

**Meeting Minutes  
Hightstown Borough Council  
Business Meeting  
March 21, 2016  
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:01 pm 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: Margaret (Peggy) Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator; Fred Raffetto, Borough Attorney.

**EXECUTIVE SESSION**

**Resolution 2016-74** – Authorizing a Meeting Which Excludes the Public

Councilmember Montferrat moved Resolution 2016-74; Council President Hansen seconded.

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

Resolution adopted 5-0.

Resolution 2016-XXX

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

**AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on April 4, 2016 directly following the general meeting in the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Litigation – Unidad

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: July 4, 2016, or when the need for

confidentiality no longer exists.

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

Mayor Quattrone called the public meeting to order at 7:37 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed Roll Call.

George Lang, CFO, arrived at this time and is now present.

### **APPROVAL OF AGENDA**

Mayor Quattrone requested that Affordable Housing and Unidad Parade Permit be added to the Executive Session.

Councilmember Bluth moved the agenda as amended; Councilmember Montferrat seconded.

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

Agenda approved as amended 5-0.

### **APPROVAL OF MINUTES**

Councilmember Bluth moved the February 16, 2016 business meeting minutes for approval, Council President Hansen seconded.

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

Minutes approved 5-0.

Council President Hansen moved the March 2, 2016 budget meeting minutes for approval, Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen,

Minutes approved 5-0.

### **PUBLIC COMMENT**

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

Eugene Sarafin, 628 South Main Street – Commented that he was happy to see that Council will be moving their meetings to the firehouse. He also stated that he was happy that that Council was approving the right-of-way for Fernando's.

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

### **ORDINANCES**

**2016-07 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 7, Entitled “Traffic”, Section 9, Entitled “Temporary Parking Prohibition for snow Plowing and Removal”, of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”.**

Mayor Quattrone opened the public hearing on Ordinance 2016-07 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Stated that he thinks this is a good ordinance. Thanked Council for adopting it.

There being no further comments, Mayor Quattrone closed the public hearing.  
 Council President Hansen moved Ordinance 2016-07 for adoption; Councilmember Montferrat seconded.  
 Roll Call Vote: Councilmembers Bluth, Hansen, Misiura, Montferrat and Stults voted yes.  
 Ordinance adopted 5-0.

ORDINANCE 2016-07  
 BOROUGH OF HIGHTSTOWN  
 COUNTY OF MERCER  
 STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7, ENTITLED “TRAFFIC”, SECTION 9, ENTITLED “TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

**WHEREAS**, the Public Works Superintendent has recommended that certain streets in the Borough prohibit parking during snowfalls to permit the plowing and removal of snow; and

**WHEREAS**, the Borough Council has reviewed and concurs with these recommendations.

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

Section 1. Chapter 7 “Traffic”, Section 9, entitled “Temporary Parking Prohibition for Snow Plowing and Removal” is hereby amended as follows (underline for additions, strikethroughs for deletions):

**Section 7-9**

**TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL**

**Subsections:**

**7-9-1 Temporary Parking Prohibition for Snow Plowing and Removal.**

**Subsection 7-9-1 Temporary Parking Prohibition for Snow Plowing and Removal.**

a. Whenever, snow has fallen and the accumulation is such that it covers the streets or highways, an emergency shall exist and no vehicle shall be parked on the streets or highways or portions thereof indicated.

The above parking prohibition shall remain in effect after the snow has ceased until the streets have been plowed sufficiently and to the extent that parking will not interfere with the normal flow of traffic.

b. An unoccupied vehicle parked or standing in violation shall be deemed a nuisance and a menace to the safe and proper regulation of traffic and any police officer may provide for the removal of such vehicle. The owner shall pay the reasonable costs of the removal and storage which may result from such removal before regaining possession of the vehicle.

<b>Name of Street</b>	<b>Sides</b>	<b>Location</b>
Academy Street	Both	From Bank Street to Mercer Street
Bank Street	Both	From North Main Street to Academy Street

<a href="#">Church Street</a>	Both	<a href="#">From Rogers Avenue to Stockton Street</a>
<a href="#">Clinton Street</a>	Both	<a href="#">From Cole Avenue to Maxwell Avenue</a>
<a href="#">Cole Avenue Both</a>		<a href="#">From Franklin Street to Clinton Street</a>
East Ward Street	Both	From Maxwell Avenue to South Main Street
<a href="#">First Avenue Both</a>		<a href="#">From Summit Street to Outcalt Street</a>
<a href="#">Forman Street</a>	Both	<a href="#">Entire Length</a>
Harron Avenue	Both	From Morrison Avenue to Stockton Street
<a href="#">Joseph Street Both</a>		<a href="#">Second Avenue to Stockton Street</a>
Morrison Avenue	Both	From Hausser Avenue to Academy Street
Oak Lane Both		From Stockton Street to Lincoln Avenue
<a href="#">Outcalt Street</a>	Both	<a href="#">From Morrison Avenue to Rogers Avenue</a>
<a href="#">Purdy Street Both</a>		<a href="#">Entire Length</a>
<a href="#">Reed Street Both</a>		<a href="#">Mechanic Street to Rev. William L. Powell Drive</a>
Rogers Avenue	Both	From Stockton Street to Mercer Street
<a href="#">Second Avenue</a>	Both	<a href="#">From Joseph Street to Outcalt Street</a>
South Street Both		From South Main Street to Mercer Street
Summit Street	Both	From Stockton Street to Mercer Street
Ward Street Both		From Mercer Street to South Main Street
Westerlea Avenue	Both	From Leshin Lane to Grape Run Road
<a href="#">William Street</a>	Both	<a href="#">From North Main Street to Cranbury Station Road</a>

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.

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.

**2016-09 Final Reading and Public Hearing – Establishing the Salary Range for Police Chief of the Borough of Hightstown**

Mayor Quattrone opened the public hearing on Ordinance 2016-09 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Stated that he is all for this ordinance.

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

Councilmember Misiura moved Ordinance 2016-09 for adoption; Councilmember Stults seconded.

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

Ordinance adopted 5-0.

Ordinance 2016-09

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

**ESTABLISHING THE SALARY RANGE FOR POLICE CHIEF OF THE BOROUGH OF  
HIGHTSTOWN**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown, as follows:

**Section 1.** The following rate of compensation for Police Chief of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Police Chief	\$115,000.00	\$135,000.00

**Section 3.** This Ordinance shall take effect after final passage and publication as provided by law.

**Section 4.** The salary range established in this ordinance supersedes any established for the same position in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

**RESOLUTIONS**

**Resolution 2016-75 Authorizing Payment of Bills**

Councilmember Stults requested that Item # G0171 be pulled from the bill list and voted on separately.

Councilmember Stults moved Resolution 2016-75 without Item #G0171; Council President Hansen seconded.

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

Councilmember Montferrat moved Item #G0171 for payment; Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Misiura and Montferrat voted yes. Councilmember Stults abstained.

Resolution adopted 4-0 with 1 abstention.

Resolution 2016-75

*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 CFO in the amount of \$906,855.01 from the following accounts:

Current		\$810,337.12
W/S Operating		90,136.89
General Capital		780.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		735.00
Housing Trust		1,666.00
Animal Control		0.00
Law Enforcement Trust		3,200.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$906,855.01</u>

**Resolution 2016-76 Authorizing Renewed Shared Services Agreement with East Windsor Township for Senior Center**

Council President Hansen moved Resolution 2016-76; Councilmember Montferrat seconded.

Borough Administrator, Henry Underhill, reviewed the contract and explained the increase.

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

Resolution adopted 5-0.

Resolution 2016-76

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

**AUTHORIZING RENEWED SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR SENIOR SERVICES**

**WHEREAS**, with the adoption of Resolution 2015-117 on April 20, 2015, the Borough Council approved a Shared Services Agreement with the Township of East Windsor for the provision of Senior Services for the period March 1, 2015 through February 29, 2016 at a cost of Twenty-Seven Thousand Six Hundred Six Dollars and Eighty-three Cents (\$27,606.83) for the 12-month period; and

**WHEREAS**, the parties desire to enter into a successor agreement to continue the provision of Senior Services to the Borough by the Township of East Windsor through February 28, 2017; 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 Mayor and Council have reviewed the proposed Shared Services Agreement for Senior Services for the period March 1, 2016 through February 28, 2017; and

**WHEREAS**, the Borough's net share of costs for these services, by the terms of this agreement, for the period March 1, 2016 through February 28, 2017 will be Thirty Thousand Five Hundred Twenty-Five Dollars and Ninety-Seven Cents (\$30,525.97) for this 12-month period; and

**WHEREAS** it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2016 and 2017 budgets;

**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 East Windsor for Senior Services for the period March 1, 2016 through February 28, 2017 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2016 and 2017 budgets.

**Resolution 2016-77 Authorizing an Agreement with Fernando's Grille for Use of Public Right-of-Way**

Councilmember Bluth moved Resolution 2016-77; Councilmember Misiura seconded.

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

Resolution adopted 5-0.

Resolution 2016-77

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

**AUTHORIZING AN AGREEMENT WITH FERNANDO'S GRILLE FOR USE OF  
PUBLIC RIGHT-OF-WAY**

**WHEREAS**, Fernando's Grille (referenced herein as the "Applicant"), having an address of 173 Mercer Street, Hightstown, New Jersey, is a tenant in the property known and designated as Block 56, lot 32.01 on the Hightstown Borough Tax Map (referenced herein as the "property"), which is adjacent to Mercer Street; and

**WHEREAS**, the Applicant conducts a restaurant at the property known as the "Fernando's Grille", and has requested permission to place tables and chairs outside of its business for the exclusive use of patrons of the Fernando's Grille and to conduct normal business activities associated with the Fernando's Grille within the said area; and

**WHEREAS**, the area adjacent to the property encompasses a certain right-of-way area owned by the State of New Jersey (referenced herein as the "State"); and

**WHEREAS**, the State, through the New Jersey Department of Transportation (referenced herein as the "D.O.T."), has advised the Borough that there are no permits required from, nor is there any other formal process necessary through, the State in order for the Applicant to install the desired outdoor tables and chairs or to conduct normal business activities within the area in question, which encompasses part of the right-of-way area owned by the State; and

**WHEREAS**, rather, the State, through the D.O.T., has advised the Borough that such approval is a local matter to be handled by the Borough so long as the proposed outdoor tables, chairs and/or other equipment do not block and/or interfere with pedestrian traffic; and

**WHEREAS**, the Borough is willing to allow the Applicant to utilize the area in question upon the terms and conditions set forth in the Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown, that the Borough hereby permits the Applicant to utilize the area in question for the uses referenced above in consideration of the mutual promises and covenants set forth in the Agreement, and the Mayor and Borough Clerk are hereby authorized to execute said Agreement on behalf of the Borough.

**Resolution 2016-78 Award East Ward Street Engineering Design and Construction Inspection Services**

Councilmember Montferrat moved Resolution 2016-78; Councilmember Bluth seconded.

Borough Administrator, Henry Underhill, explained that the Borough had established a “pool” of engineers for projects such as this. Van Cleef Engineering was the low bidder from the pool. We will introduce the bond ordinance at the next meeting to fund the project.

Councilmember Stults stated that this is the first project in which we are using an engineer from the “pool”. He was happy to point out that by using the pool and bidding the project, the Borough is saving \$20,000.

Councilmember Bluth stated that she is happy to see another engineer doing work for the Borough.

Mayor Quattrone commented that using the pool of engineers is good business.

Councilmember Misiura commented that since this is the first time we are using Van Cleef Engineering, he would ask that Mr. Underhill and Mr. Lang monitor the project to make sure what are getting the services we expected.

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

Resolution adopted 5-0.

Resolution 2016-78

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

**AWARDING A CONTRACT FOR ENGINEERING DESIGN AND INSPECTION  
SERVICES FOR THE REHABILITATION OF EAST WARD STREET**

**WHEREAS**, Hightstown Borough solicited proposals from the Engineering Pool for engineering design and inspection services and recommendations for payment to the contractor for the Rehabilitation of East Ward Street; and

**WHEREAS**, the proposal submitted by Herbert J. Seeburger, Jr. of Van Cleef Engineering Associates of Hamilton, New Jersey was the lowest proposal received; and

**WHEREAS**, the proposal submitted contained a cost not to exceed \$14,250.00 for design/bid services and a cost not to exceed \$22,750.00 for contract administration/inspection services for a total not to exceed amount of \$37,000.00; and

**WHEREAS**, this project is partially funded by the New Jersey Department of Transportation Municipal Aid Grant in the amount of \$300,000.00; and

**WHEREAS**, the Borough Administrator and Purchasing Agent have reviewed the proposal and recommend that the contract for engineering design/bid and contract administration/inspection services for the Rehabilitation of East Ward Street be made to Van Cleef Engineering Associates in the amount of \$37,000.00; and

**WHEREAS**, the award of this contract is contingent upon funds being made available for this expenditure through the adoption of a bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the contract for engineering design/bid and contract administration/inspection services for the Rehabilitation of East Ward Street, be awarded to Van Cleef Engineering Associates of Hamilton, New Jersey for an amount not to exceed \$37,000.00.

**CONSENT AGENDA**

**Consent Agenda – Resolutions 2016-79, 2016-80, 2016-81, 2016-82, 2016-83, 2016-84, 2016-85**

Council President Hansen moved the consent agenda; Councilmember Stults seconded.

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

Resolutions adopted 5-0.

Resolution 2016-79

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

**DESIGNATING SATURDAY, APRIL 23, 2016 AS  
ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN**

**WHEREAS**, it is widely reported as historical fact that, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, the Borough is a designated Tree City USA by the Arbor Foundation; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, raw material for sculpture and painting and limitless works of art, and source materials for countless other wood products; and

**WHEREAS**, trees in our Borough increase property values, enhance the economic vitality of business areas, and beautify our community and spiritual renewal; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 23, 2016, as **ARBOR DAY** in the Borough of Hightstown and to observe this occasion a tree planting ceremony will take place on this day in Memorial Park;

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Hightstown, that all residents and members of our community are urged and encouraged to support efforts to protect our trees, walkways, riparian banks and woodlands throughout our Borough and our surrounding environment;

**BE IT FURTHER RESOLVED** that all residents and members of our community are urged and encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

Resolution 2016-80

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

**RECOGNIZING NATIONAL POISON PREVENTION WEEK (MARCH 20 - 26, 2016)**

**WHEREAS**, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially poisonous medicines, household chemicals, and other substances; and

**WHEREAS**, poison centers across the country will focus the public's attention on identifying poisoning hazards at home as well as learning ways to prevent poisoning emergencies; and

**WHEREAS**, unintentional poisoning is the leading cause of unintentional injury death in New Jersey; and

**WHEREAS**, approximately half of all reported poison exposures involve children five (5) years old and younger; and

**WHEREAS**, the majority of poisoning deaths occur in adults aged 20 to 59; and

**WHEREAS**, every poisoning is preventable! From the youngest to the oldest, all people and even pets are at risk.

**WHEREAS**, poison experts urge parents and caregivers to keep “single-load liquid laundry packets” out of sight and reach of young children, these products can cause serious harm if ingested; and

**WHEREAS**, consumers must be aware that e-cigarette devices, hookah pipes and liquid nicotine may contain very high doses of nicotine in enticing colors, aromas, and flavors – increasing the likelihood that small children and pets will be drawn to them. These products pose serious risk of poisoning; and

**WHEREAS**, the New Jersey Poison Information and Education System (NJPIES), a division of the Department of Emergency Medicine of the New Jersey Medical School of Rutgers, The State University of New Jersey, provides free, expert medical advice, drug information, and poison prevention education to NJ residents through the 800-222-1222 Poison Help Hotline; and

**WHEREAS**, all services are free, confidential, multilingual and available 24 hours a day, 7 days a week, 365 days a year even during bouts of Mother Nature; and

**WHEREAS**, poison centers save time and money by managing most cases at home, not requiring a visit to an emergency room; and

**WHEREAS**, NJ Poison Experts encourage all residents to program the Poison Help Line 800-222-1222 into home, office, and cell phones because a rapid response can make a difference in preventing serious injury and saving lives; and

**WHEREAS**, NJPIES is involved with the state’s efforts in homeland defense, counter-terrorism, emergency preparedness and response, and bio surveillance, and surveillance for clusters of poisonings and their sources (products, food and beverages, chemicals in the workplace and at home, environmental toxins, drugs and medicine, and animal and insect bites and stings; and

**WHEREAS**, the use of poison center services saves residents both time and money. Most cases are managed in the convenience of the caller’s home, requiring no hospital visit.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council, of the Borough of Hightstown do hereby recognize the week of March 20-26, 2016 as National Poison Prevention Week in New Jersey and encourages all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.

Resolution 2016-81

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

**RECOGNIZING MARCH 2016 AS AMERICAN RED CROSS MONTH**

**WHEREAS**, Hightstown Borough has a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our Everyday Heroes – those selfless Red Cross volunteers and donors who give of their time and resources to help community members; and

**WHEREAS**, these heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning, or choking. They enable children around the globe to be vaccinated from measles and rubella; and

**WHEREAS**, the American Red Cross depends on local heroes to deliver help and hope during a disaster. We

applaud our heroes here in Hightstown Borough who give of themselves to assist their neighbors when they need a helping hand; and

**WHEREAS**, across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict, or migration.

**WHEREAS**, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of Hightstown Borough that Hightstown Borough does recognize March 2016 as American Red Cross Month and encourages all Americans to support this organization and its noble humanitarian mission.

Resolution 2016-82

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

**AUTHORIZING A CHANGE TO THE MEETING LOCATION OF THE BOROUGH  
COUNCIL FOR THE REMAINDER OF 2016**

**WHEREAS**, with the adoption of Resolution 2016-14 on January 1, 2016, the Borough Council set the Borough Council meeting location as the First Aid Building located at 168 Bank Street; and

**WHEREAS**, the Borough Council finds that the location of the Hightstown Engine Co. #1 Firehouse Hall located at 140 N. Main Street would be better suited for said Borough Council meetings; and

**WHEREAS**, the Hightstown Engine Co. #1 has confirmed availability of the Firehouse Hall for use by the Borough Council for their public meetings; and

**WHEREAS**, the Borough Clerk shall publicly advertise a notice of said change to reflect the new meeting location; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that effective with the April 4, 2016 Borough Council meeting, said meetings of the Borough Council shall be held at the Hightstown Engine Co. #1 Firehouse Hall located at 140 N. Main Street in Hightstown; and

**BE IT FURTHER RESOLVED** that the Borough Clerk shall publicly advertise said notice of the meeting change location and the same shall be posted on the Borough website and Borough Clerk's bulletin board in Borough Hall.

Resolution 2016-83

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

**AUTHORIZING PAYMENT # 7 FINAL – LUCAS CONSTRUCTION GROUP, INC.  
(2014 ROAD IMPROVEMENT PROGRAM)**

**WHEREAS**, on April 20, 2015 the Borough Council awarded a contract for the 2014 Road Improvement Program to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$1,598,913.21; and

**WHEREAS**, through multiple change orders the final cost of the contract has been reduced to \$1,568,905.30; and

**WHEREAS**, the contractor has submitted payment request #7 Final in the amount of \$31,378.11 which includes retainage; and

**WHEREAS**, the amount of this payment for general construction in the FY2013 phase is \$19,598.24 and the FY2014 phase is \$11,779.87; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #7 Final to Lucas Construction Group, Inc. in the amount of \$31,378.11; and

**WHEREAS**, the Borough Attorney has reviewed the close-out documents to the contract and found them to be acceptable; and

**WHEREAS**, the CFO has certified that funds are available for this expenditure.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Payment Request No. 7 Final to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$31,378.11 is hereby approved as detailed herein, and the CFO is authorized to issue same.

Resolution 2016-84

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS  
PRIOR TO ADOPTION OF THE 2016 BUDGET**

**WHEREAS**, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2016 temporary budget; and

**WHEREAS**, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

**WHEREAS**, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

**WHEREAS**, the total emergency temporary appropriations in resolutions adopted in the year 2016 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	577,126.00	40,000.00	<b>617,126.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service - Current	0.00	0.00	<b>0.00</b>
Water/Sewer	724,386.00	125,000.00	<b>849,386.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>1,301,512.00</b>	165,000.00	<b>1,466,512.00</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2016 budget under the same title as written herein;

3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Treasurer.

Resolution 2016-85

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

**AUTHORIZING A TRANSFER OF FUNDS IN THE 2015 BUDGET**

**Whereas**, N.J.S.A. 40A:4-59 provides that the governing body may authorize a transfer of funds in the budget during the first three months of the following year.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2015 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
<b>Gasoline</b>		
Other Expenses	\$ 10,000.00	\$ -
<b>Police, Fire Radio Communications</b>		
Salaries and Wages	5,000.00	
<b>Uniform Fire Safety Act</b>		
Salaries and Wages	3,000.00	
Landfill Tipping Fees		
Other Expenses	9,000.00	
<b>Tax Collector</b>		
Salaries and Wages		1,500.00
<b>Police</b>		
Salaries and Wages		7,000.00
<b>Legal Services and Costs</b>		
Other Expenses		7,500.00
<b>Buildings and Grounds</b>		
Salaries and Wages		1,000.00
<b>Snow Removal</b>		
Other Expenses		10,000.00
	<hr/>	<hr/>
<b>TOTALS</b>	<b>\$ 27,000.00</b>	<b>\$ 27,000.00</b>

## **PUBLIC COMMENT PERIOD II**

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

Eugene Sarafin, 628 South Main Street – Updated everyone on Walter Sikorsky’s condition. Said that Walter was doing well and would be moving into Meadow Lakes next week. He went on to say that it was nice to see Hightstown’s government function and that the Federal and State Government could learn something from Hightstown. He thanked Council.

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

## **DISCUSSION**

### **A-Frame and Projection Sign Ordinance**

Planning Board worked with George Chin, Construction Official, regarding placement and sign regulations. It was decided that if a business has a projection sign that an A-Frame sign would not be permitted. The hope is that this will limit A-Frame signs in town. Discussion ensued. Councilmember Bluth commented that she would like she to add different language to the beginning of the ordinance. Borough Attorney, Fred Raffetto, commented that new language to introduce the ordinance can be added. After further discussion, Council agreed to introduce the ordinance at the April 4, 2016 meeting.

## **SUBCOMMITTEE REPORTS**

### **New Fire Truck**

Mr. Underhill stated that the Fire Company went to inspect the new fire truck. The truck should be ready by the beginning of June.

### **Memorial Day Parade**

Mayor Quattrone updated Council on this year’s Parade. He has two names for Grand Marshall. They are planning the same route as last year. He commented that Council has requested that they march in the parade rather than sitting on the Grand Stand. This is being discussed with the committee.

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

### **Councilmember Stults**

**Downtown Hightstown** – Downtown Hightstown has not met since the last Council meeting. The donations for the flower baskets are coming in and the baskets will be placed around town soon. Byrne Deli will be having an official opening soon. He and the Mayor will be having a meeting with Downtown Business Owners regarding parking issues and enforcement.

**Construction Office** – Inspections are ongoing. Dave Bell has been informing residents about the process for bulk garbage pickup. Councilmember Stults ended by encouraging residents to let the Construction office know if something looks out of place so we can look into problems.

### **Councilmember Bluth**

**Cultural Arts Commission** – The Empty Bowl Fundraiser that they sponsored on March 12<sup>th</sup> was a success. Local restaurants donated the soup and about 130 people attended. Their next meeting is the 3<sup>rd</sup> Wednesday in April.

**Parks & Recreation Commission** – Their annual planning meeting is scheduled for Saturday March 26<sup>th</sup>.

### **Councilmember Montferrat**

**Harvest Fair** – He attended the committee meeting on March 15<sup>th</sup>. Plans are underway and registration will be opening up soon.

**Latino Festival** – Plans are underway for this year's festival.

**Sleeper Stones** – The Sleeper Stones in town have been approved and are on the State Register. The State has submitted the paperwork to Washington to try and get them on the National Register.

### **Councilmember Misiura**

**Planning Board** – State Preservation Office gave a presentation on Historic Preservation Ordinances. The Planning Board is working on our Historic Preservation Ordinances. There are a lot of issues with the ones that we have on the books now. Ultimately, Council will need to approve the ordinance. There are a lot of moving parts to the ordinance so it may be a while before it gets to Council.

He is very impressed with the new Planning Board Attorney. He looks forward to working with her and believes she will be a great addition to our legal team.

**Property Tax Reward Program** – Borough Planner, Tamara Lee, brought this program to the attention of the Borough. The way the program works is a resident makes a purchase at a participating business and presents the property card to get a discount. You do not get the discount on the spot. The business sends a percentage of the sale to the Borough which will be credited to your property tax bill. Mr. Underhill will look into the program and report back to Council at the next meeting.

### **Council President Hansen**

**Housing Authority** – She could not make the last meeting.

**Water/Sewer** – Has a meeting coming up and she will update at the next Council Meeting.

**Boards and Committees** – Proposed having a different board or committee attend each Council Meeting. They could come and report to Council about upcoming events for their committee. She believes that the public would enjoy this.

### **Mayor Quattrone**

**First Aid Pancake Breakfast** – Attended the annual breakfast. As always it was a great time and it is a wonderful opportunity to meet people.

**Mercer County Women of Achievement Award** – Stacey Judge and 4 other women received this award. He attended the dinner where over 200 people attended. He commented on how dedicated Stacey was to her work and how she is an asset to our community.

### **George Lang, CFO**

**Budget Meeting** – The next meeting is scheduled for March 24<sup>th</sup>.

**Henry Underhill, Borough Administrator**

**Budget** – Next meeting is March 24<sup>th</sup>. We should be ready to introduce the Budget at the April 4<sup>th</sup> meeting.

**ADJOURNMENT**

Council President Hansen motioned to adjourn at 8:33 pm.. Councilmember Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk