

**Meeting Minutes  
Hightstown Borough Council  
Business Meeting  
January 19, 2016  
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 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>		ARRIVED LATE 7:40 P.M.
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator and Fred Raffetto, Borough Attorney.

**EXECUTIVE SESSION**

**Resolution 2016-031** Authorizing a Meeting Which Excludes the Public

Council President Hansen moved Resolution 2016-031; Councilmember Stults seconded.

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

Resolution Adopted 5-0.

Resolution 2016-031  
*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 January 19, 2016 at 7:00 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:

Contract Negotiations – Dispatch Services

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: April 19, 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 7:42 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed.

Councilmember Montferrat arrived during Executive Session and is now present. George Lang, CFO, arrived at this time and is now present.

### **APPROVAL OF AGENDA**

Mayor Quattrone advised that Resolution 2016-036 Authorizing a Shared Services Agreement with East Windsor Township for Dispatch Services needed to be added to the agenda.

Councilmember Kurs moved to approve the agenda as amended; Councilmember Stults seconded.

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

Agenda approved as amended 6-0.

### **APPROVAL OF MINUTES**

Council President Hansen moved the January 4, 2016 executive session minutes for approval, Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Kurs moved the January 4, 2016 open session minutes for approval; Councilmember Stults seconded.

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

Minutes approved 6-0.

### **PUBLIC COMMENT**

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

Eugene Sarafin, 628 South Main Street – Inquired as to whether or not minutes were taken at all of these closed session meetings; curious about all of the contract negotiations that have taken place over the last 2 years. Also questioned the contract for the sludge cake for the AWWTP.

Scott Caster, 12 Clover Lane – Talked about putting Hightstown back together again. Stated that he feels problems are not being addressed.

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

### **ORDINANCES**

**2016-01 Final Reading and Public Hearing – An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown**

Councilmember Kurs moved Ordinance 2016-01 for adoption; Councilmember Stults seconded.

Mayor Quattrone opened the Public Hearing for Ordinance 2016-01.

There being no comments Mayor Quattrone closed the public hearing.

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

Ordinance adopted 6-0.

Ordinance 2016-01  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND  
EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN**

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

**Section 1.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$75,000.00
Part-Time Treasurer	\$15,000.00	\$30,000.00
Accounts Payable Clerk	\$30,000.00	\$55,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$57,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$15,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$50,000.00
Tax/Utility Clerk	\$28,000.00	\$47,000.00
Tax Assessor	\$7,500.00	\$18,000 .00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Court Administrator	\$40,000.00	\$65,000.00
Deputy Municipal Court Administrator	\$28,000.00	\$41,000.00
Records Management and System Administrator and Administrative Assistant to the Police Director	\$32,000.00	\$53,000.00
Planning Board Secretary	\$1,000.00	\$16,000.00
Technical Assistant	\$28,000.00	\$40,000.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$8,000.00
Building Subcode Official	\$3,500.00	\$8,000.00
Superintendent of Public Works	\$50,000.00	\$91,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$66,000.00
Water Plant Operator	\$35,000.00	\$73,500.00
Supervising AWWTP Operator	\$44,000.00	\$56,000.00
Superintendent of AWWTP	\$50,000.00	\$85,000.00
Lab Manager – AWWTP	\$35,000.00	\$65,000.00
Secretary Board of Health	\$500.00	\$1,500.00
Computer Systems Administrator	\$3,000.00	\$6,000.00
Chief Financial Officer	\$2,000.00	\$50,000.00
Building Inspector	\$3,500.00	\$4,500.00
Zoning Official	\$6,000.00	\$12,000.00
Health Officer	\$8,000.00	\$13,000.00
OEM Coordinator	\$2,000.00	\$ 5,000.00
Borough Administrator	\$40,000.00	\$90,000.00
Police Director	\$50,000.00	\$85,000.00

