



## AGENDA

### Hightstown Borough Council Reorganization Meeting

January 6, 2025 | 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 *Trenton Times* and the *Windsor-Hights Herald* as required by law and is posted on the Borough website.

#### Roll Call

#### Flag Salute

**Appointing a Borough Attorney**      **Resolution 2025-01** Appointing and Authorizing an Agreement for Professional Legal Services – Jonathan Cohen, Esq.

#### Swearing-In Ceremony

- Councilmember Jett Gulati
- Councilmember Frederick Montferrat

#### Recognition of Dignitaries

#### Approval of Agenda

#### Public Comment

Any person wishing to address Council with his or her comments will have a maximum of three minutes to do so at this time.

**Resolution 2025-02** Electing Council President for 2024

**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 2025-03** Adopting Robert's Rules of Order

**Resolution 2025-04** Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings

**Resolution 2025-05** Approving the Borough Council Meeting Schedule for 2025

- Resolution 2025-06** Designating Official Borough Newspapers
- Resolution 2025-07** Appointing Borough Officials
- Resolution 2025-08** Appointing Council Liaisons
- Resolution 2025-09** Establishing 2024 Schedule of Holidays and Borough Business Hours
- Resolution 2025-10** Appointing and Authorizing an Agreement for Bond Counsel and Redevelopment Counsel Services Matthew Jessup, Esq. and Kevin McManimon, Esq.
- Resolution 2025-11** Appointing and Authorizing an Agreement for Engineering Services – Carmela Roberts
- Resolution 2025-12** Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Robert J Merryman, Esq.
- Resolution 2025-13** Appointing and Authorizing an Agreement for Professional Planning Services – Brian Slauch
- Resolution 2025-14** Appointing and Authorizing an Agreement for Affordable Housing Administrator – Randall Gottesman
- Resolution 2025-15** Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Michael Herbert, Esq.
- Resolution 2025-16** Appointing and Authorizing an Agreement for OPRA/Records Attorney – Gary Marek, Esq.
- Resolution 2025-17** Appointing Special Counsel – Ronald Mondello, Esq.
- Resolution 2025-18** Appointing Boards, Commissions and Committees
- Resolution 2025-19** Designating Certifying Agent for Pension Funds
- Resolution 2025-20** Authorizing Issuance of Interim Checks
- Resolution 2025-21** Authorizing Petty Cash Funds
- Resolution 2025-22** Authorizing 2025 Temporary Operating Budget – Current
- Resolution 2025-23** Authorizing 2025 Temporary Operating Budget – Water/Sewer
- Resolution 2025-24** Adopting Cash Management Plan
- Resolution 2025-25** Authorizing Depositories and Signatures for Borough Accounts
- Resolution 2025-26** Authorizing Depositories and Signatures for Municipal Court Accounts
- Resolution 2025-27** Establishing the Rate of Interest to be Charged on Delinquent Taxes

- Resolution 2025-28** Cancel Small Balances on Property Taxes
- Resolution 2025-29** A Resolution to Authorize the Sale of Tax Sale Certificates and Convert Outstanding Sewer Charges to Tax Leins
- Resolution 2025-30** Granting Authority for Approval of Certain Purchases
- Resolution 2025-31** 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”
- Resolution 2025-32** Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)
- Resolution 2025-33** Authorizing a Shared Services Agreement with West Windsor Township for Health Services
- Resolution 2025-34** Resolution Awarding a Contract to Phoenix Advisors for Financial Advising Services

**Council Comments**

**Mayor’s Address** Mayor Susan Bluth

**Adjournment**

Borough of Hightstown  
County of Mercer

Resolution 2025-01

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
LEGAL SERVICES – JONATHAN COHEN, ESQ.**

**WHEREAS**, there exists the need for professional legal services for 2025 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

**WHEREAS**, the Borough Council wishes to appoint Jonathan Cohen, Esq. of the firm Plosia Cohen, LLC of Morris Plains, New Jersey as Borough Attorney effective January 1, 2025; 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 2025 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-20.5, *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 Plosia Cohen, 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).

**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 Jonathan Cohen, Esq. regarding the above-referenced professional legal services, as set forth herein.

Borough of Hightstown  
County of Mercer

Resolution 2025-01

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 Plosia Cohen, 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 the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-02

**ELECTING COUNCIL PRESIDENT FOR 2025**

**WHEREAS**, there exists a need to fill the position of Council President for 2025; 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 2025.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-03

**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 6, 2025.

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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 2025:

**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.



Borough of Hightstown  
County of Mercer

Resolution 2025-04

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 6, 2025.

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Margaret Riggio, Borough Clerk

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE  
FOR THE YEAR 2024**

**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 2025 and for the first meeting in 2026 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:

**2025 SCHEDULED COUNCIL MEETING DATES**

TUESDAY	January 21
MONDAY	February 3
TUESDAY	February 18
MONDAY	March 3
MONDAY	March 17
MONDAY	April 7
MONDAY	April 21
MONDAY	May 5
MONDAY	May 19
MONDAY	June 2
MONDAY	June 16
MONDAY	July 7
MONDAY	July 21
MONDAY	August 4
MONDAY	August 18
TUESDAY	September 2
MONDAY	September 15
MONDAY	October 6
MONDAY	October 20
MONDAY	November 3
MONDAY	November 17

Borough of Hightstown  
County of Mercer

Resolution 2025-05

MONDAY  
MONDAY

December 1  
December 15

**2024 Meetings**

MONDAY, January 5, 2026

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-06

**DESIGNATING OFFICIAL BOROUGH NEWSPAPERS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the *Trentonian*, the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2025.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-07

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIAL  
APPOINTMENTS FOR 2025**

**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, 2025

Margaret Riggio                              **Qualified Purchasing Agent**  
1 yr.    December 31, 2025

Dimitri Musing                              **Joint Insurance Fund Commissioner**  
1 yr.    December 31, 2025

Margaret Riggio                              **Alternate Joint Insurance Fund Commissioner**  
1 yr.    December 31, 2025

Margaret Riggio                              **Primary Human Resource Officer for Domestic Violence Policy**  
1 yr.    December 31, 2025

Michael J. O’Conner                              **Secondary Human Resource Officer for Domestic Violence Policy**  
1 yr.    December 31, 2025

Tamikia Rowe                                      **Assessment Search Officer**  
1 yr.    December 31, 2025

Margaret Riggio                              **Public Agency Compliance Officer (P.A.C.O.)**  
1 yr.    December 31, 2025

Ken Lewis    **Recycling Coordinator**  
1 yr.    December 31, 2025

Ken Lewis    **Clean Communities Coordinator**  
1 yr.    December 31, 2025

Ken Lewis    **Safety Coordinator**  
1 yr.    December 31, 2025

Jane Davis    **Zoning Officer**  
1 yr.    December 31, 2025

Borough of Hightstown  
County of Mercer

Resolution 2025-07

	<b><u>Housing Inspector</u></b>	
David Bell	1 yr.	December 31, 2025
	<b><u>Building Inspector</u></b>	
Vince Gerald	1 yr.	December 31, 2025
	<b><u>Fire Official</u></b>	
Chad Reed	1 yr.	December 31, 2025
	<b><u>Health Officer</u></b>	
Jill Swanson	1 yr.	December 31, 2025
	<b><u>Summer Recreation Director</u></b>	
Larry Gunnell	1 yr.	December 31, 2025
	<b><u>Borough Historian</u></b>	
Charles Stults III	1 yr.	December 31, 2025
	<b><u>School Crossing Guards</u></b>	
Roberto Rodriguez	1 yr.	December 31, 2025
Wayne Varga	1 yr.	December 31, 2025
Joseph Capuano	1 yr.	December 31, 2025
Kristen Burgoyne	1 yr.	December 31, 2025
Tommy Jones	1 yr.	December 31, 2025

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-08

**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>JOE CICALEASE</b>	Board of Health Fire Department
<b>CRISTINA FOWLER</b>	Administration
<b>TODD FRANTZ</b>	Environmental Commission First Aid Squad
<b>JEET GULATI</b>	Housing Authority
<b>JOSHUA JACKSON</b>	Historic Preservation Commission Public Works
<b>FRED MONTFERRAT</b>	Construction/Inspections/Zoning
<b>MAYOR BLUTH</b>	Cultural Arts Commission Water & Sewer Finance

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-09

**ESTABLISHING 2025 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 2025 and the first week of 2026:

January 20	Martin Luther King, Jr. Day (Monday)
February 17	Presidents Day (Monday)
April 18	Good Friday (Friday)
May 26	Memorial Day (Monday)
June 20	Juneteenth (Friday)
July 4	Independence Day (Friday)
September 1	Labor Day (Monday)
October 13	Columbus Day (Monday)
November 11	Veterans Day (Tuesday)
November 27	Thanksgiving Day (Thursday)
November 28	Day after Thanksgiving (Friday)
December 25	Christmas Day (Thursday)
January 1, 2026	New Year's Day (Thursday)

**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 6, 2025.

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Margaret Riggio, Borough Clerk



Borough of Hightstown  
County of Mercer

Resolution 2025-10

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
BOND COUNSEL AND REDEVELOPMENT LEGAL COUNSEL SERVICES –  
MATTHEW JESSUP, ESQ. AND KEVIN MCMANIMON, ESQ.**

**WHEREAS**, there exists the need for professional bond counsel and redevelopment legal counsel services for 2025; and

**WHEREAS**, the Borough Council wishes to appoint Matthew Jessup, Esq and Kevin McManimon, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel and Redevelopment Counsel effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending; 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-20.5, *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).

**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:

Borough of Hightstown  
County of Mercer

Resolution 2025-10

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 the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-11

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
ENGINEERING SERVICES – CARMELA ROBERTS**

**WHEREAS**, there exists the need for specialized engineering services during 2025; and

**WHEREAS**, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending;  
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-20.5, *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).

**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.

Borough of Hightstown  
County of Mercer

Resolution 2025-11

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 the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-12

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

**WHEREAS**, there exists the need for specialized municipal labor counsel services during 2025; and

**WHEREAS**, the Borough Council wishes to appoint Robert J. Merryman, Esq. of the firm Apruzzese, McDermott, Mastro & Murphy, P.C., as Borough Labor Counsel effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending; 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-20.5, *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**, Apruzzese, McDermott, Mastro & Murphy, P.C. 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).

**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

Borough of Hightstown  
County of Mercer

Resolution 2025-12

between the Borough of Hightstown and Robert J. Merryman, Esq. regarding the above-referenced professional municipal labor counsel services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Apruzzese, McDermott, Mastro & Murphy, P.C. is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-13

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
PLANNING SERVICES – BRIAN M. SLAUGH**

**WHEREAS**, there exists the need for professional Municipal Planning services for 2025;  
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, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending;  
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

Borough of Hightstown  
County of Mercer

Resolution 2025-13

between the Borough of Hightstown and Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.

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

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 6, 2025.

---

Margaret Riggio, Borough Clerk



Borough of Hightstown  
County of Mercer

Resolution 2025-14

**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 2025; 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, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending; 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-20.5, *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).

**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

Borough of Hightstown  
County of Mercer

Resolution 2025-14

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 the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-15

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

**WHEREAS**, there exists the need for an attorney to oversee the Affordable Housing in Hightstown Borough for 2025; and

**WHEREAS**, the Borough Council wishes to appoint Michael Herbert, Esq of Parker McCay, Affordable Housing Attorney effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending;  
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-20.5, *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 Parker McCay 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).

**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

Borough of Hightstown  
County of Mercer

Resolution 2025-15

between the Borough of Hightstown and Michael Herbert of Parker McCay regarding the above-referenced affordable housing attorney, 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 Parker McCay 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 the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-16

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL  
OPRA/RECORDS ATTORNEY – GARY MAREK, ESQ.**

**WHEREAS**, there exists the need for professional legal services for 2025 pertaining to OPRA and police records requests; and

**WHEREAS**, the Borough Council wishes to appoint Gary Marek, Esq., of Mount Laurel, New Jersey, effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending;  
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-20.5, *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 Mr. Marek, 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).

**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 Gary Marek, 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"

Borough of Hightstown  
County of Mercer

Resolution 2025-16

in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Mr. Marek is authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-17

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR SPECIAL COUNSEL  
RONALD P. MONDELLO, ESQ.**

**WHEREAS** there exists a need for special counsel services for 2025 relating to municipal cannabis issues; and

**WHEREAS**, the Borough Council wishes to appoint Ronald P. Mondello, Esq. of Fair Lawn, New Jersey, to perform said services effective January 1, 2025; 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 2025 budget; and,

**WHEREAS**, review and approval of the agreement by the Borough Attorney is pending; 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-20.5, *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**, Ronald P. Mondello, Esq., has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8).

**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

Borough of Hightstown  
County of Mercer

Resolution 2025-17

between the Borough of Hightstown and Ronald P. Mondello, 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 Mr. Mondello is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

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 6, 2025.

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Margaret Riggio, Borough Clerk



Borough of Hightstown  
County of Mercer

Resolution 2025-18

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2025  
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**

Fred Montferrat	1 yr.	December 31, 2025
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**Environmental Commission**

Gary Grubb	3 Years	December 31, 2027
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Tom Muza	3 Years	December 31, 2027
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**Board of Health**

Dr. John Laudenberg	3 Years	December 31, 2027
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Elizabeth Morley	3 Years	December 31, 2027
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Vacant (Alt #1)	2 Years	December 31, 2026
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Vacant (Alt #2)	Unx. 2 Years	December 31, 2025
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**Cultural Arts Commission**

Mark Cimigliaro (Peddie School)	1 Year	December 31, 2025
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Heather Lisk (School Staff)	1 Year	December 31, 2025
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Geoff Trapp (Artist)	3 Years	December 31, 2027
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Cathy Tsao (Artist)	3 Years	December 31, 2027
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Saira Wang (Art Appreciation)	3 Years	December 31, 2027
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Sue Howard (Alt. #1)	1 Year	December 31, 2025
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Phillip Gargiulo (Alt. #2)	1 Year	December 31, 2025
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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 6, 2025.

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Margaret Riggio, Borough Clerk

**BOROUGH OF HIGHTSTOWN**  
**MAYOR'S APPOINTMENTS**  
**JANUARY 1, 2025**

**Police Commissioner**

Councilmember Fowler	1 year	December 31, 2025
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**Planning Board**

Dimitri Musing, Class II member	1 year	December 31, 2025
Beth Watkins	4 years	December 31, 2028
Vacant	4 years	December 31, 2028
Wendi Patella – Alternate #2	2 years	December 31, 2026

**Housing Authority**

Anne Studholme	5 years	December 31, 2029
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**Historic Preservation Commission**

John Hostetler (Class C)	4 Years	December 31, 2028
Joe Lauderback (Alt. #2)	2 Years	December 31, 2026
Vacant (Atl. #1)	Unx. 2 Years	December 31, 2025

Borough of Hightstown  
County of Mercer

Resolution 2025-19

**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 6, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-20

**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 2025, 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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-21

**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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
2024 Temporary Budget - Current

**GENERAL GOVERNMENT**

**2025**

	Temp Budget
Administration Office	
Salaries and Wages	42,000
Other Expenses	314
Mayor & Borough Council	
Salaries and Wages	9,500
Other Expenses	854
Municipal Clerk	
Salaries and Wages	50,000
Other Expenses	4,508
Elections	
Other Expenses	1,444
Office Supplies & Paper Products	
Other Expenses	4,069
Financial Administration	
Salaries and Wages	70,000
Other Expenses	3,474
Annual Audit	
Other Expenses	4,463
Grant Writing and Administration	
Other Expenses	1,050
Data Processing / IT	
Salaries and Wages	1,435
Other Expenses	28,875
Collection of Taxes	
Salaries and Wages	40,000
Other Expenses	2,048
Assessment of Taxes	
Salaries and Wages	8,000
Other Expenses	1,882
Interest on Appeals	0
Municipal Court	
Salaries and Wages	13,000
Other Expenses	51,634
Legal Services and Costs	
Other Expenses	38,063
Engineering Services & Costs	
Other Expenses	14,070
Historic Preservation Commission	
Other Expenses	998

**LAND USE ADMINISTRATION**

Planning Board	
Salaries and Wages	12,000
Other Expenses	24,235

**Hightstown Borough Council**  
**January 6, 2025**  
**Borough of Hightstown**  
**2024 Temporary Budget - Current**

**INSURANCE**

Insurance	
Insurance Deductibles	788
General Liability and Property	14,963
Worker's Compensation	28,613
Health Benefit Waiver	6,563
Employee Group Health	128,625
Unemployment	1,313

**PUBLIC SAFETY FUNCTIONS**

Police	
Salaries and Wages	525,000
Other Expenses	70,060
Emergency Management Services	
Salaries and Wages	3,938
Other Expenses	1,050
Fire Department	
Other Expenses	34,545
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	7,000
Other Expenses	3,609
First Aid Contribution	
Other Expenses	31,300

**PUBLIC WORKS FUNCTIONS**

Streets & Roads Maintenance	
Salaries and Wages	80,000
Other Expenses	23,100
Snow Removal	
Salaries and Wages	1,050
Other Expenses	1,838
Sanitation Solid Waste Collection	
Salaries and Wages	22,000
Other Expenses	18,060
Buildings & Grounds	
Salaries and Wages	16,000
Other Expenses	47,689

**PUBLIC WORKS FUNCTIONS(continues)**

Recycling	
Salaries and Wages	40,000
Other Expenses	47,854
Vehicle Maintenance	
Other Expenses	6,300
Community Services Act	
Other Expenses - Miscellaneous	12,600

Borough of Hightstown  
2024 Temporary Budget - Current

**HEALTH AND HUMAN SERVICES**

Board of Health (Health & Human Services)	
Salaries and Wages	25,000
Other Expenses	3,664
Environmental Commission	
Other Expenses	1,515

**PARKS AND RECREATION FUNCTIONS**

Maintenance of Parks	
Salaries and Wages	14,000
Other Expenses	1,969
Parks & Recreation	
Salaries & Wages	0
Other Expenses	2,100
Cultural Arts	
Other Expenses	1,050

**COMMON OPERATING FUNCTIONS**

Postage, Shipping & Express	
Other Expenses	2,704
Celebration of Public Events	919
Accumulated Sick & Vacation	0

**UTILITIES AND BULK PURCHASES**

Electricity	
Other Expenses	11,025
Street Lighting	
Other Expenses (075 Street Lighting)	8,400
Telephone / Telegraph	
Other Expenses	11,550
Natural Gas (GAS/HEATING OIL)	
Other Expenses	4,725
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	21,446

**LANDFILL/SOLID WASTE**

Landfill Disposal Costs	
Other Expenses	63,000
Recycling Tax	1,706

**CODE ENFORCEMENT**

Construction Official	
Salaries and Wages	52,000
Other Expenses	3,835
Housing Code Enforcement	
Salaries and Wages	20,000
Other Expenses	1,076



Borough of Hightstown  
2024 Temporary Budget - Current

**STATUTORY EXPENDITURES**

Social Security	66,000
PERS	0
PFRS	0
LOSAP	7,875
Defined Contribution Retirement Plan	1,313

**SHARED SERVICES AGREEMENTS**

Senior Citizens Program Service Center	
Other Expenses	14,438
Transportation	572
Landfill Disposal Costs(Roosevelt Borough)	9,188
East Windsor Dispatch	
Other Expenses	53,701
Health Services:	
Salaries and Wages	8,184
Other Expenses	6,554
Animal Control-Manalapan	4,725
Emergency Medical Services	4,988
Mercer County EMS Dispatch	1,446
Vehicle Maintenance Services	10,500

Grants	
Board of Education	
Reserve for Uncollected	
<b>TOTAL TEMPORARY BUDGET</b>	<b>2,042,934</b>

**CAPITAL APPROPRIATIONS**

Capital Improvement Fund

**MUNICIPAL DEBT SERVICE**

Payment of Bond Principal	480,000
Dam Restoration Loan	9,926
Interest on Bonds	103,200
Int on Notes	130,780
BANS	90,000
<b>TOTAL CAPITAL AND DEBT SERVICE</b>	<b>813,906.00</b>

**AUTHORIZING 2025 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 2024 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$2,153,656.80;

**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 2025 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$2,042,934.00 for Operating and \$813,906 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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
2025 Temporary Budget - Water/Sewer

**Appropriations for Water/Sewer Utility**

*Operating:*

Salaries and Wages	240,000.00
Other Expenses	435,000.00

*Statutory Expenditures:*

Social Security (O.A.S.I.)	20,000.00
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**TOTAL TEMPORARY BUDGET - WATER/SEWER** **\$695,000.00**

**DEBT SERVICE**

Bond Principal	180,000.00
Note Interest	50,704.00
Bond Interest	29,350.00
Note Principal	14,000.00
Wastewater and Water supply Loans	333,441.00
<b>TOTAL DEBT SERVICE</b>	<b>\$607,495.00</b>

Borough of Hightstown  
County of Mercer

Resolution 2025-23

**AUTHORIZING 2025 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 2024 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$699,995

**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 2025 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$695,000 for Operating and \$607,495 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 6, 2025.

---

Margaret Riggio, Borough Clerk

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

**Cash Management Plan**  
**FY 2025**

**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; 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
    - 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, 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	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, 2024 to December 31, 2024. 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.

Borough of Hightstown  
County of Mercer

Resolution 2025-24

**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 2025 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 2025 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 6, 2025.

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Margaret Riggio, Borough Clerk

**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 6, 2025; 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  
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:

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

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

Borough of Hightstown  
County of Mercer

Resolution 2025-25

**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  
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**:

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

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

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

Susan Bluth, Mayor  
Michael J. O'Connor, Deputy Chief Financial Officer  
Donna Condo, Chief Financial Officer  
Dimitri Musing, Borough Administrator

Borough of Hightstown  
County of Mercer

Resolution 2025-25

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  
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**:

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

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

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

Borough of Hightstown  
County of Mercer

Resolution 2025-25

**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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-26

**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 6, 2025; 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 6, 2025.

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Margaret Riggio, Borough Clerk



Borough of Hightstown  
County of Mercer

Resolution 2025-27

## **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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-28

**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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-29

**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 2025.

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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-30

**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 6, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-31

**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 6, 2025.

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Margaret Riggio, Borough Clerk

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

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES**

STATE OF NEW JERSEY  
COUNTY OF MERCER

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

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

Susan Bluth, Mayor	Joseph Cicalese
Cristina Fowler	Todd Frantz
Jeet Gulati	Joshua Jackson
Frederick Montferrat	

Sworn to and subscribed before me this

6<sup>th</sup> day of January, 2025

Notary Public of New Jersey

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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.

Borough of Hightstown  
County of Mercer

Resolution 2025-32

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON  
TOWNSHIP FOR CERTAIN HEALTH SERVICES (STD CLINIC)**

**WHEREAS**, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain clinic services relative to sexually transmitted diseases (STDs); and

**WHEREAS**, the Township of Hamilton is agreeable to providing clinic services relative to STDs to the Borough of Hightstown for the period January 1, 2025 through December 31, 2025 for a fee of \$100.00 per patient; and

**WHEREAS**, it is the desire of the Borough Council to enter into a shared services agreement with the Township of Hamilton for provision of these services; and

**WHEREAS**, such agreements are authorized pursuant to *N.J.S.A. 40A:65-1 et seq*; and

**WHEREAS**, funds for this purpose shall be provided for in the 2025 budget.

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

1. A shared services agreement between the Borough of Hightstown and the Township of Hamilton for the provision of professional health clinic services for sexually transmitted diseases for the period January 1, 2025 through December 31, 2025 is hereby authorized and accepted.
2. The Mayor and Borough Clerk are authorized and directed to execute said agreement.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

Hamilton Township Resolution No. 24-427  
Borough of Hightstown Resolution No.

**SHARED SERVICES AGREEMENT FOR HEALTH SERVICES**  
**TOWNSHIP OF HAMILTON & THE BOROUGH OF HIGHTSTOWN**

January 1, 2025 to December 31, 2025

This Agreement made this 3<sup>rd</sup> day of **December, 2024**, by and between the **Township of Hamilton**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 2090 Greenwood Avenue, Hamilton, New Jersey 08650; and the **Borough of Hightstown**, County of Mercer, a municipal corporation of the State of New Jersey, with principle offices located at 156 Bank Street, Hightstown, New Jersey 08520.

***Witnesseth:***

**Whereas**, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain health services for its residents; and

**Whereas**, the Borough of Hightstown desires to contract with the Township of Hamilton for the provision of those health services; and

**Whereas**, the Township of Hamilton is agreeable to providing health services to the Borough of Hightstown for a fee and upon certain specified conditions; and

**Whereas**, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq.*, permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the Agreement is empowered to render within its own jurisdiction; and

**Whereas**, the Township of Hamilton and the Borough of Hightstown have authorized and approved this Agreement by their respective Resolutions, duly adopted pursuant to *N.J.S.A. 40A:65-1, et seq.* of the *Uniform Shared Services and Consolidation Act*, annexed hereto as **Exhibit A**;

**Now, Therefore**, in consideration of the mutual agreements and covenants herein contained, the parties agree as follows:

1. **Scope of Services:** The Township of Hamilton agrees to provide to the Borough of Hightstown, for the benefit of the residents of the Borough of Hightstown, certain health services on an as needed basis.



2. **Fees:** The fees payable by the Borough of Hightstown to the Township of Hamilton for the performance of health services shall be as set forth in *Code of the Township of Hamilton, New Jersey, Chapter 215, Fees, § 215-6. Department of Health, Recreation, Senior and Veterans Services § 215-6A(10)* annexed hereto as **Exhibit B**.
3. **Billing and Payment:** The Township of Hamilton will issue quarterly bills for services rendered to the Borough of Hightstown. The bills will be issued by the fifteenth (15th) day of the succeeding quarter and will be payable within thirty (30) days of issuance. The first quarter will run from January 1st – March 31st; the second quarter will run from April 1st – June 30th; the third quarter will run from July 1st – September 30th; and the fourth quarter will run from October 1st – December 31st.
4. **Liability:** The Township of Hamilton and the Borough of Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.
5. **Effective Date/Termination:** This Agreement shall be for twelve (12) months effective January 1, 2025 and ending December 31, 2025.
6. Each party shall notify the other in writing sixty (60) days before expiration of this Agreement if it desires to continue services and negotiate a new contract for the 2026 Calendar Year.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the respective date indicated below:

TOWNSHIP OF HAMILTON

BOROUGH OF HIGHTSTOWN

\_\_\_\_\_  
JEFFREY S. MARTIN, MAYOR

\_\_\_\_\_  
SUSAN BLUTH, MAYOR

ATTEST:

ATTEST:

\_\_\_\_\_  
ALISON SABO, RMC  
MUNICIPAL CLERK

\_\_\_\_\_  
PEGGY RIGGIO, RMC, CMR  
MUNICIPAL CLERK

DATED:

DATED:

**TOWNSHIP OF HAMILTON  
COUNTY OF MERCER, NEW JERSEY**

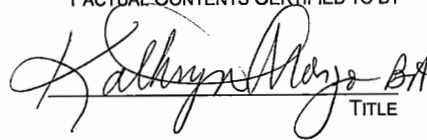
**RESOLUTION**

No. **24-427**

APPROVED AS TO FORM AND LEGALITY

FACTUAL CONTENTS CERTIFIED TO BY

  
TOWNSHIP ATTORNEY

  
TITLE

**RESOLUTION AUTHORIZING AND APPROVING A 2025 SHARED SERVICES CONTRACT FOR HEALTH SERVICES BETWEEN THE TOWNSHIP OF HAMILTON AND THE BOROUGH OF HIGHTSTOWN**

*Whereas* the Borough of Hightstown desires to contract with the Township of Hamilton for the provision of certain professional health clinic services for the period January 1, 2025 to December 31, 2025; and

*Whereas* the Township of Hamilton has agreed to provide certain health services to the Borough of Hightstown pursuant to the fees outlined in the *Code of the Township of Hamilton, New Jersey, Chapter 215, Fees, § 215-6, Department of Health, Recreation, Senior and Veterans Services, § 215-6A(10)*; and

*Whereas* such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq.; and

*Whereas* this contract is in the best interest of the Township of Hamilton;

*Now, Therefore, Be It Resolved* by the Council of the Township of Hamilton, in the County of Mercer and State of New Jersey, that the shared services contract between the Township of Hamilton and the Borough of Hightstown for the provision of certain professional health clinic services is authorized and accepted, and that the proper officials of the Township of Hamilton are authorized to execute said contract.

*Be It Further Resolved* that the contract shall take effect upon the adoption of the appropriate resolution by the Borough of Hightstown and the execution of the contract by the parties in accordance with N.J.S.A. 40A:65-1 et seq.

*Be It Further Resolved* that a copy of this resolution and agreement shall be forwarded to the Director of the Division of Local Government Services as per N.J.S.A. 40A:65-4(3)b.

ADOPTED BY COUNCIL ON DECEMBER 3, 2024

  
PRESIDENT

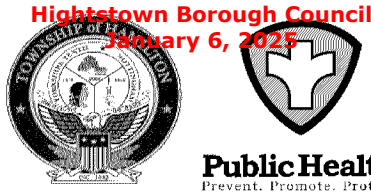
  
ACTING DEPUTY MUNICIPAL CLERK

RECORD OF VOTE						
COUNCIL	AYE	NAY	N.V.	A.B.	RES.	SEC.
PASQUALE "PAT" PAPERIO, JR	✓				✓	
NANCY PHILLIPS	✓					
CHARLES F. WHALEN	✓					✓
RICHARD L. TIGHE, JR.	✓					
ANTHONY P. CARABELLI, JR.	✓					

X – Indicates Vote    A.B. – Absent    N.V. – Not Voting    RES. - Moved    SEC. – Seconded

# EXHIBIT B

Jeffrey S. Martin  
Mayor



66  
Item #CA13.

Kathleen Fitzgerald, Director  
Chris Hellwig, Health Officer

## TOWNSHIP OF HAMILTON

### DEPARTMENT OF HEALTH, RECREATION, SENIORS, AND VETERANS SERVICES

DIVISION OF HEALTH – 2100 Greenwood Avenue, Hamilton, NJ 08609 \*Office (609) 890-3828 \*Fax (609) 890-6093

#### **2025 Fee Schedule for Certain Clinical Services**

*Fees found in Section 215-6 (10) of the Hamilton Township Code*

For current Division of Health clinic schedules, please visit [www.hamiltonnj.com/health](http://www.hamiltonnj.com/health).

#### **Exposure control plan**

Name / description	Current Fee
BBP Plan	\$300
TB Plan	\$300
Both Plans	\$500

#### **Blood borne pathogen/TB training**

Name / description	Current Fee
Initial training session	\$500 for up to 30 employees; \$10 per each additional employee over 30
Initial TB training only	\$250 for up to 30 employees; \$10 per each additional employee over 30
Yearly retraining	\$300 for up to 30 employees; \$10 per each additional employee over 30

#### **Hepatitis B vaccine**

Name / description	Current Fee
Hepatitis B vaccine	\$70 per vaccination
Twinrix (Hepatitis A and Hepatitis B)	\$100 per vaccination

#### **Mantoux tuberculin testing (PPD)**

Name / description	Current Fee
PPD administration	\$30 per employee

#### **Sexually transmitted disease (STD) clinic services**

Name / description	Current Fee
Contracted STD clinic visit	\$100 per patient as per contract

**Pneumonia/flu**

<b>Name / description</b>	<b>Current Fee</b>
Non-Township residents, private sector and businesses	\$200

**Blood lead investigations**

<b>Name / description</b>	<b>Current Fee</b>
Investigation and follow-up	\$60 per hour

**Child health conferences**

<b>Name / description</b>	<b>Current Fee</b>
Assessment, counseling, examination and immunizations	\$100 per patient as per contract

**Health education services**

<b>Name / description</b>	<b>Current Fee</b>
Assessment, planning and implementation	\$200 per hour

Borough of Hightstown  
County of Mercer

Resolution 2025-33

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH WEST  
WINDSOR TOWNSHIP FOR HEALTH SERVICES**

**WHEREAS**, since 2001, the Borough has participated in a Shared Services Agreement with West Windsor Township for the provision of Health Services, for which the current agreement expired December 31, 2024; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

**WHEREAS**, the Borough's net cost under this agreement is \$25,213.00 for 2025; and

**WHEREAS**, funds for this purpose will be made available in the 2025 budget.

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

1. The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2025 through December 31, 2025, is hereby approved, and the Mayor and Clerk are authorized to execute same.
2. Approval of this agreement is subject to appropriation of sufficient funds in the 2025 budget.

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 6, 2025.

---

Margaret Riggio, Borough Clerk

**SHARED SERVICES AGREEMENT BETWEEN  
WEST WINDSOR TOWNSHIP AND HIGHTSTOWN BOROUGH  
FOR HEALTH SERVICES**

**THIS AGREEMENT**, made January 1, 2025 by and between the Township of West Windsor, a municipal corporation of the State of New Jersey, located at P.O. Box 38, West Windsor, New Jersey 08550, hereinafter referred to as "West Windsor", and the Borough of Hightstown, a municipal corporation of the State of New Jersey, located at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter known as "Hightstown."

**WITNESSETH:**

**WHEREAS**, Hightstown and West Windsor are responsible by law for the protection of public health and for the provision of certain health services and wish to provide such services for their residents; and

**WHEREAS**, Hightstown desires to contract with West Windsor for the provision of certain mandated professional services; and

**WHEREAS**, West Windsor desires to contract with Hightstown for the provision of certain mandated professional services; and

**WHEREAS**, Hightstown desires to designate the Health Officer of West Windsor as the Full-time Health Officer of Hightstown for purposes of the enforcement and provision of various health services; and

**WHEREAS**, West Windsor desires to designate the Public Health Nurse of Hightstown as the Part-time Public Health Nurse of West Windsor for purposes of the provision of various health services; and

**WHEREAS**, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, et. seq., permits Municipalities of this State to enter into contracts with other Municipalities for the provision, within their jurisdiction, of services which any party to the agreement is empowered to provide within its own jurisdiction; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-5, this Agreement will take effect upon adoption of an appropriate Resolution by both municipalities authorizing contract and upon execution of said contract; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-6, West Windsor Township is designated as the primary employer of staff providing health services as outlined in this Agreement;

**WHEREAS**, West Windsor and Hightstown have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-5, of the "Uniform Shared Services and Consolidation Act,"

**NOW, THEREFORE**, in consideration of the mutual agreements and covenants herein contained, the Parties agree as follows:

1. West Windsor Township Health Department is designated the statutorily recognized local health agency for Hightstown Borough.

**Health Officer Designation:** The West Windsor Health Officer shall be designated the Full-time Health Officer of Hightstown to carry out a program of public health services in conformance with the Local Health Services Act, N.J.S.A. 26:3a2-21, et. seq. West Windsor shall provide to Hightstown a program to meet the Activities listed and described in "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey," N.J.A.C. 8:52, and shall assist Hightstown Borough in meeting all the requirements set forth in these "Practice Standards," subject to the provisions of Paragraph 2 of this Agreement.

**Public Health Nurse Designation:** The Hightstown Public Health Nurse shall be designated the Public Health Nurse of West Windsor to carry out a program of public health nursing services as described in "Public Health Practice Standards," N.J.A.C. 8:52, and shall assist West Windsor in meeting the requirements set forth in these "Practice Standards" subject to the provisions of Paragraph 2 of this Agreement, under the direction of the Health Officer.

## 2. **Scope of Services:**

A. West Windsor shall directly provide to Hightstown the following services:

1. **Administration and Support Services**

- a. Administration
- b. Health Promotion
- c. Public Health Emergency Preparedness

1. The Health Officer shall leave the investigation of and public health response to all emergencies, disasters and/or hazardous situations within the Hightstown Borough.

2. **Environmental Health**

- a. Recreational Bathing
- b. Campgrounds
- c. Youth Camps
- d. Food Surveillance
- e. Occupational Health
- f. Public Health Nuisances

3. **Communicable Disease**

- a. Reportable Diseases
- b. Immunization
- c. Rabies and Zoonosis Control
- d. Tuberculosis Control

4. **Maternal and Child Health**

- a. Lead Poisoning
- b. Improved Pregnancy Outcome

5. **Adult Health Services**

- a. Cancer Services

- b. Diabetes Services
  - c. Cardiovascular Disease Services
  - d. Health Services for Older Adults
- B. Hightstown shall directly provide to itself or contract for the provision of the following services:
- 1. Pediatrician & Child Health Conference
  - 2. Sexually Transmitted Disease Clinic
  - 3. Public Health Nursing Services
  - 4. Housing Inspections, Property Maintenance & Enforcement
  - 5. Animal Control Services
  - 6. Tuberculosis Clinic (If applicable as result of County assessment.)
- C. Hightstown shall employ a full-time public health nurse who will work 5 days per week in the provision of public health nursing services for West Windsor Health Department under the supervision of the Health Officer. The public health nurse shall possess a minimum of 2 years of experience in supervision of public health clinic services, communicable disease programs, vaccine management, and public health emergency response.
3. **Secretarial Services:** West Windsor shall provide secretarial and related clerical services to Hightstown with the exception of the following which will be provided directly by Hightstown Borough: A. Vital Statistics, B. Preparation of Board of Health minutes, and C. Issuance of licenses and permits and collection of fees.
4. **Coordination:**
- A. The West Windsor Health Officer, as Health Officer of Hightstown, may assign licensed West Windsor employees to perform services provided for herein.
  - B. Hightstown employees and contractors providing services under Paragraph 2 and Paragraph 3 of this Agreement shall coordinate their activities directly with and report directly to the West Windsor Health Officer as specified in "Practice Standards."
5. **Communications:** The Hightstown Borough Board of Health shall establish all policies to be followed by the West Windsor Health Officer. The Health Officer shall, however, respond to communications made by the Mayor, Administrator or Board of Health Chairperson of Hightstown Borough as may be required.
6. **Fees:** All license fees, permit fees and other fees, legally collectable by Hightstown or other designated agents of Hightstown, shall be retained by Hightstown.
7. **Ordinance Compliance:** Hightstown shall enact all ordinances required by the State "Practice Standards" to enable West Windsor to perform its responsibilities under this Agreement. The West Windsor Health Officer will advise the Board of Health of any



Ordinances needed to effectively provide health services or conform with statutory requirements.

**8. Enforcement:**

A. In order for the West Windsor Health Officer to provide compliance with "Practice Standards" on behalf of Hightstown, no licenses or permits for which Health Officer approval is necessary shall be issued to any establishment or person except upon written recommendation by the West Windsor Health Officer or his duly designated and authorized representative.

B. The West Windsor Health Officer shall provide Hightstown with evidence of violation of statutes and ordinances related to public health, revealed in inspections and shall enforce compliance with the law. The West Windsor Health Officer or licensed staff will not perform any food-handling establishment, private well, swimming pool or individual sewage disposal inspections before notification from Hightstown that the appropriate permit fees have been paid. Hightstown shall provide legal assistance for prosecution of violations as requested by the Health Officer.

**9. Annual Report:** The West Windsor Health Officer shall furnish Hightstown with a copy of the written annual report submitted by West Windsor to the State of New Jersey.

**10. Files:** All existing and new files of the Hightstown Borough Board of Health are and will remain the sole property of Hightstown. New files may be maintained during the term of this Agreement in the West Windsor Township Offices and will be returned to Hightstown upon termination of this Agreement. Duplicate copies of any material on file in West Windsor may be requested by the Board of Health of Hightstown and shall be provided for use by said Board.

**11. Worker's Compensation Insurance:** West Windsor employees will be covered by West Windsor's workers compensation insurance policy paid for by West Windsor, even when performing services in Hightstown pursuant to the terms of the Agreement. Hightstown employees will be covered by Hightstown workers compensation insurance policy paid for by Hightstown, even when performing services for West Windsor Health Department, pursuant to the terms of the Agreement.

**12. Automobile Insurance:** West Windsor shall be responsible for the provision of automobile insurance for its Health Officer and staff, which insurance shall provide coverage whenever the Health Officer and/or staff are providing services to Hightstown pursuant to the provisions of the within Agreement from Monday through Friday during regular business hours, or, whenever a vehicle owned by West Windsor Township is in Hightstown Borough for Board of Health business.

**13. Indemnification:** Hightstown shall hold harmless and defend West Windsor against any and all claims brought against West Windsor or any of its agents or employees arising out of West Windsor performing any activity on behalf of Hightstown under the terms of this Agreement.

However, Hightstown shall not be responsible for any such claims arising out of the willful, wanton, grossly negligent, malicious or criminal conduct of any agent or employees of West Windsor. Excluded from the claims referred to above are automobile liability claims brought by third parties and/or workers compensation claims brought by the West Windsor Health Officer and/or his staff as to which West Windsor shall indemnify, defend and save Hightstown harmless.

14. **Public Health Priority Funds and Public Health Grant Funds:** It is understood that, West Windsor Township by virtue of this Agreement, or otherwise, may, in the future, be eligible for New Jersey Public Health Priority Fund reimbursements and other sources of public health grant funds. It is understood that West Windsor shall retain all such funding received from the State of New Jersey or other grant funding sources.
15. **Increase in Services:** If State requirements change and thereby require the provision of any additional services not previously rendered, or if the scope of services provided to Hightstown is required to significantly increase, West Windsor shall not be responsible for providing said additional services to Hightstown except through amendment to this Agreement. If Hightstown does not contract with West Windsor to provide such new mandated services or does not otherwise provide for them and, thereby, jeopardizes State aid to West Windsor, Hightstown shall reimburse West Windsor for all State aid lost as a result of such non-compliance for the term of this Agreement.
16. **Cost of Service, 2025:** The Borough of Hightstown agrees to a contract price of twenty-five thousand, two hundred thirteen (\$25,213) dollars for 2025. If Hightstown fails to provide a public health nurse with the qualifications specified in section 2C of this contract, West Windsor reserves the right to increase the annual cost of service through amendment of this Agreement.
19. **Payment:** Hightstown shall pay West Windsor for services provided as follows:

Quarterly payments shall be made in advance with one-fourth of the total year's payment made on or before the first day of each calendar quarter, based upon a quarterly voucher submitted by West Windsor to Hightstown.
20. **Effective Date/Termination:** This Agreement shall be effective January 1, 2025 through December 31, 2025.
21. **Automatic Renewal:** Within 90 days of the termination date of this Agreement, either party may elect to notify, in writing, the other party of their intention not to renew this Agreement. If a minimum of 90 days written notification is not provided, this Agreement shall be automatically renewable for successive 1year periods at a cost increase of 2%.

**BOROUGH OF HIGHTSTOWN**

\_\_\_\_\_  
**MARGARET RIGGIO**  
**CLERK**

\_\_\_\_\_  
**SUSAN BLUTH**  
**MAYOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**TOWNSHIP OF WEST WINDSOR**

\_\_\_\_\_  
**ALLISON SHEEHAN**  
**CLERK**

\_\_\_\_\_  
**HEMANT MARATHE**  
**MAYOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

Borough of Hightstown  
County of Mercer

Resolution 2025-34

**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, 2025; 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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Phoenix Advisor for financial advising services for 2025.
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 6, 2025.

---

Margaret Riggio, Borough Clerk