

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
August 18, 2014
6:30 pm**

The meeting was called to order by Mayor Kirson at 6:31 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 Quattrone</i>	✓	
<i>Councilmember Thibault</i>	✓	
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; James LeTellier, Police Director and Fred Raffetto, Borough Attorney.

Resolution 2014-172 Authorizing a Meeting Which Excludes the Public

Mayor Kirson asked that Police and Dispatch be added to resolution 2014-172 under Personnel.

Councilmember Kurs moved resolution 2014-172 as amended, Councilmember Quattrone seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-172

*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 August 18, 2014 at 6:30 p.m. in the First Aid Building located at 168 Bank 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:

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Contract Negotiations – Shared Services
Insurance (Borough Hall)
Union Contracts
Tomco
Enchantment
Personnel – Harassment Complaint
Dispatch
Police

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: November 18, 2014 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.

The public meeting was called to order by Mayor Kirson at 7:50 pm and he again read the Open Public Meetings Act statement.

The Flag Salute followed Roll Call.

Carmela Roberts, Borough Engineer had arrived during executive session and was now present; Police Director LeTellier has departed during executive session and returned to the meeting at this time; George Lang, CFO arrived at the meeting and was now present.

Mayor Kirson requested that resolution 2014-180, authorizing an agreement with Tomco Construction be added to the agenda. Councilmember Thibault requested that resolution 2014-177 be pulled from the consent agenda.

Councilmember Quattrone moved the agenda as amended for approval, Council President Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Agenda approved as amended 6-0.

Mayor Kirson announced that there is bad news, and there is good news; Sharon Lane, who has served as the Community Nurse for Hightstown for 18 years is retiring. She has done a fantastic job and will be missed. The good news is that the Borough has hired a new Community Nurse to take her place. He then turned over the introduction to Councilmember Thibault, Liaison to the Board of Health.

Councilmember Thibault noted that Sharon has done a great job, and the Board of Health feel that they have found a good replacement with Jamie Yates. Jamie previously worked at Capital Health Systems and has assisted with the clinics. He then bid farewell and good luck to Sharon, and welcome to Jamie.

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

Phyllis Deal, 305 Stockton Street – advised that the Animal Welfare Group will be meeting on Thursday and will discuss the Animal Welfare Committee ordinance; commented regarding the Governing Body meetings in New Brunswick.

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Eugene Sarafin, 628 S. Main Street – commented that the public should be made aware of what shared services are being discussed in executive session; the Borough Hall insurance is no big secret, the insurance owes the Borough \$2.5M.

Scott Caster, 12 Clover Lane – noted that he spoke to the Administrator about a maintenance issue, and it was immediately resolved; he thanked Mr. Underhill.

Fran Palumbo, 101 Main Street – commented that there is a rush of rats and mice coming from the lake; in the past the Borough has baited the lake, but they are not doing it now. The mice and rats are coming up to her restaurant and the bank; this matter needs to be addressed.

Mayor Kirson noted that he will look at the situation tomorrow. Phyllis Deal commented that the feral cat colony in the area is gone and that may be a contributing factor.

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

Habitat for Humanity Developer's Agreement

Carmela Roberts, Borough Engineer, noted that Habitat for Humanity is building two duplexes on South Academy Street and have their Planning Board approvals. They have requested three modifications to the standard developer's agreement; they would like to be able to build on Sundays since their crew is made up of volunteers and most of their work is done on the weekends; they would like four years to complete the project instead of the normal two in an agreement; and they would like the responsibility for the work on the property to end when the certificate of occupancy is issued, rather than being held responsible for an additional two years. She then noted that the requirements can be waived by Council; but she recommends that the two year maintenance responsibility should remain in the agreement to protect the Borough.

There was discussion regarding previous projects in the Borough and the point at which the final release become effective. The Council agreed with the Engineer's recommendation and requested that she bring the developer's agreement forward for approval at the next meeting.

Ordinance 2014-15 Final Reading and Public Hearing An Ordinance Amending the Salary Range for Borough Administrator of the Borough of Hightstown

Mayor Kirson opened the public hearing on ordinance 2014-15 and the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – commented that he agrees with the ordinance and thinks the Administrator is doing a good job.

Scott Caster, 12 Clover Lane – commented that he supports this ordinance and believes the title should have a salary of \$130,000 for full time.

Council President Bluth moved ordinance 2014-15 for adoption, Councilmember Quattrone seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura and Quattrone voted yes. Councilmember Thibault voted no.

Ordinance adopted 5-1.

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Ordinance 2014-15

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

**AN ORDINANCE AMENDING THE SALARY RANGE FOR BOROUGH ADMINISTRATOR
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 Borough Administrator of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Borough Administrator	\$40,000.00	\$80,000.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be effective July 25, 2014.

Section 4. The salary range established in this ordinance supersede 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.

Resolution 2014-173 Authorizing the Payment of Bills

Council President Bluth moved resolution 2014-173, Councilmember Kurs seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-173

*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 \$28,7033.10 from the following accounts:

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Current		\$71,652.00
W/S Operating		201,121.82
General Capital		8,967.88
Water/Sewer Capital		0.00
Grant		1,600.00
Trust		1,234.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		712.90
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>1,744.50</u>
Total		<u>\$287,033.10</u>

Resolution 2014-174 Establishing Policies and Procedures for the Use of Procurement Cards and Authorizing the Execution of a Corporate Card Program Linking Authorization Contract with the State of New Jersey and Other Documentation as Required to Implement a Procurement Card Program for the Borough of Hightstown

The Borough Clerk/Qualified Purchasing Agent gave an explanation of a Procurement Card Program and the State Contract. There was discussion and it was commented that this is something the Borough should be doing.

Councilmember Hansen moved resolution 2014-174, Council President Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-174

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

**ESTABLISHING POLICIES AND PROCEDURES FOR THE USE OF
PROCUREMENT CARDS AND AUTHORIZING THE EXECUTION OF A
CORPORATE CARD PROGRAM LINKING AUTHORIZATION CONTRACT WITH
THE STATE OF NEW JERSEY AND OTHER DOCUMENTATION AS REQUIRED**

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TO IMPLEMENT A PROCUREMENT CARD PROGRAM FOR THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Qualified Purchasing Agent has recommended that procurement cards be utilized where appropriate for purchases of and/or for the Borough of Hightstown; and

WHEREAS, the use of procurement cards can be a highly beneficial tool for local governments looking to further utilize e-commerce and strengthen their purchasing controls; and

WHEREAS, the rules adopted by the Local Finance Board governing the use of procurement cards are set forth in N.J.A.C. 5:30-9A; and

WHEREAS, the law, N.J.S.A. 40A:5-16(c) establishes the specific circumstances when procurement cards can be used; and

WHEREAS, the Chief Finance Officer and Borough Administrator agree with the Qualified Purchasing Agent recommendation.

WHEREAS, the Mayor and Borough Council find that a procurement card program would be beneficial to the Borough and wish to authorize their use and establish policy and procedures for their use as required by law; and

WHEREAS, the Mayor and Council also wish to authorize the Qualified Purchasing Agent to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Hightstown.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby adopts the following policies and procedures for the use of procurement cards for purchases of and/or for the Borough of Hightstown and that the policies and procedures for the use of procurement cards as stated herein shall be included in the Hightstown Borough Purchasing Manual:

PROCUREMENT CARDS

A. How Procurement Cards Can Be Used

1. P-Cards can be utilized for tangible supplies or non-tangible items under the following conditions:
 - a. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices. (N.J.S.A. 40A:5-16(c)(1))
 - i. Advance payment is required by the vendor
 - ii. Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required
 - iii. The QPA, CFO or Borough Administrator has approved such item for purchase from a particular vendor
 - b. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.S.A. 40A:5-16(c)(2))
 - i. An order is placed from computer to computer, such as on the Internet or similar computer network
 - ii. Vendor requires immediate payment

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- iii. The Qualified Purchasing Agent (QPA) has approved such item for purchase from a particular vendor.
 - c. When certification is not obtainable (N.J.S.A. 40A:5-16(c)(3))
 - i. Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services
 - 2. Transactions cannot exceed the amount designated and authorized.
 - 3. P-Cards cannot be used for the purchase of items or services of a personal nature for employees, volunteers or officials.
- B. Procurement Card Program Oversight
- 1. The Qualified Purchasing Agent (QPA) shall serve in the capacity of program manager if one is so employed and appointed as QPA by the Borough. If the Borough has not appointed a Qualified Purchasing Agent, the Chief Finance Officer (CFO) shall serve in the capacity of program manager. The program manager shall be responsible for day-to-day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users.
 - 2. The role of a program manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
 - 3. Should the program manager not hold a QPA certification, the maximum threshold on P-Card transactions shall not exceed 15% of the Borough's bid threshold.
 - 4. The program manager and CFO shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services as well as other Local Public Contract Law requirements.
 - 5. The Borough Administrator, CFO and program manager shall receive training in all aspects of the system.
 - 6. The program manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use; as well as engage in any other oversight or management duties required to ensure their proper utilization.
 - 7. P-Cards must be issued in the name of a specific individual upon completion of the requisite training, and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the local unit (or become ineligible for said coverage after being issued a P-Card). Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.
 - 8. P-Cards shall only be issued in the names of the program manager, CFO, and Borough Administrator. No other employee shall have a card issued in their name or authority to use the P-Card.
 - 9. The program manager, CFO, and Borough Administrator shall sign an acknowledgement of Procurement card training and agreement to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Borough in their personnel file.
 - 10. The Program Manager shall also ensure that:

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- a. all cards have imprinted on them both the users' names and the name of the local unit
 - b. the merchant code is accurate
 - c. Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
 - d. Program participants are aware of the program and approved vendors with whom the cards may be utilized, dependent upon contracts awarded by the governing body.
 - e. When applicable and bids are advertised, the bid documents include that the payments may be made by procurement card so the local unit receives in their bid prices any discount for timely payments.
11. Users shall expeditiously provide all receipts to the program manager, who will compare receipts to the computer-generated usage report provided by the card company. Returned material must be reported to the Program Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.
- C. Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

BE IT FURTHER RESOLVED that the Qualified Purchasing Agent is hereby authorized to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Hightstown.

Resolution 2014-175 Adopting a Purchasing Manual to Establish the Purchasing Policy and Procedures for the Borough of Hightstown

There was discussion and it was commented that this manual should go to all departments, including the Fire Department and First Aid.

Councilmember Quattrone moved resolution 2014-175, Councilmember Hansen seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-175

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

**ADOPTING A PURCHASING MANUAL TO ESTABLISH THE PURCHASING
POLICY AND PROCEDURES FOR THE BOROUGH OF HIGHTSTOWN**

WHEREAS, the Qualified Purchasing Agent has developed a Purchasing Manual to establish the purchasing policy and procedures for the Borough of Hightstown; and

WHEREAS, the adoption of such a Purchasing Manual will help to assure the Borough's purchasing

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policy and procedures are in compliance with Local Public Contract Law (N.J.S.A. 40A:11 et. seq.); and

WHEREAS, the Qualified Purchasing Agent recommends that the Hightstown Borough Council adopt the Purchasing Manual to implement the purchasing policy and procedures to assure compliance and improve efficiency for the Borough; and

WHEREAS, the Qualified Purchasing Agent recommends that the Purchasing Manual be distributed to all Department Heads with a directive that the policy and procedures contained therein are to be followed for all purchases of and/or for the Borough of Hightstown; and

WHEREAS, the Chief Finance Officer and Borough Administrator agree with the Qualified Purchasing Agent recommendations.

NOW, THEREFORE BE IT RESOLVED that the Council of the Borough of Hightstown hereby adopts a Purchasing Manual which contains the purchasing policy and procedures for the Borough of Hightstown and that said Purchasing Manual shall be distributed to all Department Heads with a directive that the procedures contained therein are to be followed for all purchases of and/or for the Borough of Hightstown.

Resolution 2014-177 Authorizing Receipt of Bids for Residential Trash Removal

Councilmember Quattrone moved resolution 2014-177, Council President Bluth seconded.

There was discussion regarding the specifications matching existing service and possible changes to the service. Council requested that a copy of the specifications be forwarded to them for review prior to advertising the bid.

Councilmember Quattrone moved that resolution 2014-177 be amended to include the word "Residential", Council President Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution amended 6-0.

Councilmember Quattrone moved resolution 2014-177 as amended, Council President Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-177

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

**AUTHORIZING RECEIPT OF BIDS FOR RESIDENTIAL TRASH REMOVAL AND
DISPOSAL**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to prepare specifications and advertise for bids for residential trash removal and disposal and that the Borough is authorized to receive same after proper advertisement.

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Resolution 2014-180 Authorizing the Execution of an Agreement with Tomco Construction, Inc. to Resolve Matters Associated with a Public Construction Project Known as “Water Main Extension Leshin Lane and Mercer Street.”

Councilmember Quattrone moved resolution 2014-180, Council President Bluth seconded.

Mayor Kirson gave the explanation that the Borough made an error in overpayment and there was a discrepancy in the balance owed the contractor; this resolution sets the payments for the contractor to reimburse the Borough.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolution adopted 6-0.

Resolution 2014-180

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

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
TOMCO CONSTRUCTION, INC., TO RESOLVE MATTERS ASSOCIATED WITH A
PUBLIC CONSTRUCTION PROJECT KNOWN AS “WATER MAIN EXTENSION
LESHIN LANE AND MERCER STREET.”**

WHEREAS, on or about April 5, 2010, following a publicly advertised bidding process, the Borough adopted Resolution No. 2010-84, which awarded a contract (the “contract”) to Tomco to complete a public construction project known as “Water Main Extension Leshin Lane and Mercer Street” (the “project”); and

WHEREAS, the work associated with the project has been completed by Tomco, and all necessary payments in furtherance thereof have been made by the Borough to Tomco; and

WHEREAS, subsequent to the close out of the project, the Borough determined that an overpayment was made to Tomco relating to the project; and

WHEREAS, the Borough and Tomco have reached an amicable understanding as to how Tomco shall repay the Borough for the said overpayment, which understanding is set forth in more detail in the attached Agreement (the “Agreement”).

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

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Agreement on behalf of the Borough.
2. That all relevant officials are authorized to undertake any actions necessary to effectuate and implement the said Agreement.
3. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Tomco Construction, Inc.;
 - b. Henry Underhill, Hightstown Borough Administrator;

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- c. George Lang, Hightstown Borough Chief Financial Officer;
- d. Carmela Roberts, P.E., Hightstown Borough Engineer; and
- e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

Consent Agenda: Resolutions 2014-176, 2014-178, and 2014-179

Council President Bluth moved resolutions 2014-176, 2014-178, and 2014-179 as the consent agenda, Councilmember Quattrone seconded.

Mayor Kirson read the titles of the resolutions aloud and gave a brief explanation of each.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, Quattrone and Thibault voted yes.

Resolutions adopted 6-0.

Resolution 2014-176

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of taxes was made for 2014 property taxes for Block 58, Lot 7 in the Borough of Hightstown due to a re-assessment of the property; and

WHEREAS, the owner, M. Jeffrey Bond, 210 South Main Street, Hightstown, New Jersey, 08520 has requested that a refund be issued for the overpayment in the amount of \$3,182.96; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$3,182.96.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$3,182.96 to M. Jeffrey Bond, 210 South Main Street, Hightstown, New Jersey, 08520, representing the tax overpayment as set forth herein.

Resolution 2014-178

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

AUTHORIZING A REFUND FOR A PERMIT

WHEREAS, Guen Zheng of Hightstown, New Jersey paid for a permit to demo a front door overhang with a payment in the form of check #115 in the amount of \$65.00; and

WHEREAS, \$65.00 was deposited into account #4-01-08-160-600; and

WHEREAS, the applicant has decided not to proceed with the demolition of the front door overhang; and

WHEREAS, permit #20140077 has been voided; and

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WHEREAS, the Construction Official has requested that a refund of the \$65.00 paid for said permit be issued.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Treasurer is hereby authorized and directed to issue a refund in the amount of \$65.00 to Guan Zheng of 110 Main Street, Hightstown, New Jersey 08520, for demolition permit as stated herein.

Resolution 2014-179

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

AUTHORIZING A REFUND FOR A SIGN PERMIT

WHEREAS, AAMCO of Hightstown, New Jersey paid for a sign permit with check #1066 in the amount of \$45.00; and

WHEREAS, \$45.00 was deposited into account #3-01-08-105-600; and

WHEREAS, the sign permit was not approved; and

WHEREAS, the Construction Official has requested that a refund of the \$45.00 paid for said permit be issued.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Treasurer is hereby authorized and directed to issue a refund in the amount of \$45.00 to AAMCO of 400 Mercer Street, Hightstown, New Jersey 08520, for a permit refund as stated herein.

Borough Hall

Mayor Kirson noted that it has been almost three years since Hurricane Irene struck and there have been many discussions in the past, with no resolve; there is a new Council and they have now had the opportunity to get acclimated and review the previous discussions. He then inquired of Council as to where they would like to build the new Borough Hall.

Council President Bluth commented that she does not believe a new Borough Hall is needed, Administration is doing well at the Public Works building and additional renovations can be done to accommodate them long term. Regardless of what the flood map states, the old Borough Hall property still has a tendency to flood; and that property could prove to be beneficial in the rug mill re-development. She suggested that a resolution be adopted by this Council to memorialize their decision and void the previous resolution.

Councilmember Thibault noted that the resolution passed by the previous Council stating that Borough Hall will be built at its present location was watery and has no standing.

There was discussion regarding whether there is a need to re-build Borough Hall. Councilmember Thibault commented that a Borough Hall is not needed, however the police department location is in violation of the requirements; the Council needs to know what is going to be done with the police department prior to making any decision. Mayor Kirson noted that Administration has a need for storage and file rooms, but the staff is more comfortable now than they were in the old building. There is a need to recognize that something will need to be done with the police department. Councilmember Thibault noted that a decision must be made regarding the Court as well, since the cost to re-build a court is also very expensive.

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Mayor Kirson then inquired as to whether this Council wants to re-build Borough Hall downtown or at another location. Councilmember Misiura noted that the old Borough Hall property is in the re-development zone and the Borough should leave its options open for that site. He then noted that the Borough is also lacking a meeting room and that the options for the police department and court should be evaluated. Councilmember Hansen commented that we should not re-build when shared services can be explored. She noted that Hightstown has put forth new efforts to bring people to Hightstown as a destination place and there is a need to closely examine expanding shared service possibilities. Councilmember Kurs noted that the Borough needs the ability to use the old Borough Hall site for community development to compliment the new direction of the Borough; we should not re-build, but use the insurance money to renovate the public works building. Councilmember Quattrone agreed, but noted the need for file and storage space, as well as a meeting room. He continued that if the police department needs it, we can find a new location, but it is too early to decide; the investigation into shared services will help with the decision.

There was discussion regarding re-development possibilities, shared service opportunities and police department modular proposals previously received. Mayor Kirson advised that at the last meeting with FEMA, in which he, Mr. Underhill, and Councilmember Hansen participated, they were told that the Borough must present a detailed plan (with an estimated cost of \$75,000) to FEMA; and there is a \$500,000 deductible, so the Borough may get up to \$300,000. He also noted that they were advised that the building must be in the same footprint as the old building, which does not appear to be a viable option. There was discussion regarding FEMA and their requirements and Council decided (by a vote of 5-0, with one abstention) not to pursue FEMA funds. The consensus was that Council does not want to re-build Borough Hall in the old location, and Councilmember Hansen will work with the Administrator to investigate other possibilities in the Borough.

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

Eugene Sarafin, 628 S. Main Street – commented that Council should all say that we do not need a new Borough Hall; downtown is at its most vital now, we need to merge with East Windsor.

Frank Rivera, 110 Broad Street – thanked Council for the discussion regarding Borough Hall and commented that it may be a good time to wait to make any decisions with the possible re-development of the rug mill property.

Walter Sikorski, 326 N. Main Street – noted that he enjoyed the conversation tonight and he likes where Council is heading.

Scott Caster, 12 Clover Lane – commented that he is not totally pleased with the result of tonight's discussion; the business situation downtown is not good; Council is not qualified to discuss the revitalization of Hightstown. Downtown is not downtown without a Borough Hall.

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

Mayor/Council/Administrative Comments and Committee Reports

Councilmember Misiura – commented that the Theater in the Park Program performance was well attended and it is hoped that the program can continue in the future; the Planning Board meeting in September will have the re-examination report on the agenda and the public should plan to attend.

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Councilmember Hansen – commented that the performance was a great event, and kudos to Parks & Recreation for the concerts; the Triathlon was Sunday; there are many good community events taking place in Hightstown; the Planning Board visions for Hightstown are important; the Borough Hall discussion was to re-state the status of the Borough, and we are moving in the right direction with opportunities that are being presented.

Councilmember Thibault - commented that the Triathlon was a huge success and well attended; Congressman Holt had public office hours at the library last Thursday and he talked to him about undocumented minors and the affect they have on school systems.

Councilmember Quattrone – commented that public works is doing well and Daniel Darling is retiring after 27 years with the Borough; the Theater in the Park event was wonderful; the police department will be having more changes in personnel; the discussion was well run tonight.

Council President Bluth – noted that the Parks & Recreation Commission is looking for a new Chairperson due to the resignation of Pat Duncan.

Mayor Kirson – commented that there are unique businesses downtown, but how do you advertise them; a new business opened last week and they have good food. FEMA is very difficult to work with.

Mayor Kirson advised that Council will be going back into executive session to complete their discussion, and no action will be taken.

Councilmember Misiura – commented that Pat Duncan has had a big impact on the Borough and suggested that the Borough Council do a proclamation for him.

Councilmember Thibault moved to adjourn back into executive session at 9:31 pm, Councilmember Quattrone seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

August 18, 2014