

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
February 2, 2015
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>		✓
<i>Mayor Quattrone</i>	✓	

Also in attendance: Peggy Riggio, Acting Deputy Clerk; Henry Underhill, Borough Administrator; George Lang, CFO; Carmela Roberts, Borough Engineer

Resolution 2015-57 Appointing an Acting Deputy Clerk for Public Session

Councilmember Kurs moved resolution 2015-57; Councilmember Misiura seconded.

Roll Call Vote; Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-57
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

NAMING AN ACTING DEPUTY CLERK FOR PUBLIC SESSION

WHEREAS, The Borough Clerk is not available for the February 2, 2015 meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Peggy Riggio to perform the duties of the Borough Clerk for the public portion of this meeting; and

WHEREAS, Peggy Riggio shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Peggy Riggio is hereby named as Acting Deputy Clerk for the public meeting of the Borough Council on February 2, 2015 and shall perform the duties of the Borough Clerk for said meeting.

Resolution 2015-58 Appointing an acting Deputy for Executive Session

February 2, 2015

Councilmember Kurs moved resolution 2015-58; Councilmember Hansen seconded.

Roll Call vote: Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution 2015-58

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

NAMING AN ACTING DEPUTY CLERK FOR EXECUTIVE SESSION

WHEREAS, The Borough Clerk is not available for the February 2, 2015 meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Henry Underhill, Borough Administrator, to perform the duties of the Borough Clerk for the executive session portion of this meeting; and

WHEREAS, Henry Underhill, Borough Administrator shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Henry Underhill, Borough Administrator, is hereby named as Acting Deputy Clerk for the executive session meeting of the Borough Council on February 2, 2015 and shall perform the duties of the Borough Clerk for said executive session meeting.

Councilmember Hansen moved January 5, 2015 open session minutes for approval; Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Minutes approved 5-0.

Councilmember Misiura moved that the January 20, 2015 executive session minutes be pulled for revisions, Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura, and Montferrat voted yes.

Minutes pulled 5-0.

Councilmember Hansen moved the January 20, 2015 open session minutes for approval, Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Minutes approved 5-0.

Councilmember Misiura moved agenda as amended for approval, Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Agenda approved 5-0.

Mayor Quattrone opened public comment period 1 and the following individuals spoke:

Lynn Woods, 315 Park Avenue – Pointed out that the water bills still have the 148 North Main Street address on them. Addressed the Mayor stating that he has no control over what council members say and they have a right to speak their opinions. Said that the public has a right to ask questions. Asked Council to clarify if they feel the Police Department should be outsourced even if there is minimal savings.

Eugene Sarafin, 628 South Main Street – Regarding the trees on Hutchinson; removing the trees is for the good of the people.

Barbara Jones, 215 Greeley Street – Chair, Hightstown Environmental Commission – In looking at the plans for Hutchinson there is 1 tree missing. Has anyone even been out to look at the trees they are talking about? Greeley Street a very steep street, when it rains everything flows down into Rocky Brook.

Sandra Johnson, 301 Lincoln Avenue – Regarding trees on Hutchinson; she did not receive prior notice. She stated that she does not have roots in her storm drain. Sidewalk is not necessary there because is not a heavy amount of traffic. Does not want to see trees removed. Trees provide benefit to community. They provide much needed shade. Her upstairs bedroom is 90 degrees with shade. Not sure why we are taking down trees. She planted a large amount of flowers and would be heartbroken if this was removed to put in a sidewalk.

Judith Weiss, 202 Maxwell Avenue – Concerned about removing trees. Curbs on Clinton, water pours down to her house. When the Borough dug up her lawn to replace the storm drain they replaced her nice grass with weeds. She still has low spots on her lawn now where she needs to be careful. Don't assume things will be better with proposed work. The people that are hired to do the work do not care about the properties like the homeowners.

Charles Harlich, 309 Lincoln Avenue – Two trees were removed from his property on Lincoln Avenue. The consequence when trees are removed is that the roots that go through the property will die and the lawn will concave in parts. If the Borough removes the trees they should incur the cost of the damages done to people's property. Has anyone taken a poll of the residents of the area to see if they want the trees removed? This is a bad idea.

Keith LoProvest, 213 Greely Avenue – Hates to see the trees removed. Greely has no curb or stormdrain. Yards are eroded. Side of the street is damage because of the flowing water. This was a beautiful neighborhood that now looks terrible. This needs to be rectified and it is not included in this project. Would like Council to start looking at what we need in town versus what we want. Regarding the water quality at the Housing Authority – there is a problem with the infrastructure. This needs to be fixed. We need high quality water in town. Do we need a new fire truck? Please take a look at what we want versus what we need.

Ordinance 2015-01 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration” Adding Section 2-1, Entitled “Deputy Borough Clerk”, to the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Mayor Quattrone opened the Public Hearing on Ordinance 2015-01 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Thinks this is a wonderful new position and thinks it's a good idea.

There being no further comments, Mayor Quattrone closed the public hearing.

Councilmember Kurs moved Ordinance 2015-01 for adoption, Councilmember Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Ordinance adopted 5-0.

Ordinance 2015-01

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

An Ordinance AMENDING AND SUPPLEMENTING chapter 2, ENTITLED “administration,” adding SECTION 2-11, ENTITLED “deputy borough clerk,” to THE “REVISED GENERAL ORDINANCES OF the borough of hightstown, NEW JERSEY.”

WHEREAS, the Hightstown Borough Council has determined that it is appropriate to add the title of Deputy Borough Clerk to

the Revised General Ordinances of the Borough of Hightstown; and,

WHEREAS, the addition of the title of Deputy Clerk is needed so that the services of a Deputy Borough Clerk may be utilized to perform the duties of the Borough Clerk at meetings and in the Office of the Borough Clerk where attendance by the Borough Clerk may not be convenient or possible.

NOW, THEREFORE, be it ordained, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

Section 1. That Section 2-11, entitled "Deputy Borough Clerk," of Chapter 2, "Administration," of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," is hereby added in the following specific respects (additions are shown with underline):

Section 2-11

DEPUTY BOROUGH CLERK

Subsections:

2-11.1 Position Created.

2-11.2 Appointment; Term; Vacancy.

2-11.3 Powers and Duties.

2-11.4 Defense and Indemnification.

2-11.5 Associate Deputy Clerk.

Subsection 2-11.1 Position Created.

There is hereby created the position of Deputy Borough Clerk, which may be a full-time or part-time position.

Subsection 2-11.2 Appointment; Term; Vacancy.

The Deputy Borough Clerk shall be appointed, upon the recommendation of the Clerk, by the Mayor with the advice and consent of Council, for a term of one (1) year calculated from the 1st of January of the year of the appointment. Any vacancy in said office occurring other than by expiration of term shall be filled in the same manner, but for the unexpired term only.

Subsection 2-11.3 Powers and Duties.

The Deputy Borough Clerk shall have all of the powers and duties of the Borough Clerk, under the direction and guidance of the Borough Clerk, during absence or disability of the Borough Clerk, and shall also have such other powers and duties as shall be prescribed from time to time by the Borough Clerk, Mayor or Council.

Subsection 2-11.4 Defense and Indemnification.

The Borough shall provide the Deputy Borough Clerk with defense and indemnification, to the extent permitted by N.J.S.A. 40A:9-133, of any action or legal proceeding arising out of and directly related to the Deputy Borough Clerk's lawful exercise of authority in furtherance of the Deputy Borough Clerk's official duties when exercising the powers of the Borough Clerk during the absence or disability of the Borough Clerk.

Section 2. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

February 2, 2015

Section 3. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency

Fire Truck Discussion

Further discussion will be moved to the next workshop meeting (March 2, 2015). Borough Administrator, Henry Underhill, spoke and informed council that they were close to making a recommendation. The committee has had good meetings and he was impressed with the amount of homework being done.

Stop Intersections and Restricted Parking

Council discussed the possibility of changing the 2 way stop at Morrison & Harron to a 3 way stop and adding a 4 way stop to Center & Morrison. There was discussion with the Borough Engineer about other options to slow down traffic. The Borough Engineer advised of other options: speed bumps, speed tables, roundabouts and pinchpoints. After discussion, it was agreed that there is nothing cheaper than a stop sign. Having a stop sign at Center and Morrison would alleviate the need for a crossing guard there next school year and may also slow down traffic on 2nd Avenue. The Borough Engineer will provide Council with a letter outlining the DOT's process. Further discussion will take place at the next workshop meeting, March 2, 2015.

There was also discussion about changing parking regulations on Reed Street and adding "No Parking During Snow" to certain streets in the Borough. It was decided by straw vote that the regulations will be changed on Reed Street. There will be further discussion regarding "snow parking" at the March 2nd meeting. Superintendent of Public Works will provide Council with a list of streets that should be discussed.

Councilmember Kurs asked that if we are looking at Revisions to the Parking Ordinance that we look at the parking on Westerlea because this street is a nightmare in the morning and at dismissal of the High School.

Hutchinson Road Project

There was continued discussion regarding the Hutchinson Road Project. The Borough Engineer talked about DOT Grants and how the Borough has been using these Grants to complete work on one or two roads every year. She explained how it is difficult to get grants for the smaller "orphaned" streets and how these streets are combined into one project (i.e. Park/Greeley/Glenbrook, Parkway/Grant/Hutchinson).

She explained that the Gum Tree on the corner of Hutchinson must be removed to put in the handicap ramp. There is no physical way to put in the ramp with the tree there. The Borough's Master Plan is to have sidewalk in town wherever possible. Most of the sidewalks on Hutchinson are unusable because of the roots of the sycamore trees.

The grant provides for replacing of the trees. The Borough Engineer explained that she works closely with David Zaiser about what trees to use and where to put them in the Borough.

It was brought up that not all residents received notification about the removal of the trees. The Borough Administrator clarified that notification was only sent to residents on Hutchinson. No notifications were sent to residents on Lincoln.

Mayor Quattrone informed Council that the Planning Board discussed this project at their last meeting and voted to go with the base plan.

Council President Hansen spoke about the options. She feels that the improvement of the base plan outweighs the detriment of losing the trees. We need to make a decision for the greater good of the Borough.

Councilmember Kurs feels it is unfortunate to take down the trees but it is the only viable option.

Councilmember Misiura stated that all of the other options are problematic. He doesn't want to see the trees go but they are becoming a bigger problem. He is leaning toward the base plan.

Councilmember Bluth – Doesn't want to see the trees taken down. We need to rely on our experts. Planning Board advises the base plan so that's what we need to go with.

Trash & Recycling Bids

The Borough Administrator explained that a total of three (3) bids were received for trash and recycling. All three bids exceeded the amount budgeted for those services. He recommended that all the bids be rejected; we keep trash collection in house; we extend the current contract for recycling. There was discussion. Council agreed with the Borough Administrator recommendations. Formal action will be taken at the February 17th meeting.

There was further discussion regarding future option for recycling: Contracting with the County; Doing recycling in-house. In-house would require an additional truck and contracting with a disposal site. Mayor Quattrone asked that these options are looked at and discussed in the future.

Zoning Officer Appointment

Mayor Quattrone spoke of the need to have a Zoning Officer to cover weekdays.

Code enforcement Officer, David Bell addressed Council about what his current position entails.

There was discussion about Mr. Bell acting as the "eyes and ears" for the Zoning Officer. While he is out on Code Enforcement he is also seeing zoning issues that need to be dealt with. This position would require more hours from Mr. Bell. Council asked for monthly zoning reports be added to the Council packets.

Hiring of a Grant Writer

There was discussion of the need for a Grant Writer. Council wanted to learn more about the process and establish goals for grant writing. They do not want this position to conflict with grants already being done for other committees in the Borough.

The Borough Administrator will get a sample RFP for Council to review. Further discussion will take place at the next workshop meeting, March 2nd.

Resolution 2015-59 Authorizing the Payment of Bills

Councilmember Hansen moved Resolution 2015-59, Councilmember Misiura seconded.

Roll Call Vote: Bluth, Hansen, Kurs, Misiura, and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-59

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

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$900,455.70 from the following accounts:

February 2, 2015

Current		\$811,694.12
W/S Operating		88,606.58
General Capital		155.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$900,455.70</u>

Resolution 2015-60 Authorizing an Option for the Plans of the Hutchinson Street Road Project

Councilmember Bluth moved Resolution 2015-60; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-60

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

**AUTHORIZING AN OPTION FOR THE PLANS OF THE
HUTCHINSON STREET ROAD PROJECT**

WHEREAS, the Borough has received a FY 2014 Municipal Aid Program grant which a portion of said project includes Hutchinson Street; and

WHEREAS, the Borough Council has thoroughly reviewed the options presented by the Borough Engineer for the Hutchinson Road portion of this project; and

WHEREAS, the Borough Council finds that the Base Plan Option is the best option for the portion of the project that includes Hutchinson Street.

THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby directed to bid the project using the Base Plan Option for the portion of the project that includes Hutchinson Street.

Resolution 2015-61 Awarding a Contract for Liquid Chlorine – Univar USA, Inc.

Councilmember Misiura moved Resolution 2015-61. Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

Resolution 2015-61

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

AWARDING A CONTRACT FOR LIQUID CHLORINE – UNIVAR USA, INC.

WHEREAS, three (3) bids were received on December 30, 2014 for Liquid Chlorine for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for Liquid Chlorine be awarded to the low bidder, Univar USA, Inc. of Middletown, Pennsylvania at a per unit price of \$0.54 per pound with a total contract price of \$22,194.00; and

WHEREAS, said contract shall be effective February 1, 2015; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Univar USA, Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2015 and 2016 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hydroxide (Hydrated Lime) is hereby awarded to Univar USA, Inc. of Middletown, Pennsylvania effective February 1, 2015.

Resolution 2015-63 Renewing a Contract for Curbside Recycling Collection – Waste Management of New Jersey, Inc.

Councilmember Bluth moved Resolution 2015-63. Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

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

Eugene Sarafin, 628 South Main Street – Congratulations to Council. It is wonderful to see Council and Staff get along and run the town as a business

Keith LeProvost, - Asked Council to write a letter explaining the discolored water at the Housing Authority.

There being no further comments, Mayor Quattrone closed the public comment period.

Mayor/Council/Administrative Comments and Committee Reports

Councilmember Bluth – She attended a League Legislative Committee meeting. Some bills that are being considered: 1) Sending Parking tickets by mail. 2) Creditors to maintain vacant property and must maintain interior of vacant property as well.

Councilmember Montferrat – HPC minutes will be updated on the website. They are also looking for new members to fill vacant position on HPC.

Councilmember Misiura – Environmental Commission postponed their meeting because of the weather.

Councilmember Kurs – Thanked Borough Employees for their preparedness during the blizzard (DPW, Police Department, Fire Department and EMS); Fire truck needed to support Regional Response; Ambulance vehicle totaled from accident. They are putting together specs for bid. The cost should be covered by insurance.

Mayor Quattrone – Thank you to Gene Sarafin. Keith LeProvost, Look into water issue.

February 2, 2015

Borough Administrator, Henry Underhill – In regards to the water bills containing the old address – New water bills are being printed with the new rates. The new bills will have the 156 Bank Street address.

Resolution 2015-62 Authorizing a Meeting Which Excludes the Public

Councilmember Misiura moved Resolution 2015-62. Councilmember Kurs seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

Councilmember Misiura moved to adjourn into Executive Session at 9:15 p.m. Councilmember Hansen seconded. All Ayes.

Respectfully Submitted,

Peggy M. Riggio
Acting Deputy Clerk