**Section 2.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Administrative Assistant/Payroll Clerk	\$10.00	\$20.00
Deputy Borough Clerk	\$12.50	\$25.00
Violations Clerk	\$15.00	\$25.00
Disposition Clerk (Part-Time)	\$12.50	\$25.00
Special Officer – Municipal Court	\$25.00	\$35.00
Public Health Nurse	\$25.00	\$45.00
School Crossing Guard	\$15.00	\$25.00
Special Officer I	\$8.00	\$18.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Special Officer II	\$18.00	\$30.00
Clerical Assistant	\$10.50	\$20.00
Administrative Assistant	\$13.50	\$21.00
Secretary	\$10.00	\$20.00
Public Works Foreman	\$17.00	\$28.00
Public Works Heavy Equipment Operator	\$16.00	\$26.00
Public Works Automated Vehicle Operator	\$16.00	\$26.00
Public Works Driver/Laborer	\$15.00	\$25.00
Public Works Laborer	\$14.00	\$22.00
Public Works Municipal Building Maintenance	\$8.00	\$16.00
Public Works Mechanic	\$16.00	\$26.00
Seasonal/Temporary Labor	\$8.00	\$16.00
Assistant Water Plant Operator	\$15.00	\$25.00
Water Plant Lead Operator	\$40.00	\$49.00
AWWTP Maintenance	\$16.00	\$26.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$16.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$25.00
Recreation Director (part-time)	\$20.00	\$40.00
Assistant Recreation Director (part-time)	\$8.00	\$20.00
Junior Recreation Counselor (part-time)	\$6.00	\$12.00
Housing Inspector	\$14.00	\$35.00
Fire Inspector	\$14.00	\$35.00
Building Inspector	\$14.00	\$35.00
Code Enforcement Officer	\$15.00	\$25.00
Fire Official	\$14.00	\$35.00
Zoning Officer	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$40.00
Plumbing Subcode Official	\$14.00	\$40.00

**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 retroactive to January 1, 2016.

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

## **RESOLUTIONS**

### **Resolution 2016-032 Authorizing Payment of Bills**

Councilmember Kurs moved Resolution 2016-032; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2016-032

*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 \$99,681.09 from the following accounts:

Current		\$59,778.74
W/S Operating		23,465.37
General Capital		5,857.15
Water/Sewer Capital		0.00
Grant		0.00
Trust		7,817.33
Housing Trust		562.50
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>2,200.00</u>
Total		<u>\$99,681.09</u>

**Resolution 2016-036 Authorizing a Shared Services Agreement with East Windsor Township for Dispatch Services**

Council President Hansen moved Resolution 2016-036; Councilmember Stults seconded.

There was discussion.

Councilmember Kurs stated that he would be voting no. While he supports the shared service, he would like the language in the contract changed to be less ambiguous.

Councilmember Bluth stated that she would also be voting no. She wanted it known for the record that she fully supports the concept of the shared service but she would like to see the language "tightened up".

Councilmembers Misiura and Stults both stated that they would be voting yes. They both support the contract as it is written.

Roll Call Vote: Councilmembers Hansen, Misiura, Montferrat and Stults voted yes; Councilmembers Bluth and Kurs voted no.

Resolution adopted: 4-2.

Resolution 2016-036

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR DISPATCH SERVICES**

**WHEREAS**, there is a need for Dispatch Services for Hightstown Borough's Police, Fire and EMS; and

**WHEREAS**, Hightstown Borough desires to enter into an agreement with East Windsor Township for Dispatch Services and East Windsor Township has agreed to provide said services to Hightstown Borough; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

**WHEREAS**, the Mayor and Council have reviewed the proposed Shared Services Agreement for Dispatch Services for a five (5) year period; and

**WHEREAS**, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

**WHEREAS**, the Borough's net cost under this agreement is \$168,000 for 2016, and an annual increase in the amount of 3.5% above the prior year's fee for 2017, 2018, 2019 and 2020; and

**WHEREAS** funds for this expenditure will be made available in the 2016, 2017, 2018, 2019 and 2020 budgets;

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

1. The Shared Services Agreement with the Township of East Windsor for Dispatch Services for a 5 year 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 2016, 2017, 2018, 2019 and 2020 budgets.

### **CONSENT AGENDA**

#### **Consent Agenda – Resolutions 2016-033, 2016-034, 2016-035**

Councilmember Kurs moved Resolutions 2016-033, 2016-034, 2016-035; Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2016-033

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

#### **EXTENDING A CONTRACT FOR REMOVAL, TRANSPORTATION, DELIVERY AND DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT SERVICES OF NEW JERSEY, INC.**

**WHEREAS**, two (2) bids were received on December 30, 2014 for the removal, transportation, delivery and disposal of sludge cake for the advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

**WHEREAS**, the contract was awarded to Waste Management Services of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$93.00 per wet ton with a total contract price of \$180,420.00

**WHEREAS**, the bid was for a period of one (1) year, said contract being awarded for a period of one (1) year with the Borough reserving the right to renew at the specified bid price one (1) time for a total time period of two (2) years; and

**WHEREAS**, the one year contract is set to expire March 3, 2016; and,

**WHEREAS**, the Borough Engineer recommends that the one (1) year contract for the removal, transportation, delivery and disposal of sludge cake with Waste Management Services of New Jersey, Inc., be extended by one (1) year at the unit price of \$93.00 per wet ton with the total contract amount being \$180,420; and

**WHEREAS**, funds for this expenditure will be made available in the 2016 and 2017 budgets; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the present contract for removal, transportation, delivery and disposal of sludge cake is hereby extended with Waste Management Services of New Jersey for an additional year ending March 3, 2017 in the amount of \$180,420.00.

Resolution 2016-034

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

#### **AUTHORIZING CHANGE ORDER #3 & PAYMENT # 6 – LUCAS CONSTRUCTION GROUP, INC. (2014 ROAD IMPROVEMENT PROGRAM)**



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

**WHEREAS**, the contractor has submitted change order #3 which decreases the original contract by 1.88% to \$1,568, 905.30; and

**WHEREAS**, the contractor has submitted payment request #6 related to construction of drainage improvements, paving, striping and installation of signage for the project in the total amount of \$21,173.09; and

**WHEREAS**, the amount of this payment for general construction in the FY2014 phase is \$3,755.03; and

**WHEREAS**, the amount of this payment for water and sewer related items is \$17,418.06 with FY2013 phase cost being \$4,140.50 and FY2014 phase cost being \$13,277.56; and

**WHEREAS**, the Borough Engineer has recommended approval of Change order #3; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #6 to Lucas Construction Group, Inc. in the amount of \$21,173.09 following receipt of the certified payrolls; and

**WHEREAS**, change orders 1,2 and 3 adjust the contract to a total of \$1,568,905.30, a decrease of 1.88% of the original contract price; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change order #3 and Payment Request No. 6 to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$21,173.09 following receipt of the certified payrolls is hereby approved as detailed herein, and the Treasurer is authorized to issue same.

Resolution 2016-035

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

**AUTHORIZING AN AGREEMENT WITH NJDCA FOR THE SMALL CITIES  
HOUSING REHABILITATION PROGRAM GRANT**

**WHEREAS**, Resolution 2015-205 authorized Triad Associates to prepare and process the Small Cities Housing Rehabilitation Program Application; and

**WHEREAS**, the Small Cities Housing Rehabilitation Program has awarded the Borough of Hightstown a grant in the amount of \$150,000.00; and

**WHEREAS**, it is required that the Borough execute an agreement with NJDCA Small Cities Housing Rehabilitation Program for said grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized and directed to execute the NJDCA Small Cities Housing Rehabilitation Program agreement.

**DISCUSSION**

**Police Ordinance**

There was discussion regarding changing the Police Ordinance back to “Chief” versus “Police Director” position.

Mr. Underhill stated that he had given Labor Counsel, Liz Garcia, the Borough’s old ordinance which contained the position of Police Chief. Ms. Garcia updated the Ordinance with appropriate language.

Councilmember Misiura questioned if both the Director and Chief positions could be contained in the Ordinance. This would enable the Borough to hire a Director if the circumstance arose that we did not have an officer qualified for the Chief position.

Councilmember Bluth questioned the rule of having new officers reimburse the Borough for training and uniforms if they terminate their employment within the first year. She thought that this had already been put in the Ordinance but did not see it in this version.

There was also discussion regarding taking appropriate authority away from Council and giving it to the Administrator.

Mr. Underhill will take the questions back to Labor Counsel. He will also have Ms. Garcia attend the next meeting answer any further questions.

## **PUBLIC COMMENT PERIOD II**

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

Eugene Sarafin, 628 South Main Street – Questioned if he had to OPRA the resolution regarding the dispatch agreement. Also spoke about the government and how he is embarrassed to live in this State.

Scott Castor, 12 Clover Lane – Stated that he would also like to see the resolution for the dispatch agreement. Thanked Council for trying to rebuild the Police Department.

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

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

### **Councilmember Stults**

Downtown Hightstown – Has not met since the last Council meeting. He stated that Downtown Hightstown, Parks and Rec Commission and the Cultural Arts Commission are looking to start working together on events in town.

Housing – Update on the company that Dave Bell, Housing Inspector, gave at the last meeting. This company is looking to do business with municipalities or counties with a certain number of foreclosures. At the moment, it does not look like Hightstown would meet that number.

### **Councilmember Bluth**

Cultural Arts Commission – She is the new liaison and is looking forward to their first meeting of the year on 1/20.

Parks and Recreation Commission – Bought a new liner for the ice rink. Stacey Judge, Chair of the Parks and Rec Commission, is receiving the Mercer County Woman of Achievement Award. This is a great accomplishment for Stacey and for Hightstown.

### **Councilmember Kurs**

Police Department – Lt. Gendron presented 3 applicants to the committee to interview for the new officer position. The 3 candidates have been interviewed and we are awaiting background checks. Mr. Kurs went on to highlight points in the dispatch agreement.

Fire Department – Had their Annual Installation Dinner this past Saturday. Bill Paglione received the Firefighter of the Year Award for the 2<sup>nd</sup> year in a row and also a Lifetime Achievement Award. Mr. Paglione has retired and will be moving from Hightstown. He will be greatly missed.

Hightstown High School Robotics – Will be hosting a NJ qualifier for the First Tech Challenge on January 31, 2016.

#### **Councilmember Montferrat**

Board of Health – Attended his 1<sup>st</sup> Board of Health Meeting as liaison.

Historic Preservation Commission – Will have their 1<sup>st</sup> meeting of the year Thursday.

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special joint meeting on Monday, January 25<sup>th</sup>.

#### **Councilmember Misiura**

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special meeting. It will be worth attending.

Housing Authority – Representatives from Borough Council and the Housing Authority will be meeting on January 26, 2016 to discuss Affordable Housing.

#### **Council President Hansen**

Spoke about how Council has been working on many large projects over the last 2 years and we are starting to see something come of them.

Water/Sewer – There has not been a meeting yet this year. She will have an update after the next W/S meeting.

#### **Mayor Quattrone**

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special meeting.

Affordable Housing – We are working on getting done what needs to be done.

Office Hours – He is still in the Municipal Offices on Thursday evenings if anyone from the public would like to come and speak with him please call the Clerk's office to schedule a meeting.

Ended by stating that this is a wonderful Council to work with.

#### **ADJOURNMENT**

Council President Hansen motioned to adjourn at 8:33 p.m. Councilmember Kurs seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk