for Approval of Certain Purchases
- Resolution 2026-36** Authorizing the Borough of Hightstown’s Qualified Purchasing Agent (QPA) to Award Contracts Below the Bidding Threshold as Established by the Governor
- Resolution 2026-37** 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 Susan Bluth

Adjournment

ELECTING COUNCIL PRESIDENT FOR 2026

WHEREAS, there exists a need to fill the position of Council President for 2026; 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 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5.

Margaret Riggio, Borough Clerk

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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**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 2026:

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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN DESIGNATING THE
LOCATIONS FOR PUBLIC NOTICE AND OFFICIAL NEWSPAPER**

WHEREAS, the Borough Council of the Borough of Hightstown is required, pursuant to statute, to designate one or more newspapers as the official newspapers of the Borough for the publication of legal notices, ordinances, resolutions, advertisements for bids, and other matters required by law to be published; and

WHEREAS, the newspapers designated by the Borough of Hightstown must be those which have the greatest likelihood of informing the public, within the jurisdictional boundaries of the Borough; and

WHEREAS, on June 30, 2025, P.L. 2025, c. 72 was signed into law, requiring that after March 1, 2026, all public entities must publish all required legal notices on their official website; and

WHEREAS, public entities' websites must be accessible and available to the public free of charge, and have a direct hyperlink to the webpage with the legal notices, located conspicuously on the homepage; and

WHEREAS, to comply with P.L. 2025, c. 72, the Borough will continue to publish all required legal notices in The Trenton Times and/or the Trentonian until March 1, 2026; and

WHEREAS, after March 1, 2026, the Borough will publish all required legal notices on its official website at <https://www.hightstownborough.com/public-notices> pursuant to P.L. 2025, c. 72.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey that:

1. The following newspapers are hereby designated as the official newspapers of the Municipality until March 1, 2026, for the publication of legal notices, ordinances, resolutions, advertisements for bids, and other notices required by law to be published:

a. **THE TRENTON TIMES**, 413 River View Plaza, Trenton, NJ 08611

b. **THE TRENTONIAN**, 127 Rte 206 South, Suite 27, Trenton, NJ 08610

c. **TAPINTO EAST WINDSOR/HIGHTSTOWN**, PO Box 794, New Providence, NJ

2. In accordance with P.L. 2025, c. 72 and related public notice legislation effective March 1, 2026, all legal notices that the Municipality is required by law to publish shall be posted on the Municipality's official website at

<https://www.hightstownborough.com/public-notice> in a manner that is free to the public and easily accessible. Such notices shall be displayed for at least one week (or other period required by applicable law) prior to transfer to the website's public notice archive and shall be maintained on the archive for at least one year.

3. For the calendar year 2026, the Municipality shall cause a public notice to be published at least twice each month in an eligible online news publication containing a statement that the complete text of legal notices may be accessed on the Municipality's official website, along with the hyperlink to the public notice page.

4. The Municipal Clerk is authorized and directed to provide the Municipality's designated public notice webpage link to the Secretary of State or other appropriate State authority for inclusion in any centralized public notice directory or repository required by law.

5. A copy of this Resolution be sent to each Department and posted on the Municipal Building Bulletin Board.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2026**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for the remainder of 2026 and for the first meeting in 2027 will be held at **6:30 p.m.**, unless otherwise noted, at the Hightstown Firehouse at 140 North Main Street, Hightstown, on the following dates:

2026 SCHEDULED COUNCIL MEETING DATES

TUESDAY	January 20
MONDAY	February 2
TUESDAY	February 17
MONDAY	March 2
MONDAY	March 16
MONDAY	April 6
MONDAY	April 20
MONDAY	May 4
MONDAY	May 18
MONDAY	June 1
MONDAY	June 15
MONDAY	July 6
MONDAY	July 20
MONDAY	August 3
MONDAY	August 17
TUESDAY	September 8
TUESDAY	September 22
MONDAY	October 5
MONDAY	October 19
MONDAY	November 2
MONDAY	November 16

MONDAY
MONDAY

December 7
December 21

2026 Meetings

MONDAY, January 4, 2027

Reorganization Meeting

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**ESTABLISHING 2026 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 2026 and the first week of 2027:

January 19	Martin Luther King, Jr. Day (Monday)
February 16	Presidents Day (Monday)
April 3	Good Friday (Friday)
May 25	Memorial Day (Monday)
June 19	Juneteenth (Friday)
July 3	Independence Day (Friday)
September 7	Labor Day (Monday)
October 12	Columbus Day (Monday)
November 11	Veterans Day (Wednesday)
November 26	Thanksgiving Day (Thursday)
November 27	Day after Thanksgiving (Friday)
December 25	Christmas Day (Friday)
January 1, 2027	New Year's Day (Friday)

BE IT FURTHER RESOLVED that the official business hours for Borough offices will be 8:30 a.m. to 4:30 p.m. Monday through Friday, except as set forth above.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING COUNCIL LIAISONS

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

JOE CICALEASE	Board of Health Fire Department
CRISTINA FOWLER	Administration Finance
TODD FRANTZ	Environmental Commission Public Works
JEET GULATI	Housing Authority
FRED MONTFERRAT	Historic Preservation Commission Construction/Inspections/Zoning
STEPHANIE SPANN	Cultural Arts Commission
MAYOR BLUTH	Water & Sewer

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

REAPPOINTING MUNICIPAL TAX COLLECTOR FOR A FOUR-YEAR TERM

WHEREAS, pursuant to N.J.S.A. 40A:9-141 et seq., every municipality shall appoint a Municipal Tax Collector to perform the duties prescribed by law; and

WHEREAS, on April 1, 2024, the Borough Council of the Borough of Hightstown adopted Resolution 2024-73 appointing Tamikia Rowe as Tax/Water/Sewer Collector to an unexpired term that expired on December 31, 2025; and

WHEREAS, Ms. Rowe holds Certified Tax Collector certification (CTC #8626) issued by the State of New Jersey and continues to meet all statutory requirements and qualifications for the position as set forth in N.J.S.A. 40A:9-145.2 and N.J.S.A. 40A:9-145.3; and

WHEREAS, the Borough Council desires to reappoint Tamika Rowe as Tax/Water/Sewer Collector for a statutory term of four (4) years commencing January 1, 2026, and ending December 31, 2029.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Tamikia Rowe is hereby reappointed as Municipal Tax/Water/Sewer Collector for a four-year term in accordance with N.J.S.A. 40A:9-141 et seq.; and

BE IT FURTHER RESOLVED, that the Borough Clerk shall forward a certified copy of this resolution to the New Jersey Division of Local Government Services and any other required agencies.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**APPOINTING A MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR TO
AN UNEXPIRED TERM**

WHEREAS, Pursuant to N.J.S.A. APP A:9-40.1, all municipalities must appoint a Municipal Emergency Management Coordinator; and

WHEREAS, the Municipal Emergency Management Coordinator must meet the requirements of NJOEM Directive 7; and

WHEREAS, on December 18, 2023, James Sidelinger was appointed as Municipal Emergency Management Coordinator for Hightstown Borough to a three-year effective January 1, 2024 – December 31, 2026; and

WHEREAS, Mr. Sidelinger has submitted his resignation from said position effective December 31, 2025; and

WHEREAS, the Borough Council desires to appoint Scott Krakowski, as Municipal Emergency Management Coordinator for the unexpired portion of the term.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Hightstown as follows:

1. Scott Krakowski be appointed Municipal Emergency Management Coordinator for an unexpired term effective January 1, 2026 – December 31, 2026.
2. A copy of this Resolution be forwarded to Mercer County Office of Emergency Management and Public Safety.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIAL
APPOINTMENTS FOR 2026**

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

Mairead Thompson **Assistant Business Administrator**
1 yr. December 31, 2026

Margaret Riggio **Qualified Purchasing Agent**
1 yr. December 31, 2026

John Francis Roman **Joint Insurance Fund Commissioner**
1 yr. December 31, 2026

Margaret Riggio **Alternate Joint Insurance Fund Commissioner**
1 yr. December 31, 2026

Margaret Riggio **Primary Human Resource Officer for Domestic Violence Policy**
1 yr. December 31, 2026

Michael J. O’Conner **Secondary Human Resource Officer for Domestic Violence Policy**
1 yr. December 31, 2026

Tamikia Rowe **Assessment Search Officer**
1 yr. December 31, 2026

Margaret Riggio **Public Agency Compliance Officer (P.A.C.O.)**
1 yr. December 31, 2026

Jane Davis **Municipal Housing Liaison**
1 yr. December 31, 2026

Ken Lewis **Recycling Coordinator**
1 yr. December 31, 2026

Ken Lewis **Clean Communities Coordinator**
1 yr. December 31, 2026

Ken Lewis **Safety Coordinator**
1 yr. December 31, 2026

	<u>Zoning Officer</u>	
Jane Davis	1 yr.	December 31, 2026
	<u>Housing Inspector</u>	
David Bell	1 yr.	December 31, 2026
	<u>Building Inspector</u>	
Vince Geraldi	1 yr.	December 31, 2026
	<u>Deputy Emergency Management Coordinator</u>	
Chad Read	1 yr.	December 31, 2026
	<u>Fire Official</u>	
Chad Reed	1 yr.	December 31, 2026
	<u>Summer Recreation Director</u>	
Larry Gunnell	1 yr.	December 31, 2026
	<u>Borough Historian</u>	
Charles Stults III	1 yr.	December 31, 2026
	<u>School Crossing Guards</u>	
Roberto Rodriguez	1 yr.	December 31, 2026
Wayne Varga	1 yr.	December 31, 2026
Joseph Capuano	1 yr.	December 31, 2026
Kristen Burgoyne	1 yr.	December 31, 2026
Tommy Jones	1 yr.	December 31, 2026

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**RESOLUTION CONFIRMING HIGHTSTOWN FIRE COMPANY NO. 1
ELECTED OFFICERS FOR 2026**

BE IT RESOLVED in accordance with Hightstown Borough Code 2-20.3 the following elected officers are hereby confirmed by the Mayor and Council of the Borough of Hightstown effective January 1, 2026 – December 31, 2026:

Hightstown Engine Company No. 1 – Department

Gary Evers - Chief
Scott Krakowski - Deputy Chief
OPEN - Assistant Chief

Hightstown Engine Company No. 1 – Company

Ryan Bennett - President
Stephanie Derr - Vice President
Chip Sugg - Secretary
Alex Seip - Assistant treasurer
Gary Evers - Treasurer
Emily Miller - Corresponding Secretary
Cindy Ward, Mark Madonia, Rich Mastriano -Trustees

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, BOROUGH ATTORNEY – JONATHAN COHEN, ESQ.

WHEREAS, there exists the need for professional legal services for 2026 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for specialized legal services for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Jonathan Cohen of Plosia Cohen, Morris Plains, New Jersey as Borough Attorney effective January 1, 2026; 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 2026 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 Jonathan Cohen of Plosia Cohen, for Borough Attorney for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, BOND COUNSEL – MATTHEW JESSUP, ESQ, MCMANIMON, SCOTLAND, BAUMANN

WHEREAS, there exists the need for bond counsel services for 2026; and

WHEREAS, two (2) proposals were received and opened on December 5, 2025, for bond counsel services for the year 2026; and

WHEREAS, the proposals were reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Matthew Jessup, Esq. of McManimon, Scotland, Baumann, Roseland, New Jersey as Bond Counsel effective January 1, 2026; 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 2026 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 Matthew Jessup, McManimon, Scotland, Bauman, for Bond Counsel for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, REDEVELOPMENT ATTORNEY – KEVIN MCMANIMON, ESQ, MCMANIMON, SCOTLAND, BAUMANN

WHEREAS, there exists the need for legal redevelopment services for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Redevelopment Attorney for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Kevin McManimon, Esq. of McManimon, Scotland, Baumann, Roseland, New Jersey as Bond Counsel effective January 1, 2026; 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 2026 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 Kevin McManimon, Esq., McManimon, Scotland, Bauman, for Redevelopment Attorney for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, BOROUGH ENGINEER – CARMELA ROBERTS, ROBERTS ENGINEERING GROUP, LLC.

WHEREAS, there exists the need for engineering services for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Borough Engineer for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group, LLC, Hamilton, New Jersey as Borough Engineer effective January 1, 2026; 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 2026 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 Carmela Roberts, Roberts Engineering Group, LLC, for Borough Engineer for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, LABOR COUNSEL – ROBERT MERRYMAN, ESQ. APRUZZESE, MCDERMOTT, MASTRO & MURPHY, P.C.

WHEREAS, there exists the need for legal services labor and personnel issues for 2026; and

WHEREAS, two (2) proposals were received and opened on December 5, 2025, for Labor Counsel, for the year 2026; and

WHEREAS, the proposals were reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Robert Merryman, Esq. Apruzzese, McDermott, Mastro & Murphy, P.C., of Warren, New Jersey as Labor Counsel, effective January 1, 2026; 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 2026 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 Merryman, Esq., Apruzzese, McDermott, Mastro & Murphy, P.C., for Labor Counsel for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, BOROUGH PLANNER – BRIAN SLAUGH, CLARKE, CANTON, HINTZ, PC.

WHEREAS, there exists the need for planning services for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Borough Planner for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Brian Slauch, Clarke, Canton Hintz, PC of Trenton, New Jersey as Borough Planner effective January 1, 2026; 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 2026 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 Brian Slauch, Clarke Canton Hintz, PC, for Borough Planner for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, AFFORDABLE HOUSING ADMINISTRATIVE AGENT – CGP&H, LLC

WHEREAS, there exists the need for affordable housing administration for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Affordable Housing Administrative Agent for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint CGP&H, LLC of Cranbury, New Jersey as Affordable Housing Administrative Agent effective January 1, 2026; 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 2026 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 CGP&H, LLC, for Affordable Housing Administrative Agent for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, AFFORDABLE HOUSING ATTORNEY – MICHAEL HERBERT, ESQ., PARKER MCCAY

WHEREAS, there exists the need for legal services for affordable housing for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Affordable Housing Administrative Agent for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Michael Herbert, Esq., Parker McCay of Hamilton, New Jersey as Affordable Housing Attorney effective January 1, 2026; 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 2026 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 Michael Herbert, Esq., Parker McCay, for Affordable Housing Attorney for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, SPECIAL COUNSEL, RECORDS – GARY MAREK, ESQ.

WHEREAS, there exists the need for legal services for records and OPRA for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Special Counsel, Records, for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Gary Marek, Esq. of Mount Laurel, New Jersey as Special Counsel, Records, effective January 1, 2026; 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 2026 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 Gary Marek, Esq., for Special Counsel, Records for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES, MUNICIPAL AUDITOR – DANIEL DIGANGI, BOWMAN & COMPANY LLP (PKF O’CONNOR DAVIES)

WHEREAS, there exists the need for municipal auditing services for 2026; and

WHEREAS, one (1) proposal was received and opened on December 5, 2025, for Municipal Auditor for the year 2026; and

WHEREAS, the proposal was reviewed and evaluated and presented to the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Daniel DiGangi, Bowman & Company LLP (PKF O’Connor Davies) of Voorhees, New Jersey as Municipal Auditor, effective January 1, 2026; and

WHEREAS, the cost for the proposed services shall not exceed \$59,600.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2026 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 Daniel DiGangi, Bowman & Company LLP (PKF O’Connor Davies), for Municipal Auditor for the year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**RESOLUTION AWARDING A CONTRACT TO PHOENIX ADVISORS FOR
FINANCIAL ADVISING SERVICES**

WHEREAS, there is a need for the Mayor and Council of the Borough of Hightstown to award a contract for the financial advising services; and

WHEREAS, the Local Public Contracts Law, and specifically N.J.S.A. 40A:11-6.1, authorizes, without public advertising for bids and bidding therefore, the purchase of any goods or services whose value does not exceed the bidding threshold; and

WHEREAS, the Borough Council wishes to appoint Phoenix Advisors of Hamilton, New Jersey as Financial Advisors effective January 1, 2026; and

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

WHEREAS, N.J.S.A. 40A:11-1 et seq. requires that the resolution awarding contracts for services without competitive bidding and the agreement between the parties must be available for public inspection; and

WHEREAS, the total anticipated cost for services is below the threshold of \$17,500 under the New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44A-20.4 et seq., resulting in the contract not being subject to the provisions of the New Jersey Local Unit Pay-To-Play Law; and

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

1. That the Qualified Purchasing Agent is authorized to execute an Agreement between the Borough of Hightstown and Phoenix Advisor for financial advising services for 2026.
2. That this contract is awarded without competitive bidding, in accordance with the Local Public Contracts Law, specifically N.J.S.A. 40A:11-6.1, because the value of the goods or services does not exceed the bidding threshold.
3. That the Borough Clerk shall advertise the award of the contract in a newspaper as may be required by law.
4. That this Resolution and contract are available for public inspection in the Borough Clerk's office.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2026
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

Jeet Gulati	1 yr.	December 31, 2026
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Environmental Commission

Henry Wang	3 Years	December 31, 2028
Michael Bollentin	3 Years	December 31, 2028
Megh Rajoria	3 Years	December 31, 2028
Yan Troizier (Alt #1)	2 Years	December 31, 2027
Judy Schuler (Alt #2)	2 Years	December 31, 2027

Board of Health

Skye Gilmartin	3 Years	December 31, 2028
Edyth Duffy	3 Years	December 31, 2028
Vacant (Alt #1)	2 Years	December 31, 2026
Walgena Daniels (Alt #2)	2 Years	December 31, 2027

Cultural Arts Commission

Cassandra LaBella (Peddie School)	1 Year	December 31, 2026
Heather Lisk (School Staff)	1 Year	December 31, 2026
Christine Bottomly (Artist)	3 Years	December 31, 2028
Philip Gargiulo (Art Appreciation)	3 Years	December 31, 2028
Deana Weeks (Art Appreciation)	3 Years	December 31, 2028
Sue Howard (Alt. #1)	1 Year	December 31, 2026
Ann Marie Miller (Alt. #2)	1 Year	December 31, 2026

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

BOROUGH OF HIGHTSTOWN
MAYOR'S APPOINTMENTS
JANUARY 1, 2026

Police Commissioner

Councilmember Fowler	1 year	December 31, 2026
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Planning Board

John Francis Roman, Class II member	1 year	December 31, 2026
Todd Lanphear	4 years	December 31, 2029
Matthew Morgan	3 years	December 31, 2028
Andrew Galbraith Ryer – Alternate #1	2 years	December 31, 2027

Housing Authority

Vacant	5 years	December 31, 2029
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Historic Preservation Commission

John Hostetler	Ux. 4 Years	December 31, 2028
Richard Teller	Ux. 4 Years	December 31, 2027
Patrick Fowler	Ux. 4 Years	December 31, 2027
Joe Lauderback	Ux. 4 Years	December 31, 2028
Joshua Dale	Ux. 2 Years	December 31, 2027
(Alt #1) Vacant	Ux. 2 Years	December 31, 2026
(Alt #2)		

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 Deputy CFO Michael J. O'Connor 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.

BE IT FURTHER RESOLVED, that Borough Chief Finance Officer, Donna Condo, is hereby designated as Supervisor Certifying Agent.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Deputy CFO to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2026, 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

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

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

AUTHORIZING 2026 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 35% 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, 35% percent of the total appropriations in the 2025 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$2,952,344.67;

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 2026 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$2,475,858.96 for Operating and \$847,950.00 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

Borough of Hightstown
2026 Temporary Budget - Current

GENERAL GOVERNMENT

2026

	Temp Budget
Administration Office	
Salaries and Wages	75,413.10
Other Expenses	1,175.56
Mayor & Borough Council	-
Salaries and Wages	11,690.00
Other Expenses	1,172.50
Municipal Clerk	-
Salaries and Wages	35,595.00
Other Expenses	5,293.75
Elections	-
Other Expenses	1,925.00
Office Supplies & Paper Products	-
Other Expenses	5,460.00
Financial Administration	-
Salaries and Wages	59,976.00
Other Expenses	14,332.50
Annual Audit	-
Other Expenses	9,625.00
Grant Writing and Administration	-
Other Expenses	-
Data Processing / IT	-
Salaries and Wages	1,977.50
Other Expenses	34,020.00
Collection of Taxes	-
Salaries and Wages	15,837.50
Other Expenses	4,060.00
Assessment of Taxes	-
Salaries and Wages	7,630.00
Other Expenses	2,555.00
Interest on Appeals	35.00
Municipal Court	-
Salaries and Wages	12,810.00
Other Expenses	56,290.15
Legal Services and Costs	-
Other Expenses	54,250.00
Engineering Services & Costs	-
Other Expenses	23,275.00
Historic Preservation Commission	-
Other Expenses	560.00
	-
LAND USE ADMINISTRATION	-
Planning Board	-
Salaries and Wages	12,845.00
Other Expenses	20,221.25

Borough of Hightstown
2026 Temporary Budget - Current

INSURANCE	-
Insurance	-
Insurance Deductibles	1,050.00
General Liability and Property	22,750.00
Worker's Compensation	39,550.00
Health Benefit Waiver	14,000.00
Employee Group Health	201,250.00
Unemployment	350.00
PUBLIC SAFETY FUNCTIONS	-
Police	-
Salaries and Wages	635,636.75
Other Expenses	83,839.70
Emergency Management Services	-
Salaries and Wages	5,250.00
Other Expenses	1,400.00
Fire Department	-
Other Expenses	47,495.00
Uniform Fire Safety Act - Fire Official	-
Salaries and Wages	5,950.00
Other Expenses	4,795.00
First Aid Contribution	-
Other Expenses	10,955.00
Prosecutor Salaries & Wages	8,674.75
PUBLIC WORKS FUNCTIONS	-
Streets & Roads Maintenance	-
Salaries and Wages	127,190.00
Other Expenses	17,150.00
Snow Removal	-
Salaries and Wages	1,400.00
Other Expenses	-
Sanitation Solid Waste Collection	-
Salaries and Wages	23,170.00
Other Expenses	25,970.00
Buildings & Grounds	-
Salaries and Wages	10,500.00
Other Expenses	41,352.15
PUBLIC WORKS FUNCTIONS(continued)	-
Recycling	-
Salaries and Wages	3,500.00
Other Expenses	60,900.00
Vehicle Maintenance	-
Other Expenses	8,400.00
Community Services Act	-
Other Expenses - Miscellaneous	17,500.00
	-

Borough of Hightstown
2026 Temporary Budget - Current

HEALTH AND HUMAN SERVICES	-
Board of Health (Health & Human Service:	-
Salaries and Wages	26,503.40
Other Expenses	4,780.65
Environmental Commission	-
Other Expenses	2,028.25
	-
PARKS AND RECREATION FUNCTIONS	-
Maintenance of Parks	-
Salaries and Wages	1,750.00
Other Expenses	2,275.00
Parks & Recreation	-
Salaries & Wages	3,500.00
Other Expenses	4,200.00
Cultural Arts	-
Other Expenses	1,400.00
	-
COMMON OPERATING FUNCTIONS	-
Postage, Shipping & Express	-
Other Expenses	4,130.00
Celebration of Public Events	700.00
Accumulated Sick & Vacation	24,500.00
UTILITIES AND BULK PURCHASES	-
Electricity	-
Other Expenses	14,350.00
Street Lighting	-
Other Expenses (075 Street Lighting)	11,900.00
Telephone / Telegraph	-
Other Expenses	15,400.00
Natural Gas (GAS/HEATING OIL)	-
Other Expenses	6,300.00
Gasoline & Diesel Fuel Oil (GASOLINE)	-
Other Expenses	28,595.00
	-
LANDFILL/SOLID WASTE	-
Landfill Disposal Costs	-
Other Expenses	85,750.00
Recycling Tax	2,275.00
	-
CODE ENFORCEMENT	-
Construction Official	-
Salaries and Wages	49,210.00
Other Expenses	3,013.50
Housing Code Enforcement	-
Salaries and Wages	24,202.50
Other Expenses	2,520.00
	-

Borough of Hightstown
2026 Temporary Budget - Current

STATUTORY EXPENDITURES	-
	-
Social Security	52,500.00
PERS	-
PFRS	-
LOSAP	10,500.00
	-
Defined Contribution Retirement Plan	1,750.00
	-
SHARED SERVICES AGREEMENTS	-
Senior Citizens Program Service Center	-
Other Expenses	19,250.00
Transportation	763.00
Landfill Disposal Costs(Roosevelt Borough)	12,250.00
East Windsor Dispatch	-
Other Expenses	73,045.00
Health Services:	-
Salaries and Wages	10,911.60
Other Expenses	8,824.55
Animal Control-Manalapan	7,000.00
Emergency Medical Services	14,000.00
Mercer County EMS Dispatch	2,285.50
Vehicle Maintenance Services	6,650.00
Robbinsville Police/Court Shared Facility	48,842.85
Grants	-
Board of Education	-
Reserve for Uncollected	-
TOTAL TEMPORARY BUDGET	2,475,858.96
CAPITAL APPROPRIATIONS	
Capital Improvement Fund	
MUNICIPAL DEBT SERVICE	
Payment of Bond Principal	480,000.00
Dam Restoration Loan	9,926.00
Interest on Bonds	79,200.00
Int on Notes	137,224.00
BANS	141,600.00
TOTAL CAPITAL AND DEBT SERVICE	847,950.00

AUTHORIZING 2026 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 35% 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, 35 percent of the total appropriations in the 2026 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$941,540.60.

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 2026 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$941540.60 for Operating and \$614,930.00 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**Borough of Hightstown
2026 Temporary Budget - Water/Sewer**

Appropriations for Water/Sewer Utility	2026 TEMP BUDGE
<i>Operating:</i>	
Salaries and Wages	358,207.50
Other Expenses	554,633.10
 <i>Statutory Expenditures:</i>	
Social Security (O.A.S.I.)	28,700.00
 TOTAL TEMPORARY BUDGET - WATER/SEWER	 \$941,540.60
 DEBT SERVICE	
Bond Principal	175,000.00
Note Interest	58,700.00
Bond Interest	24,280.00
Note Principal	22,000.00
Wastewater and Water supply Loans	334,950.00
TOTAL DEBT SERVICE	\$614,930.00

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 2026 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 2026 which is attached hereto and made a part hereof is hereby adopted.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

BOROUGH OF HIGHTSTOWN
County of Mercer, New Jersey

Cash Management Plan
FY 2026

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 Deputy Chief Financial Officer, the Chief Financial Officer; Business Administrator, Municipal Clerk; and/or the Mayor for the following accounts:
1. Current Fund
 - a. Current
 - b. Grant Fund
 2. Trust Funds
 - a. Builder’s Performance Escrow
Planning and Zoning Board Escrow
Engineering Escrow
 - b. Law Enforcement Trust
 - c. Animal Trust Fund
 - d. Payroll
 - e. Public Defender
 - f. Unemployment Trust
 - g. Other Trusts
 - h. Hightstown Tax Collector Lien Trust
 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

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer, and the Deputy Chief Financial Officer 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 | GARDEN STATE COMMUNITY BANK |
| MORGAN STANLEY CHASE BANK | NEW JERSEY ASSET & REBATE |
| TD BANK | MANAGEMENT PROGRAM |
| BCB BANK | NEW JERSEY CASH MANAGEMENT |
| WELLS FARGO BANK | PNC BANK |
| PROVIDENT BANK | SANTANDER BANK |
| BANK OF PRINCETON | BANK OF AMERICA |
| FULTON BANK | SUN NATIONAL BANK |

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

V. DEPOSIT OF FUNDS

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

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

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

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

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

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

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

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

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

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

Local Government Investment Pool. An investment pool:

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

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

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

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

IX. DISBURSEMENT OF FUNDS

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

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service

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

X. PETTY CASH FUND

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

Finance	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

XI. BONDING

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

Chief Financial Officer
Tax Collector
Borough Clerk
Municipal Court Administrator

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

XII. COMPLIANCE

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

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

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

XIII. REPORTING REQUIREMENTS.

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

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

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

XIV. TERM OF PLAN

This Plan shall be in effect from January 1, 2026 to December 31, 2026. 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.

**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 5, 2026; 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:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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**:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:**

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:**

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:**

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:**

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:**

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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**:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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**:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, 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)**:

Susan Bluth, Mayor
Michael J. O'Connor, Deputy Chief Financial Officer
Donna Condo, Chief Financial Officer
John Francis Roman, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Tax Collector, and the Deputy CFO 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**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 5, 2026; 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
Hailey Goudie, 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

CANCEL SMALL BALANCES ON PROPERTY TAXES

WHEREAS, NJSA 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amount of less than \$10.00; and

WHEREAS, the Mayor and Council of the Borough of Hightstown, in the County of Mercer, State of New Jersey, may authorize the Tax Collector of the Borough of Hightstown to process without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that the Tax Collector of the Borough of Hightstown is hereby authorized to cancel said tax amounts as deemed necessary; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector and Borough Auditor.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

**A RESOLUTION TO AUTHORIZE THE SALE OF TAX SALE CERTIFICATES AND
CONVERT OUTSTANDING SEWER CHARGES TO TAX LIENS**

WHEREAS, the Council of the Borough of Hightstown is aware that properties within the Borough are delinquent on their property taxes; and

WHEREAS, the Council of the Borough of Hightstown is further aware that properties within the Borough are delinquent on their sewer charges; and

WHEREAS, N.J.S.A. 54:5-1 et seq., “The Tax Sale Law,” permits a municipal official, pursuant to a resolution approved by the governing body, to hold a public auction for the sale of Tax Sale Certificates; and

WHEREAS, N.J.S.A. 40A:26A-1 et seq., the “Municipal and County Sewerage Act,” permits a municipal official, pursuant to a resolution approved by the governing body, to hold a public auction in the same manner as is provided for the sale of Tax Sale Certificates pursuant to N.J.S.A. 54:5-1 et seq.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Borough of Hightstown hereby authorizes the Borough Tax Collector or her designee to hold a public auction for the sale of outstanding property debt and to convert all outstanding sewer charges into liens against properties with outstanding sewer charges and sell those liens at public auction prior to the end of Calendar Year 2026.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

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.*

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

AUTHORIZING THE BOROUGH OF HIGHTSTOWN'S QUALIFIED PURCHASING AGENT (QPA) TO AWARD CONTRACTS BELOW THE BIDDING THRESHOLD AS ESTABLISHED BY THE GOVERNOR

WHEREAS, on April 13, 2023, the governor signed P.L.2023, c. 30 titled Election Transparency Act into law; and

WHEREAS, on August 8, 2023, the New Jersey Department of Community Affairs, Division of Local Government Services issued Local Finance Notice (LFN 2023-14) which prescribed that the governing body may delegate the authority to award a contract having anticipated value in excess of \$17,500.00 but below the bid threshold of a Local Public Contracts Law contracting unit with a Qualified Purchasing Agent (i.e. a "window contract") to the QPA; and

WHEREAS, the law permits the local units Qualified Purchasing Agent (QPA) to award "window contracts" in compliance with the Play-to-Pay Law over \$17,500.00, but below the local unit's public bidding threshold; and

WHEREAS, Margaret Riggio, was appointed Qualified Purchasing Agent of the Borough of Hightstown on September 19, 2022, pursuant to N.J.S.A. 40A:11-9; and

WHEREAS, the governing body of the Borough of Hightstown deems it efficient and in the public interest to authorize the QPA to award contracts in the "window" between \$17,500 and \$53,000 in value without requiring further specific authorization by the governing body, subject to all statutory requirements of the Local Public Contract Law and the Elections Transparency Act.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that:

1. The Borough's Qualified Purchasing Agent is hereby delegated the authority to award contracts ("window contracts") with an anticipated value in excess of \$17,500 but less than or equal to \$53,000, provided that all applicable statutes and regulations are complied with, including but not limited to: N.J.S.A. 40A:11-1 et seq. (Local Public Contracts Law), N.J.S.A. 19:44A-20.4, 19:44A-20.5, and any contribution and disclosure requirements under the Elections Transparency Act.
2. For any contract in the above category, the QPA shall solicit competitive quotations in accordance with N.J.S.A. 40A:11-6.1, when quotations are required, and shall ensure fairness, transparency, and adherence to ethical and disclosure obligations as prescribed by the Elections Transparency Act.

3. The Borough's Business Entity Disclosure Certification and Political Contribution Disclosure requirements under the Elections Transparency Act shall be satisfied prior to the award of any such contract.
4. This delegation shall remain in effect unless rescinded or modified by further resolution of the governing body.
5. A certified copy of this Resolution shall be provided to the Borough Clerk, the Qualified Purchasing Agent, the Chief Financial Officer, and any other Borough officials responsible for procurement and contract administration.
6. This Resolution shall take effect immediately.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

Margaret Riggio, Borough Clerk

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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on January 5, 2026.

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.

Susan Bluth, Mayor

Joseph Cicalese

Cristina Fowler

Todd Frantz

Jeet Gulati

Frederick Montferrat

Stephanie Spann

Sworn to and subscribed before me this

5th day of January, 2026

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.