

**Meeting Minutes**  
**Hightstown Borough Council**  
**Borough Hall Workshop Meeting**  
**March 28, 2013**  
**6:30 pm**

The meeting was called to order by Council President Quattrone at 6:32 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."

Council President Quattrone reminded the public that they should wait to be called for public coment and that they are not to interrupt Council discussion.

The Flag Salute was followed by roll call.

	PRESENT	ABSENT
<i>Councilmember Bibens</i>	✓	
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Thibault</i>	✓	
<i>Councilmember Woods</i>	✓	
<i>Mayor Kirson</i>		✓

Also in attendance: Debra Sopronyi, Borough Clerk; Michael Theokas, Borough Administrator; James LeTellier, Police Director; and Dawson Bloom, Project Manager.

Councilmember Woods moved the agenda for approval, Councilmember Doran seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Agenda approved, 6-0.

Council President Quattrone opened the Public Comment Period and there being no comments, the public comment period was closed.

Dawson Bloom, Project Manager gave an update detailing the bid results for site work and a modular police unit. He recommended that the contract be awarded to the low bidder for the site work as soon as the bond ordinance is available. He noted that the bid is lower than the previous bid, and if Administration goes to the Mercer Street property the price would be even lower. Mr. Bloom then noted that the only bidder on the modular unit for the police is the same low bidder on the first bid. If Council decides that they are going to move the police, this contract should also be awarded after the bond ordinance is available as well.

There was discussion regarding leasing the custom unit for the police, including cots and term of the rental; actual cost of the site work versus the Engineer's estimate and possible reduction in cost; and rejecting the bid and negotiating the cost with the vendor. Mr. Bloom reviewed the previous bids on these projects, and the timeline for negotiations and project completion.

Council President Quattrone recused himself from discussion regarding the Mercer Street property, and turned the meeting over to Councilmember Bibens during his absence.

Mr. Bloom advised Council that lease for the property at 100-102 Mercer Street is currently being negotiated through the Borough Attorney and the required renovation costs are forthcoming. If everything falls into place, the lease should be effective June 1, 2013; however if the lease goes awry, the lease of modular units is still pending. We cannot award anything until eh ordinance becomes effective, which is April 29<sup>th</sup>. There was discussion regarding available storage space at the Mercer Street location.

Council President Quattrone returned to the meeting.

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Dawson Bloom advised Council that the insurance policy evaluation has been completed and he is putting together a summary so Council can discuss the insurance negotiations in executive session and decide how to move forward. He has also re-engaged FEMA to evaluate what part they will play in the process and what to expect. There was discussion regarding flood mitigation grants and present applications now available for Hurricane Sandy.

Mr. Bloom also advised that he is working with the Clerk and Administrator and the process has already begun to improve; he is also working with the Police Director to be prepared to move their communications to the new temporary location should Council decide to move ahead.

Councilmember Thibault inquired as to what is being done about addressing the deficiencies at the temporary police facilities. Mr. Theokas advised that the ventilation system in the processing room needs to be hooked up to the electricity, at an estimated approximate cost of \$2,500.00; a full asbestos report is forthcoming and will be sent to PEOSHA for approval; the air quality evaluation is being scheduled and should be completed in a couple weeks; the bank is hiring a plumber for the plumbing issue; and the Temporary CO will be issued once the fire detectors are complete. The Borough Attorney advised that he has sent the requested letter to the bank notifying them that the Borough has no interest in purchasing the property.

Mr. Theokas asked Council for guidance and approval to expend the funds to hook up the ventilations system in the processing room at the police department. Councilmember Thibault moved that the ventilations system be hooked up at the temporary police department facility, Councilmember Bibens seconded.

Council President Quattrone called for a roll call vote on the motion.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Motion approved, 6-0; Mr. Theokas was directed to make arrangements to have the ventilation system hooked up.

There was discussion regarding the processing room ventilation and the specialization of the unit. Mr. Theokas advised that PEOSHA will be performing the air quality tests at no cost to the Borough; Councilmember Thibault requested that a benzene air quality test be performed and Mr. Theokas noted that he would speak to PEOSHA on the matter. The Police Director advised that a concrete pad is needed for the generator at the facility.

Mr. Bloom advised that the insurance summary is forthcoming and will be discussed in executive session on Monday. There was discussion regarding the information, analysis, coverage and insurance policy.

Councilmember Thibault inquired of Mr. Bloom as to how it was working out going through Councilmember Woods as the Council contact. Dawson replied that at present it is going well, but when the project gets moving it will be necessary for decisions to be made and answers given on a daily basis. Council President Quattrone reminded Council of the importance of the bond ordinance in the process and that if they have any questions to contact Mr. Theokas. Mr. Theokas also reminded Council that it will be necessary for them to approve each step of the project.

Councilmember Bibens moved to adjourn at 7:50 pm, Councilmember Doran seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC  
Borough Clerk