

**Meeting Minutes
Hightstown Borough Council
Workshop Meeting
November 7, 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: Debra Sopronyi, Borough Clerk; and Henry Underhill, Borough Administrator.

EXECUTIVE SESSION

Resolution 2016-190 Authorizing a Meeting that Excludes the Public

Councilmember Stults moved Resolution 2016-190; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2016-190
*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 November 7, 2016 at 7:00 p.m. at 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:

Contract Negotiations – Municipal Court
Attorney-Client Privilege

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: February 7, 2017, 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 7:35 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

Fred Raffetto, Borough Attorney, had arrived during executive session and was now present; George Lang, CFO, arrived at this time and was now present.

Mayor Quattrone requested a moment of silence in memory of Suzann Fallon, a Hightstown Borough representative on the Board of Education.

APPROVAL OF AGENDA

Councilmember Stults moved the agenda for approval; Councilmember Montferrat seconded.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

Council President Hansen moved the October 5, 2016 Workshop Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the October 5, 2016 Executive Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Montferrat moved the October 17, 2016 Business Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the October 17, 2016 Executive Meeting Minutes for approval; Councilmember Montferrat seconded.

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

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 pleased that the Borough is giving funds to RISE and Better Beginnings; this is a good agenda.

Scott Caster, 12 Clover Lane – commented that he regrets that there are only four members of the public at this meeting, and no media is present; Council should personally invite the public to attend the Council meetings.

Keith LePrevost, 213 Greeley Street – inquired as to why the Borough is looking for a grant for a new firehouse without public discussion.

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

ORDINANCES

2016-24 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 3, Entitled “Police Regulations”, Subsection 3-13.3, Entitled “Application” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” Regarding the Application Submission Deadline and Policing Fees

Councilmember Kurs moved Ordinance 2016-24 for introduction; Council President Hansen seconded.

Mayor Quattrone opened the public hearing on ordinance 2016-24 and the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – spoke regarding Roman parades and stated that he likes this ordinance.

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

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

Ordinance adopted 5-0.

Ordinance 2016-24

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 3, ENTITLED “POLICE REGULATIONS,” SUBSECTION 3-13.3 ENTITLED “APPLICATION” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN NEW JERSEY,” REGARDING THE APPLICATION SUBMISSION DEADLINE AND POLICING FEES

WHEREAS, The Hightstown Borough Police Chief has requested that the deadline for the filing of an application for a Parade Permit be changed to permit the proper scheduling of police services when required; and

WHEREAS, pursuant to Chapter 2, Subsection 2-19-19 of the “Revised General Ordinances of Hightstown Borough” there are fees associated with providing Police services for a parade and the Police Chief has requested that said additional fees be referenced in Subsection 3-13.3 of the “Revised General Ordinances of Hightstown Borough”; and

WHEREAS, the Borough Council recognizes that public safety is of utmost importance and that the request from the Police Chief is warranted.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

Section 1. That Chapter 3, entitled "Police Regulations," Subsection 3-13.3 entitled "Application" of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," is hereby amended and supplemented as follows:

3-13.3 Application.

A person seeking issuance of a parade permit shall file an application with the Chief of Police on forms provided by him.

a. Filing Period. The application shall be filed with the Chief of Police not less than thirty (30) days nor more than sixty (60) days before the date on which it is proposed to conduct the parade.

b. Contents. The application shall contain the following information:

1. The name, address and telephone number of the person seeking to conduct the parade.
2. If the parade is to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible head of the organization.
3. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct.
4. The date when the parade is to be conducted.
5. The route to be traveled, the starting point and the termination point.
6. The approximate number of persons who and animals and vehicles which will constitute the parade, the type of animals and description of the vehicles.
7. The hours when the parade will start and terminate.
8. A statement as to whether the parade will occupy all or only a portion of the width of the streets to be traveled.
9. The location by streets of any assembly areas for the parade.
10. The time when units of the parade will begin to assemble at any assembly area.
11. The interval of space to be maintained between units of the parade.
12. If the parade is to be held by or for any person other than the applicant, a written statement from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf.

c. Late Applications. When good cause is shown, the Chief of Police shall have the authority to consider any application which is filed less than thirty (30) days before the proposed date of the parade.

d. Fee. A fee of fifty (\$50.00) dollars shall be paid at the filing of the application. This fee shall be waived for any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code. (1991 Code § 153-3; New; Ord. No. 1999-01 § 1)

e. Police Service Fee. **A fee for Police Services shall be charged pursuant to Subsection 2-19.19 “Engagement of Services of Off-Duty Police Officers.” of the “Revised General Ordinances of Hightstown Borough”.** The fee for Police services shall not be waived for **any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code.**

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.

RESOLUTIONS

Resolution 2016-191 Authorizing Payment of Bills

Councilmember Stults requested that the Connelly bill be pulled from the Bill List and voted on separately.

Mayor Quattrone suggested that he just abstain from voting on the bill list; Councilmember Stults agreed.

Councilmember Kurs moved Resolution 2016-191; Council President Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Montferrat voted yes; Councilmember Stults abstained.

Resolution adopted 4-0, with one abstention.

Resolution 2016-191

*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 \$1,130,194.80 from the following accounts:

| | | |
|-----------------------|--|-----------------------|
| Current | | \$1,049,250.03 |
| W/S Operating | | 29,629.40 |
| General Capital | | 8,807.40 |
| Water/Sewer Capital | | 18,773.50 |
| Grant | | 0.00 |
| Trust | | 17,988.02 |
| Housing Trust | | 0.00 |
| Animal Control | | 1.20 |
| Law Enforcement Trust | | 0.00 |
| Housing Rehab Loans | | 0.00 |
| Unemployment Trust | | 0.00 |
| Escrow | | <u>5,745.25</u> |
| | | |
| Total | | <u>\$1,130,194.80</u> |

Resolution 2016-192 Authorizing Execution of a Federal Aid Agreement with the New Jersey Department of Transportation for the Safe Routes to School Design Assistance Program 2015 for Improvements to Stockton Street and Joseph Street (Federal Project #TAP-C00S (922))

Mayor Quattrone explained the need for the resolution.

Council President Hansen moved Resolution 2016-192; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

**AUTHORIZING EXECUTION OF A FEDERAL AID AGREEMENT WITH THE NEW
JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFE ROUTES TO
SCHOOL DESIGN ASSISTANCE PROGRAM 2015 FOR IMPROVEMENTS TO
STOCKTON STREET AND JOSEPH STREET
(FEDERAL PROJECT #TAP-COOS (922))**

WHEREAS, on September 14, 2016 the Federal Highway Administration (FHWA) authorized funding to Hightstown Borough for the Safe Routes to School Design Assistance Program 2015 for improvements to Stockton Street and Joseph Street; and

WHEREAS, this authorization was based on the scope of work and budget agreed upon by the Borough of Hightstown and the New Jersey Department of Transportation Division of Local Aid; and

WHEREAS, the scope of work includes Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough; and

WHEREAS, it is required that the Borough sign a Federal Aid Agreement in order to receive reimbursement for the Engineering Services as approved.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Federal Aid Agreement is hereby accepted and the Mayor is authorized to execute, and the Borough Clerk to attest

the Federal Aid Agreement and other documentation necessary to implement the grant.

Resolution 2016-193 Authorizing Execution of an Agreement for Engineering Services Related to a Federal Aid Agreement with the New Jersey Department of Transportation for the Safe Routes to School Design Assistance Program 2015 for Improvements to Stockton Street and Joseph Street (Federal Project #TAP-C00S (922))

Administrator Underhill explained the process for hiring the Engineer through the Design Assistance Program and the need for the resolution.

Councilmember Kurs moved Resolution 2016-193; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2016-193

**AUTHORIZING EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES RELATED TO A FEDERAL AID AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFE ROUTES TO SCHOOL DESIGN ASSISTANCE PROGRAM 2015 FOR IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET
(FEDERAL PROJECT #TAP-COOS (922))**

WHEREAS, on September 14, 2016 the Federal Highway Administration (FHWA) authorized funding to Hightstown Borough for the Safe Routes to School Design Assistance Program 2015 for improvements to Stockton Street and Joseph Street; and

WHEREAS, this authorization was based on the scope of work and budget agreed upon by the Borough of Hightstown and the New Jersey Department of Transportation Division of Local Aid; and

WHEREAS, the scope of work includes Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough; and

WHEREAS, it is required that the Borough appoint an Engineer from a pre-qualified list provided by the FHWA and NJDOT; and

WHEREAS, the Borough has agreed to award the required Engineering Services to Parson Brinckerhoff, Inc., One Penn Plaza, New York; and

WHEREAS, the amount of this agreement shall not exceed \$103,819.36 in totality, with each phase being subject to approval of NJDOT and FHWA; and

WHEREAS, this agreement shall be contingent upon funds being provided by FHWA and NJDOT through the Safe Routes to School Design Assistance Program; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Federal Aid Agreement is hereby accepted and the Mayor is authorized to execute, and the Borough Clerk to attest, the Federal Aid Agreement and other documentation necessary to implement the grant.

Resolution 2016-194 Authorizing a Shared Services with Robbinsville Township for Municipal Court Facilities

Councilmember Kurs moved Resolution 2016-194; Councilmember Stults seconded.

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

Resolution adopted 5-0.

Resolution 2016-194

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR MUNICIPAL COURT FACILITIES

WHEREAS, there is a need for Municipal Court Facilities; 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, N.J.S.A. 2B:12-1(c) provides that "two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court;" and

WHEREAS, Hightstown and Robbinsville have previously entered into Shared Services Agreement(s) in order to share facilities and equipment relating to their respective municipal court operations (collectively, the "Services") in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, prosecutor and public defender; and

WHEREAS, the Parties wish to continue this arrangement for the Services for the term of January 1, 2017 to June 30, 2017, in accordance with the terms and conditions set forth in the within Agreement, effective upon the following: (1) execution of the within Agreement; and (2) approval of the Administrative Office of the Courts (hereinafter, the "AOC") and the Assignment Judge of the Superior Court of New Jersey, Mercer County Vicinage (hereinafter, the "Assignment Judge"), whichever occurs later; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it would be in the best interests of the Parties to continue to collectively provide for the Services under the terms and conditions in the agreement; and

WHEREAS, the term of the prior arrangement between the Parties shall be extended pursuant to the Agreement for an additional 6 (six) month period, commencing on January 1, 2017 and terminating on June 30, 2017; and

WHEREAS, the Borough's net cost under this agreement is \$12,000 for 2017 to be paid on the first of each month of the agreement, and such others fees as listed in the agreement; and

WHEREAS funds for this expenditure will be made available in the 2017 budget.

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 Robbinsville for Municipal Court Facilities for a six (6) month period 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 2017 budget.
4. This agreement is contingent upon and subject to the approval of the AOC and the Assignment Judge.

Resolution 2016-195 Authorizing Triad Associates to Prepare and Process the USDA Rural Development Community Facilities Pre-Application and Full Application for the Construction of a New Firehouse

Administrator Underhill explained that the application is for improvements to the firehouse, not a new firehouse. The Grant Writer mislabeled the title and he neglected to inform the Clerk of the error.

Councilmember Montferrat moved Resolution 2016-195 with the amended title "Authorizing Triad Associates to Prepare and Process the USDA Rural Development Community Facilities Pre-Application and Full Application for Improvements to the Firehouse"; Councilmember Kurs seconded.

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

Resolution adopted as amended, 5-0.

Resolution 2016-195

**AUTHORIZING TRIAD ASSOCIATES TO PREPARE AND PROCESS THE USDA
RURAL DEVELOPMENT COMMUNITY FACILITIES PRE-APPLICATION AND
FULL APPLICATION FOR IMPROVEMENTS TO THE FIREHOUSE**

WHEREAS, Triad Associates, pursuant to an existing agreement for grant writing, has brought forward the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse for which they think it would be advantageous for the Borough to apply; and

WHEREAS, after reviewing the proposed loan, the Borough Council finds that it would be beneficial for the Borough to submit the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse; and

WHEREAS, the fee for the Application is not to exceed \$7,400.00; and

WHEREAS, the Treasurer has certified that funds for this purpose are available.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown that Triad Associates is authorized to prepare and process the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse and that the Mayor is authorized to execute and the Borough Clerk to attest the appropriate paperwork necessary to implement such application.

Consent Agenda

Resolutions 2016-196, 2016-197, 2016-198, 2016-199, 2016-200, 2016-201, 2016-202, and 2016-203.

Councilmember Kurs moved Resolutions 2016-196, 2016-197, 2016-198, 2016-199, 2016-200, 2016-201, 2016-202, and 2016-203 as a Consent Agenda; Council President Hansen seconded.

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

Resolutions adopted 5-0.

**ENCOURAGING MERCER COUNTY TO CONTRACT WITH COMMUNITY
CHAMPIONS TO ASSIST MUNICIPALITIES WITH REQUIRED VACANT AND
FORECLOSED PROPERTY REGISTRATION AND MAINTENANCE COMPLIANCE**

WHEREAS, per the authority of P.L. 2014, c. 35, the Borough of Hightstown adopted Ordinance 2015-10 which establishes standards for the registration and maintenance of vacant and abandoned residential properties in foreclosure by creditors; and

WHEREAS, a Creditor filing a summons and complaint in an action to foreclose on a Vacant and Abandoned property, or a Creditor who has previously filed a summons and complaint to foreclose on a residential property which subsequently becomes Vacant and Abandoned, shall within thirty (30) calendar days after the building becomes Vacant and Abandoned or within thirty (30) calendar days after assuming ownership of the Vacant and Abandoned property, whichever is later; or within ten (10) calendar days of receipt of notice from the Borough, and annually thereafter, file a registration statement for such Vacant and Abandoned property with the municipal clerk on forms provided by the Borough for such purposes. Any failure to receive notice from the Borough shall not constitute grounds for failing to register the Vacant and Abandoned property; and

WHEREAS, the Creditor shall notify the municipal clerk within thirty (30) calendar days of any change in the registration information by filing an amended registration statement on a form provided by the municipal clerk for such purpose; and

WHEREAS, the Borough is having great difficulty monitoring the vacant property's creditor or responsible party for property maintenance as it changes regularly without notice to the Borough; and

WHEREAS, Community Champions is a vacant property registration company with resources to obtain foreclosure records and track when other institutions take possession of mortgages; and

WHEREAS, Community Champions monitors foreclosure filings and begins the required registration process; and

WHEREAS, Community Champions offers proactive identification of non-compliant registrations, advanced registration and reporting capabilities, and ensures property and registration compliance; and

WHEREAS, Hightstown Borough finds that utilizing the services of Community Champions would be cost effective and efficient; and

WHEREAS, Hightstown Borough finds that the presence of unmaintained properties within the Borough reduces property values, and presents a health and safety hazard to the community; and

WHEREAS, Community Champions only provides their service to municipalities through a County contract such as they have with Atlantic County, Gloucester County, and Camden County; and

WHEREAS, the Mayor and Council of Hightstown Borough encourages Mercer County to contract with Community Champions for vacant property registrations within the municipalities within the County; and

WHEREAS, this contract would be beneficial in assisting municipalities with the required maintenance of vacant properties without any cost to the taxpayer as all fees are paid from the registration fees collected through the vacant property registration process.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of

Hightstown, County of Mercer and State of New Jersey, hereby encourages Mercer County to contract with Community Champions to assist Mercer County municipalities with vacant property registrations and monitoring the changes of responsible parties for these properties.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to the Mercer County Board of Chosen Freeholders, Mercer County Administrator, and all Mercer County municipalities.

Resolution 2016-197

**AUTHORIZING EXECUTION OF A DONOR AGREEMENT WITH RISE
(FORMERLY KNOWN AS THE COMMUNITY ACTION SERVICE CENTER)**

WHEREAS, it is the desire of the Mayor and Council to contribute the sum of \$3,000.00 to Rise, a Community Services Partnership, for the year 2016; and

WHEREAS, the New Jersey Department of Human Services has been designated to administer or supervise the administration of social services programs as defined in the New Jersey State plans for social services, and requires the execution of a Donor Agreement between RISE and the Borough of Hightstown; and

WHEREAS, the Finance Officer has certified the availability of funds for this payment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Donor Agreement is hereby accepted and the Mayor is authorized to execute same.

Resolution 2016-198

**AUTHORIZING EXECUTION OF DONOR AGREEMENT
WITH BETTER BEGINNINGS CHILD DEVELOPMENT CENTER**

WHEREAS, it is the desire of the Mayor and Council to contribute the sum of \$8,000.00 to Better Beginnings Child Development Center for the year 2016; and

WHEREAS, the New Jersey Department of Human Services has been designated to administer or supervise the administration of social services programs as defined in the New Jersey State plans for social services, and requires the execution of a Donor Agreement between Better Beginnings and the Borough of Hightstown; and

WHEREAS, the Finance Officer has certified the availability of funds for this payment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Donor Agreement is hereby accepted and the Mayor is authorized to execute same.

Resolution 2016-199

**ACCEPTING MEMBERSHIP OF EMILY A. CAPUTO IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Emily A. Caputo of Robbinsville, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Ms. Caputo 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 Emily A. Caputo 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 2016-200
**ACCEPTING MEMBERSHIP OF ROBERT A. LEBRUN IN
HIGHTSTOWN ENGINE CO. NO. 1**

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

WHEREAS Mr. LeBrun 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 Robert A. LeBrun 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 2016-201
AUTHORIZING REFUND OF WATER/SEWER OVERPAYMENT

WHEREAS, a water/sewer overpayment was made for Block 3, Lot 20, 201 Sunset Avenue, in the amount of \$234.78 due to over-estimated billings in 2016; and

WHEREAS, the executor, Leonard Sadowsky, 22 Derry Meeting Drive, Manalapan, New Jersey, 07726 has requested that a refund be issued for the overpayment in the amount of \$234.78; and

WHEREAS, the Collector has requested that said overpayment be refunded in the amount of \$234.78.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Collector and CFO are hereby authorized to issue a refund in the amount of \$234.78 to Leonard Sadowsky, 22 Derry Meeting Drive, Manalapan, New Jersey, 07726, representing the water/sewer overpayment as set forth herein.

Resolution 2016-202
**ADOPTING THE MERCER COUNTY MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN**

WHEREAS the Borough of Hightstown, Mercer County, New Jersey, has experienced natural hazards that result in public safety hazards and damage to private and public property;

WHEREAS the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

WHEREAS the New Jersey Office of Emergency Management is providing federal mitigation funds to support development of the mitigation plan;

WHEREAS a *Hazard Mitigation Plan* (HMP) has been developed by the Mitigation Steering and Planning

Committees;

WHEREAS the *Hazard Mitigation Plan* includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

WHEREAS the draft plan was provided to each participating jurisdiction and was posted on the Mercer County website so as to introduce the planning concept and to solicit questions and comments; and to present the HMP and request comments, as required by law, and

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

1. The *Mercer County Multi-Jurisdictional Hazard Mitigation Plan, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on July 15, 2016* by the Mercer County Office of Emergency Management, is hereby adopted as an official plan of the Borough of Hightstown; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The Borough of Hightstown departments identified in the HMP are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the HMP shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Borough of Hightstown, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Mercer County OEM Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the Mercer County Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date as agreed upon by all stakeholders.

Resolution 2016-203

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2016 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 2016 budget are hereby authorized:

| Current | <u>From</u> | <u>To</u> |
|---------------------------------|--------------------|------------------|
| Group Insurance | | |
| Other Expenses | \$ 13,000.00 | |
| Liability Insurance | | |
| Other Expenses | - | 6,000.00 |
| Legal Services and Costs | | |
| Other Expenses | - | 7,000.00 |

| | | | | |
|---------------|-----------|------------------|-----------|------------------|
| TOTALS | \$ | 13,000.00 | \$ | 13,000.00 |
|---------------|-----------|------------------|-----------|------------------|

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – commented regarding his concern with tax exempt properties in the Borough and that improvements need to be made downtown; if the Borough needs letters of support for a grant, they should provide the letter for signature.

Eugene Sarafin, 628 South Main Street – noted that he was handcuffed and charged with criminal trespass on Friday while trying to remove a Trump campaign sign from Doug Mair’s property, and Lynne Woods took pictures; he will no longer need to use curse words, he is replacing them with the word Trump.

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

DISCUSSION

Bond Rating

George Lang, CFO, noted a Star Ledger article regarding bond ratings and advised that Hightstown Borough is rated A1. He reviewed the Moody report as presented in the Council packets and noted he is pleased with the Borough’s rating. There was discussion regarding bond ratings and positive factors and future ratings.

Mr. Lang also noted that the tax sale was a success, all liens were sold.

Mayor Quattrone thanked Mr. Lang for a job well done.

SUBCOMMITTEE

Mr. Underhill recommended that the Borough put out an RFP for Grant Writer. There was discussion and Council agreed.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults

Advised that he received a letter from the Princeton chamber of Commerce and Mercer County requesting information and pictures for their new website which will highlight the attractions in the various towns in the County; he reached out to Peddie and others to get the information.

He then noted that there was a meeting with a potential developer for the lakefront project; Zoning is following up on sign issues in town; Downtown Hightstown has appointed a new Chairperson, Steve Kirson and businesses are now having conversations with each other, it is a good start.

Councilmember Bluth

Noted that the Parks & Recreation Commission meets Thursday; and the Cultural Arts Commission meets on Wednesday.

Councilmember Kurs

Commented that Halloween was a huge success and thanked Public Works, the Police, and the residents on Stockton Street for their contribution to the event.

Councilmember Montferrat

Agreed that Halloween was a success, and suggested that Stockton Street be closed earlier next year; the unveiling at the memorial went well; the House Tour was a success and raised almost \$6,000.00; the Herald is printing the articles he submits; the Historic Preservation Commission was cancelled; and the Board of Health meets Wednesday.

Council President Hansen

Advised that she did not attend the Housing Authority meeting; and the House Tour attracted a lot of people. Commented that Halloween was a success; even though few attend the Council meetings, business is being conducted effectively in this format; suggested that Council consider inviting the Boards and Committees to the meetings to report their status to attract the public to attend the meetings.

Borough Administrator, Henry Underhill

Informed Council and the public that letters of support for the TAP grant are available in the back of the room and on the website.

Borough Clerk Sopronyi

Reminded everyone to vote tomorrow; all polling districts will be at the Firehouse.

Mayor Quattrone

Commented that people do not attend the meetings because they are happy with Council's progress and what they are doing for the Borough; thanked the homeowners who opened up their historic homes for the House Tour; Halloween went well.

ADJOURNMENT

Councilmember Stults motioned to adjourn back into executive session at 8:25 pm; Council President Hansen seconded. All ayes.

Council adjourned back into executive session.

Council returned to open session at 8:55 pm.

Councilmember Montferrat motioned to adjourn the meeting at 8:55 pm; Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk