

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
December 21, 2015
6:45 p.m.**

The meeting was called to order by Mayor Quattrone at 6:45pm 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: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; Fred Raffetto, Borough Attorney and Tamara Lee, Borough Planner.

Resolution 2015-303 Authorizing a Meeting Which Excludes the Public

Councilmember Stults moved resolution 2015-303, Council President Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2015-303

*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 December 21, 2015 at 6:45pm 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:

Litigation - Affordable Housing Declaratory Judgment Action

Contract Negotiations – R. Black Global (Rug Mills Redevelopment)

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: March 21, 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 7:20pm and again read the Open Public Meeting Statement.

The flag salute followed Roll Call.

Tamara Lee, Borough Planner departed during executive session and was no longer present; George Lang, CFO, arrived at this time and was now present.

APPROVAL OF AGENDA

Councilmember Montferrat requested that the reorganization meeting date for 2017 be added as discussion following the consent agenda.

Councilmember Montferrat moved the agenda as amended for approval, Councilmember Bluth seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

Councilmember Kurs moved the December 7, 2015 open session minutes for approval, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura and Stults voted yes; Councilmember Montferrat abstained.

Minutes approved 5-0, with one abstention.

Councilmember Kurs moved the December 7, 2015 executive session minutes for approval, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura and Stults voted yes; Councilmember Montferrat abstained.

Minutes approved 5-0, with one abstention.

PUBLIC COMMENT

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

Walter Sikorski, 326 North Main Street – Spoke regarding the delayed leaf pick-up on North Main Street and the Historic Preservation Commission ordinance presented to the Planning Board that would declare properties in town as historic without notifying property owners.

Eugene Sarafin, 628 South Main Street – commented that it was a pleasure watching Council work this past year; wished everyone a Merry Christmas and Happy New Year.

Scott Caster, 12 Clover Lane – commented that he is pleased with the productivity of Council; commented on taxes and redevelopment; wished everyone a Merry Christmas and Happy New Year.

Frank Rivera, 110 Broad Street – wishes everyone Season Greetings; commented that the Borough needs to partner more with various organizations in town, especially Peddie; the gallery needs a permanent home.

There being no further comments, Mayor Quattrone closed the public comment period and asked if there were any Council responses to the comments, to which there were none.

RESOLUTIONS

Resolution 2015-304 Authorizing Payment of Bills

Councilmember Stults requested that payment item #G0171 to Connelly Electric be pulled to be voted separately.

Councilmember Kurs requested that payment item #C0078 to City Auto be pulled to be voted separately.

Councilmember Stults moved Resolution 2015-304 without items #G0171 and #C0078, Councilmember Stults seconded.

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

Councilmember Stults moved item #C0078 for payment, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura, Montferrat, and Stults voted yes; Councilmember Kurs abstained.

Councilmember Kurs moved item #G0171 for payment, Council President Hansen seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Montferrat voted yes; Councilmember Stults abstained.

Resolution adopted 4-0, with two abstentions.

Resolution 2015-304

*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 \$141,411.20 from the following accounts:

Current		\$77,104.14
W/S Operating		53,667.27
General Capital		0.00
Water/Sewer Capital		0.00
Grant		11.29
Trust		7,826.50
Housing Trust		1,365.50
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>1,436.50</u>
Total		<u>\$141,411.20</u>

AUTHORIZING PAYMENT OF BILLS

Consent Agenda – Resolutions 2015-305, 2015-306, 2015-307, 2015-308, 2015-309 and 2015-310, 2015-311, 2015-312, 2015-313, and 2015-314

Councilmember Kurs moved resolutions 2015-305, 2015-306, 2015-307, 2015-308, 2015-309 and 2015-310, 2015-311, 2015-312, 2015-313, and 2015-314 as the consent agenda; Councilmember Montferrat seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura Monteferrat, and Stults voted Yes.

Resolutions adopted 6-0.

Resolution 2015-305

*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:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal 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>
Municipal Clerk		
Salaries and Wages	\$ -	\$ 3,000.00
Tax Collector		
Salaries and Wages	-	3,000.00
Streets and Roads Maintenance		
Salaries and Wages	-	10,000.00
Buildings and Grounds		
Salaries and Wages	-	5,000.00
Police Fire and Radio Communications		
Salaries and Wages	25,000.00	
Other Expenses		20,000.00
Gasoline		
Other Expenses	10,000.00	-
Street Lighting		
Other Expenses	3,000.00	-
Telephone		
Other Expenses	3,000.00	-
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TOTALS	\$41,000.00	\$ 41,000.00

Resolution 2015-306

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

RESOLUTION CANCELING 2015 APPROPRIATION BALANCES

WHEREAS, the following 2015 Current Fund budget appropriation balances remain unexpended:

Roosevelt Shared Services-Tipping Fees\$6,000.00

; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances offset estimated realized revenues;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hightstown, that the above listed unexpended balances of the Current Fund 2015 Budget be canceled.

Resolution 2015-307

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

**REAPPOINTING HENRY UNDERHILL AS BOROUGH ADMINISTRATOR
AND AUTHORIZING THE EXECUTION OF THE ASSOCIATED
AGREEMENT**

WHEREAS, Section 2-9.3 of the *Revised General Ordinances of the Borough of Hightstown*, provides that "The Administrator shall be appointed by the Mayor with the advice and consent of the Council and shall serve at the pleasure of the Mayor and Council; and,

WHEREAS, Henry Underhill was appointed as Borough Administrator pursuant to resolution 2015-89 on March 16, 2015 to be effective February 6, 2015 for a one year period; and

WHEREAS, it is the desire of the Mayor to reappoint Henry Underhill of Wall, NJ to continue to serve as Borough Administrator for a period of one year from January 1, 2016 to December 31, 2016 at a salary of \$82,500.00 per annum; and

WHEREAS, the Administrator shall devote at least thirty-five (35) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend.

WHEREAS, specific terms and conditions of employment for the Administrator have been set forth in the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby provides its advice and consent to the Mayor's reappointment of Henry Underhill of Wall, NJ, to continue to serve as the Borough Administrator for the Borough of Hightstown, subject to the following provisions: Mr. Underhill shall serve for a term of one year, effective January 1, 2016 through December 31, 2016, at a salary of \$82,500.00 per annum; and the Administrator shall devote at least thirty-five (35) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend. All other terms and conditions associated with Mr. Underhill's continued employment are specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

Resolution 2015-308
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**REAPPOINTING KENNETH LEWIS AS PUBLIC WORKS
SUPERINTENDENT AND AUTHORIZING THE EXECUTION OF THE
ASSOCIATED AGREEMENT**

WHEREAS, the Mayor and Council of the Borough of Hightstown, County of Mercer, have appointed Kenneth Lewis to serve as Public Works Superintendent; and

WHEREAS, Kenneth Lewis was appointed as Public Works Superintendent pursuant to resolution 2013-80 on March 18, 2013 with said agreement being effective through December 31, 2015; and

WHEREAS, it is the desire of the Mayor to reappoint Kenneth Lewis of Hightstown, NJ to continue to serve as Public Works Superintendent for a period of four years from January 1, 2016 to December 31, 2019; and

WHEREAS, specific terms and conditions of employment for the Public Works Superintendent have been set forth in the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby provides its advice and consent to the Mayor's reappointment of Kenneth Lewis of Hightstown, NJ to continue to serve as the Public Works Superintendent for the Borough of Hightstown, subject to the provisions specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

Resolution 2015-309

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

**ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES
OF THE BOROUGH OF HIGHTSTOWN FOR THE YEAR 2016**

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2016 salaries for certain non-union employees who do not have a separate employment agreement, to provide a two percent increase.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2016:

<u>Position/Title</u>	<u>2016 Salary</u>
Chief Financial Officer	48,450.00
Borough Clerk	73,093.00
Part-Time Collector	14,000.00
Assessor	17,500.00
Treasurer	53,927.00

Municipal Court Administrator	61,940.00
Municipal Court Administrator - on call stipend	1,000.00
Municipal Magistrate	38,658.00
Water Plant Operator	72,690.00
Superintendent of AWWTP	84,150.00
Registrar of Vital Statistics	3,978.00
Construction Code Official	20,981.00
Technical Assistant	32,696.00
Building Subcode Official	4,100.00
Building Inspector	4,100.00
Zoning Official	10,750.00

Resolution 2015-310

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

**AUTHORIZING MODIFICATION TO THE DESIGN OF THE ULTRA
VIOLET (UV) DISINFECTION PROJECT FOR THE ADVANCED WASTE
WATER TREATMENT PLANT (AWWTP)**

WHEREAS, the Borough Engineer, in conjunction with the Waste Water Treatment Plant Superintendent and the Waste Water Treatment Plant Engineer, recommends that the Ultra Violet (UV) Disinfection project for the Advanced Waste Water Treatment Plant (AWWTP) be modified; and

WHEREAS, such redesign will change the UV disinfection exterior unit to an interior UV disinfection unit and include replacement of the tertiary filters; and

WHEREAS, this modification will result in the need to notify the New Jersey Environmental Infrastructure Trust (NJEIT) of the change and to request approximately \$200,000 in additional funding; and

WHEREAS, it will also be necessary to request a minor modification to the Treatment Works Approval permit received; and

WHEREAS, the plans and specifications previously prepared and approved by the NJEIT will have to be modified; and

WHEREAS, the cost for engineering services to perform the tasks herein related to Ultra Violet (UV) Disinfection project modification as herein stated is an additional \$38,000 over the original \$80,000 engineering design fee; and

WHEREAS, the Mayor and Borough Council agree that this project should be modified; and

WHEREAS, the funds for the engineering services being performed for this modification shall be contingent upon the Borough's adoption of a bond ordinance to cover such costs.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that modification to the Ultra Violet (UV) Disinfection project for the Hightstown Borough Advanced Waste Water Treatment Plant (AWWTP) as contained herein is approved and the Borough Engineer is directed to provide the necessary redesign and associated work for NJEIT approval and Treatment Works permit modification.

Resolution 2015-311

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

**ESTABLISHING AN ON-STREET HANDICAPPED PARKING SPACE ON
CENTER STREET ON THE SIDE OF 255 STOCKTON STREET**

WHEREAS, Ida Mojica of 255 Stockton Street has requested a handicapped parking space on the side of her residence on Center Street; and

WHEREAS, Ms. Mojica has provided the Borough Clerk with the required documentation pursuant to section 7-35-1 of the Hightstown Borough Code; and

WHEREAS, an exception to section 7-35-1(b) of the Hightstown Borough Code is being made in the issuance of this handicapped parking space due to Ms. Mojica's inability to use her driveway for parking because the driveway is short and parking in the driveway causes the vehicle to overhang the sidewalk which obstructs pedestrian traffic and is against the law; and

WHEREAS, the Mayor and Borough Council find that a handicapped parking space on Center Street, on the side of the residence at 255 Stockton Street, is warranted.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the installation of a handicapped parking space on Center Street, on the side of the residence at 255 Stockton Street, is hereby authorized as stated herein and the Department of Public Works is hereby directed to install the required signage.

Resolution 2015-312

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

**ESTABLISHING AN ON-STREET HANDICAPPED PARKING SPACE AT
128 BROAD STREET**

WHEREAS, Mary Beth Colvell of 128 Broad Street has requested a handicapped parking space in front of her residence at 128 Broad Street; and

WHEREAS, Ms. Colvell has provided the Borough Clerk with the required documentation pursuant to section 7-35-1 of the Hightstown Borough Code; and

WHEREAS, an exception to section 7-35-1(b) of the Hightstown Borough Code is being made in the issuance of this handicapped parking space due to Ms. Colvell's inability to use her driveway for parking because it is a shared access driveway; and

WHEREAS, the Mayor and Borough Council find that a handicapped parking space in front of 128 Broad Street is warranted.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the installation of a handicapped parking space in front of 128 Broad Street is hereby authorized as stated

herein and the Department of Public Works is hereby directed to install the required signage.

Resolution 2015-313

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

**ACCEPTING MEMBERSHIP OF STEPHANIE DERR IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Stephanie Derr of East Windsor, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Ms. Derr has undergone and passed the required physical examination, and her membership application has been reviewed and approved by Fire Chief Scott Jenkins.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Stephanie Derr in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2015-314

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

**AUTHORIZING THE ISSUANCE OF AN AUCTION LICENSE - EMPIRE
ANTIQUES**

WHEREAS, an application for a license to hold an auction on Saturday, January 30, 2016 at 278 Monmouth Street in the Borough of Hightstown has been submitted by Empire Antiques, together with the required fee; and

WHEREAS, the application has been reviewed and approved by the Police Department; and

WHEREAS, it is the desire of the Mayor and Council that a license be issued to Empire Antiques for this event.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is hereby authorized to issue a license to Empire Antiques for their auction to be held on Saturday, January 30, 2016, at 278 Monmouth Street.

DISCUSSION

Reorganization Meeting 2017

Councilmember Montferrat noted that the 2017 reorganization meeting date should be changed from January 1st, as this is a holiday and is not convenient. As this date will be on the meeting date resolution for the reorganization meeting for 2016, it needs to be discussed at this meeting.

Mayor Quattrone noted that a different date was tried in the past, but January 1st at 12 Noon is tradition in Hightstown. He then asked Council what they would like to do.

Councilmember Montferrat stated he would like the date changed. All other Council members stated that they like the tradition of January 1st, but it was commented that it may be wise to change the time so that the Governing Bodies of Hightstown and East Windsor can attend each other's reorganization meetings. It was suggested that Mayor Quattrone reach out to the East Windsor Mayor and see if times for the reorganization meetings could be coordinated.

Mayor Quattrone asked that this item be placed on the agenda for discussion at the meeting of January 4th.

PUBLIC COMMENT PERIOD II

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

Keith LePrevost, Housing Authority Executive Director – commented that water quality at the Housing Authority was a concern and Larry Blake came out and checked the valves and flushed water lines. The water is now clear and odorless. He thanked Larry Blake for his customer service and noted that he does a great job.

Scott Caster, 12 Clover Lane – commented regarding property values and taxes, an imbalance in school taxes; and that there is a need for a stronger police department and downtown; he wished everyone the best for the holidays.

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults: Dave Bell will be attending the meeting of January 4th to give an update on his inspections, and he has been tracking down the banks on foreclosures; he and Mr. Underhill are working on using a company to assist in tracking down the banks. The Planning Board is still working on the sign ordinances and the design standards will be endorsed by the Planning Board, but will not be a requirement. Downtown Hightstown will be determining their goals for 2017 at the first meeting in January and plan to beef up recruitment. Thank you to the Mayor and Council for a rewarding year and thanks to the public for their participation and respect.

Councilmember Bluth: Parks and Recreation had Santa in the Association Park gazebo last Sunday and it was a huge success, they hope to continue the event in future years. Happy Holidays and Happy New Year.

Councilmember Kurs: Have a safe holiday and do not drink and drive.

Councilmember Montferrat: the Historic Preservation Commission discussed guidelines and an ordinance; the proposed changes to the ordinance is driven by the State Historic Preservation Office and there are various meetings upcoming; the ordinance would be advisory, not regulatory; he has recommended that the HPC members attend the Planning Board and Borough Council meetings. Happy New Year.

Councilmember Misiura: The Board of Health renewed the doctor agreement for the clinic; the joint TB program is partially funded by the County and participating towns are discussing funding; the Housing Authority's water quality concern has been addressed by Larry Blake; the Environmental Commission meeting is tomorrow. Merry Christmas and Happy New Year; he is looking forward to next year.

Council President Hansen: the Cultural Arts Commission had a good meeting with discussion regarding promoting art and working with other organizations for joint activities; they requested a meeting with the Mayor and the Fair Committee to promote Hightstown and its businesses. The Water Department fixed the water issue at the Housing Authority. It has been a good year and she is looking forward to next year; there is a lot going on and there is a lot going on and we need to prioritize and delegate. Merry Christmas and Happy New Year.

George Lang, CFO: We are closing out the year. Happy Holidays.

Borough Clerk Sopronyi: Happy Holidays and Happy New Year. She has enjoyed working with this productive Council and looks forward to continuing to work with them in the new year.

Mayor Quattrone: the project on Maxwell Avenue should be done soon; he will attend the Cultural Arts Commission meeting; thank you to Councilmember Stults for all the work he has done with Downtown Hightstown and he looks forward to working more closely with them; Mr. Sikorski left the meeting, but it is apparent that he thinks the HPC ordinance will be mandatory, he needs to do his homework; it is hoped that a place for the Cultural Arts Commission to hold their activities will be found.

Mayor Quattrone advised that Council will be going back into executive session; no action will be taken following executive session.

Council President Hansen moved to adjourn back into executive session at 8:15pm; Councilmember Montferrat seconded.

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

Council reconvened into public at 9:35pm.

Councilmember Montferrat moved to adjourn at 9:35 pm.; Council President Hansen seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk