

**Meeting Minutes  
Hightstown Borough Council  
Workshop Meeting  
October 17, 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>		ARRIVED LATE
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<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 2016-179 Authorizing a Meeting that Excludes the Public**

Councilmember Stults moved Resolution 2016-179; Council President Hansen seconded.

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

Resolution adopted 5-0.

Resolution 2016-179

*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 October 17, 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

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: January 17, 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 7:31 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

George Lang, CFO and Carmela Roberts, Borough Engineer, arrived at this time and are now present.

### **APPROVAL OF AGENDA**

Mayor Quattrone asked that Resolution 2016-189 be added to the agenda.

Councilmember Montferrat moved the agenda as amended; Councilmember Bluth seconded.

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

Agenda approved at amended 5-0.

### **APPROVAL OF MINUTES**

Council President Hansen moved the September 19, 2016 Business Meeting Minutes for approval; Councilmember Bluth seconded.

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

Minutes approved 4-0 with 1 abstention.

### **ENGINEERING ITEMS**

#### **Resolution 2016-180 Authorizing Payment #1 – A.C. Shultes, Inc., (Rehabilitation of Well #1)**

Carmela Roberts, Borough Engineer, explained that this payment is for the redevelopment and cleaning of Well #1. The remainder of the work will include testing and evaluation of the motor. Ms. Roberts stated that the project is going well and recommended that the payment be made.

Councilmember Montferrat moved Resolution 2016-180; Councilmember Stults seconded.

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

Resolution adopted 5-0.

Resolution 2016-180

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

**AUTHORIZING PAYMENT #1 – A.C. SHULTES, INC. REHABILITATION OF  
WELL NO. 1**

**WHEREAS**, on June 6, 2016, the Borough Council awarded a contract for the Rehabilitation of Well No. 1 to A.C.Shultes, Inc. of Woodbury Heights, New Jersey in the amount of \$95,240.00; and

**WHEREAS**, the contractor has submitted payment request #1 for work related to mobilization, pump evaluation and well redevelopment for the project in the total amount of \$20,384.00; and

**WHEREAS**, the Borough Engineer has recommended approval of payment # to A.C. Shultes, Inc. in the amount of \$20,384.00 following receipt of the certified payrolls; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Payment Request No. 1 to A.C.Shultes, Inc. of Woodbury Heights, New Jersey in the amount of \$20,384.00, following receipt of the certified payrolls is hereby approved as detailed herein, and the CFO is authorized to issue same.

**Resolution 2016-181 Authorizing Change Order #1 – The G. Meyer Group (Rehabilitation of Detention Tanks)**

Carmela Roberts, Borough Engineer, spoke to Council regarding her letter dated October 11, 2016 outlining a change order for the rehabilitation of the detention tanks. Lead Water Operator, Larry Blake, requested that repairs and painting of the aerator be completed while the rehabilitation of the tanks are being completed. The work on the aerator was not included in the original project scope but shortly after the start of construction, it was decided to obtain pricing from the contractor because of the deteriorated condition of the aerator. Ms. Roberts believes that this is a fair price and recommends that Council approve the change order.

Councilmember Bluth moved Resolution 2016-181; Council President Hansen seconded.

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

Resolution adopted 5-0.

Resolution 2016-181

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

**AUTHORIZING CHANGE ORDER #1 – THE G. MEYER GROUP  
(REHABILITATION OF DETENTION TANKS)**

**WHEREAS**, on June 6, 2016, the Borough Council awarded a contract for the Rehabilitation of the Detention Tanks for the Water Treatment Plant in Hightstown Borough to The G. Meyer Group, Inc. of Bradley Beach, New Jersey at the price of \$133,804.50; and

**WHEREAS**, the contractor has submitted change order #1 for repairs and painting of the aerator tower in the

amount of \$19,243.00, which increases the original contract by 14.4% to \$153,047.50; and

**WHEREAS**, the Borough Engineer has recommended approval of Change order #1; and

**WHEREAS**, the CFO 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 #1 in the amount of \$19,243.00 to The G. Meyer Group, Inc. of Bradley Beach, New Jersey is hereby approved as detailed herein.

**Resolution 2016-182 Authorizing Payment #1 – The G. Meyer Group (Rehabilitation of Detention Tanks)**

Ms. Roberts, Borough Engineer, explained that this is a standard partial payment for work completed to date. She stated that the project is moving along and she recommends that the payment be approved.

Councilmember Bluth moved Resolution 2016-182; Council President Hansen seconded.

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

Resolution adopted 5-0.

Resolution 2016-182

*BOROUGH OF HIGHTSTOWN*

*COUNTY OF MERCER*

*STATE OF NEW JERSEY*

**AUTHORIZING PAYMENT #1 – THE G. MEYER GROUP (REHABILITATION OF  
DETENTION TANKS)**

**WHEREAS**, on June 6, 2016, the Borough Council awarded a contract for the Rehabilitation of the Detention Tanks for the Water Treatment Plant in Hightstown Borough to The G. Meyer Group, Inc. of Bradley Beach, New Jersey at the price of \$133,804.50; and

**WHEREAS**, the contractor has submitted payment request #1 for work related to mobilization, tank inspection and cleaning for the project in the total amount of \$26,487.39; and

**WHEREAS**, the Borough Engineer has recommended approval of payment # to The G. Meyer Group in the amount of \$26,487.39 following receipt of the certified payrolls; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Payment Request No. 1 to The G. Meyer Group, Inc. of Bradley Beach, New Jersey in the amount of \$26,487.39, following receipt of the certified payrolls is hereby approved as detailed herein, and the CFO is authorized to issue same.

**Resolution 2016-183 Supporting Project Under Transportation Alternative Program**

Ms. Roberts informed Council that her office is preparing a grant application to the federally funded Transportation Alternatives Program sponsored by the NJDOT. This application would include construction of streetscape improvements on North Main Street, Mercer Street and West Ward Street. The project will also include sidewalk and curb improvements on North Main Street from Bank Street to the Borough limits, Mercer Street from Summit Street to West Ward Street, and West Ward Street from Mercer Street to South Main.

Council President Hansen moved Resolution 2016-183; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2016-183

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

**SUPPORTING PROJECT UNDER TRANSPORTATION  
ALTERNATIVES PROGRAM**

**WHEREAS**, the Borough of Hightstown is currently preparing a grant application to the federally funded Transportation Alternatives Program, sponsored by the New Jersey Department of Transportation, to provide funding for construction of Streetscape Improvements at North Main Street, Mercer Street, and West Ward Street;

**WHEREAS**, the grant if received would fund sidewalk and curb improvements on North Main Street from Bank Street to the Borough Limits, Mercer Street from Summit Street to West Ward Street, and West Ward Street from Mercer Street to South Main Street;

**WHEREAS**, the Transportation Alternatives Program provides funding for "non-traditional" projects designed to strengthen the cultural, aesthetic, and environmental aspects of the nation's intermodal system;

**WHEREAS**, the grant application requires that the Borough governing body show support for the project in the form of a resolution, including certification of continual ownership and maintenance for the useful life of the project, a minimum 20 years after completion;

**WHEREAS**, Borough Council believes in the importance of this project for maintaining the beauty and vitality of our Downtown and its pedestrian-friendly environment;

**WHEREAS**, Borough Council certifies that the proposed improvements will be continually owned by the Borough and the Borough will continually provide for the maintenance of the improvements for the useful life of the improvements, or a minimum of 20 years after completion;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Hightstown, as follows;

1. Borough Council expresses its full support for the construction of curb, sidewalk and other improvements proposed in the Borough's aforesaid grant application under the Transportation Alternatives Program;
2. Borough Council hereby certifies that the Borough will continually own and continually provide for the maintenance of the proposed improvements for the useful life of the improvements, or a minimum of 20 years after completion;
3. Borough Council hereby authorizes and directs the Borough Administrator to ensure that a copy of this Resolution is included in the aforesaid application to the Transportation Alternatives Program and to take such other steps as may be necessary to support this application.

**PUBLIC COMMENT**

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

**Eugene Sarafin, 628 South Main Street** – Stated that Council is doing a good job and thanked them.

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

Mr. Kurs arrived at this time and is now present.

## **ORDINANCES**

**2016-22 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration”, Section 2-45, Entitled “Historic Preservation Commission”, Subsection 2-45.3, Entitled “Establishment of the Historic Preservation Commission”, Item (M) Entitled “Meetings, Quorum” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” Regarding a Quorum**

Mayor Quattrone opened the Public Hearing on Ordinance 2016-22 and the following individuals spoke:

**Eugene Sarafin, 628 South Main Street** – Stated that he thought this was a good idea.

There being no further comments, Mayor Quattrone closed the Public Hearing.

Councilmember Montferrat moved Ordinance 2016-22 for adoption; Council President Hansen seconded.

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

Ordinance adopted 6-0.

Ordinance 2016-22  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED “ADMINISTRATION”, SECTION 2-45, ENTITLED “HISTORIC PRESERVATION COMMISSION”, SUBSECTION 2-45.3, ENTITLED “ESTABLISHMENT OF THE HISTORIC PRESERVATION COMMISSION”, ITEM (M) ENTITLED “MEETINGS, QUORUM” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY” REGARDING A QUORUM**

**WHEREAS**, the Historic Preservation Commission (HPC) has had difficulty in acquiring a quorum for HPC meetings, and the Hightstown Borough Council finds that a change in the membership of the HPC will enable the HPC to perform their function more efficiently and serve the Borough effectively; and

**WHEREAS**, the Borough Council adopted ordinance 2016-16 which amended the number of members on the Historic Preservation Commission; and

**WHEREAS**, it is necessary to amend the number of members which constitutes a quorum at the Historic Preservation Commission meetings.

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

Section 1. That Chapter 2, entitled “Administration”, Section 2-45, entitled “Historic Preservation Commission”, Subsection 2-45.3, entitled “Establishment of the Historic Preservation Commission”, Item (M) entitled “Meetings, Quorum” is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

**Subsection 2-45.3: Establishment of the Historic Preservation Commission.**

(M) Meetings, Quorum:

1. The Historic Preservation Commission shall establish and post in the Municipal Building a regular schedule of meetings, which shall include a minimum of one meeting per month. Regular meetings shall be held as scheduled unless canceled for lack of quorum, lack of applications to process or for other good reason(s), which shall be noted in the minutes.
2. The Historic Preservation Commission shall hold public meetings to review all applications for HPC Opinions, referrals of development applications and other business which comes before the Commission.
3. The presence of three (3) members, which may include alternate members filling the vacancies of regular members, shall constitute a quorum. Liaison and Advisor person(s) are not entitled to vote and shall not be counted towards achieving a quorum. A majority vote of those present and voting shall prevail, and shall be sufficient to render an HPC Opinion or other business matter. Not less than a majority of the appointed membership shall be required to designate or change an Historic Landmark or Historic District designation or to render an HPC Opinion for demolition or use changes of an historic landmark or a resource within an Historic District.

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.

**2016-23 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 4, Entitled “Licensing”, Subsection 4.1-4, Entitled “Fee Schedule” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” in Order to Establish a Fee for Massage Parlor Licenses**

Mayor Quattrone opened the Public Hearing on Ordinance 2016-23 and the following individuals spoke.

**Scott Caster, 12 Clover Lane** – Asked for the definition of Massage Parlor. Mr. Raffetto, Borough Attorney, read the definition from the original ordinance. Mr. Caster then questioned if we are trying to make it harder for franchises to open up in Hightstown. Ended by stating that he does not know what is good about this.

**Eugene Sarafin, 628 South Main Street** – Stated that a prostitution clause should be added to the ordinance. He thinks it is a good idea to change the fee.

Mr. Raffetto, Borough Attorney, suggested amending the definition to reflect the definition in the original ordinance.

Councilmember Bluth moved to amend Ordinance 2016-23; Council President Hansen seconded.

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

Ordinance amended 6-0

Councilmember Stults moved Ordinance 2016-23 for adoption as amended; Council President Hansen seconded.

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

Ordinance adopted as amended 6-0.

Ordinance 2016-23

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4, ENTITLED “LICENSING”,  
SUBSECTION 4.1-4 ENTITLED “FEE SCHEDULE” OF THE “REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF HIGHTSTOWN NEW JERSEY,” IN ORDER TO ESTABLISH A FEE FOR  
MASSAGE, BODYWORK AND SOMATIC THERAPY ESTABLISHMENT LICENSES**

**WHEREAS**, The Hightstown Borough Council has adopted ordinance 2016-13 establishing the requirements for the licensing of Massage, Bodywork and Somatic Therapy Establishments; and

**WHEREAS**, it is necessary to amend chapter 4, subsection 4.1-4 of the “Revised General Ordinances of the Borough of Hightstown New Jersey” to include the associated licensing fee.

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

Section 1. That Chapter 4, entitled “Licensing”, Subsection 4.1-4, entitled “Fee Schedule” is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

**4-1.4 Fee Schedule.**

- a. Fees shall be as follows:

<u><b>License</b></u>	<u><b>Fee</b></u>
Peddlers, hawkers and vendors	\$75.00 per year
Solicitors and canvassers	\$75.00 per month
Charitable solicitations	No fee
Movie theatres	\$50.00 per year
Pool and billiard parlors	\$50.00 per year



Coin-operated vending machines (in coin-operated laundries):

Automatic washers	\$10.00 per machine per year
Dryers	\$10.00 per machine per year
Coin changers	\$10.00 per machine per year
Soap-dispensing machines	\$10.00 per machine per year

Automatic vending machines:

Vending merchandise or service of any description (Non-food)	\$40.00 per machine per year
Amusement, skill and video machines	\$100.00 per machine per year
Weighing scales	\$30.00 per machine per year
Coin-operated phonographs	\$75.00 per machine per year
Coin-operated reproducing machines	\$60.00 per machine per year
Going-out-of-business sales	\$150.00 per sale
Circuses and traveling shows	\$100.00 per day
Auctions	\$100.00 per day
Massage, Bodywork and Somatic Therapy Establishments	\$500.00 per licensing cycle
Boardinghouses, rooming houses and rooming units*	
1 to 3 boarders or roomers	\$5.00 per boarder or roomer per year
4 or more boarders or roomers	\$3.00 per boarder or roomer per year

b. Fees shall be paid on an annual basis. However, in the event of a partial year of operation, the payment due shall be prorated to provide that one-fourth of the fee shall be paid for each quarter or partial quarter of operation.

c. Fees listed in Section 4-1.4 shall be waived for any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code. (1991 Code § 133-4; Ord. No. 860 § 2; New; Ord. No. 1999-01 § 2; Ord. 2000-15, Amended, 07/21/2000; Ord. 2008-09)

2. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

3. That in the event that any portion of this Ordinance is found to be invalid for any reason by any

Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable there from and shall not be affected.

4. That this Ordinance shall take effect following final passage and publication in accordance with the law.

**2016-24 First Reading and Introduction – 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; Councilmember Montferrat seconded.

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

Ordinance introduced 6-0. Public Hearing scheduled for November 7, 2016.

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 2016-184 Authorizing Payment of Bills**

Councilmember Stults requested that item G0171 be pulled from the Bill List and voted on separately.

Councilmember Bluth moved Resolution 2016-184 as amended; Councilmember Montferrat seconded.

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

Resolution adopted as amended 6-0.

Councilmember Kurs moved item G0171 for payment; Councilmember Montferrat seconded.

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

Payment approved 5-0 with one abstention.

Resolution 2016-184

*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 \$71,452.49 from the following accounts:

Current		\$1,329,237.25
W/S Operating		529,041.54
General Capital		797.50
Water/Sewer Capital		4,975.00
Grant		0.00
Trust		2,892.50
Housing Trust		0.00
Animal Control		245.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>1,186.50</u>
Total		<u><u>\$1,868,375.29</u></u>

## Consent Agenda

### **Resolutions 2016-185; 2016-186; 2016-187; 2016-188; 2016-189**

Councilmember Kurs moved Resolutions 2016-185; 2016-186; 2016-187; 2016-188; 2016-189 as a Consent Agenda; Councilmember Montferrat seconded.

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

Resolutions adopted 6-0.

Resolution 2016-185

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

### **REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2016 BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

<b>Source</b>	<b>Amount</b>	<b>Revenue Title</b>	<b>Appropriation Title</b>
State of New Jersey Division of Criminal Justice	\$1,462.38	State Body Armor Replacement Fund Program	State Body Armor Replacement Fund Program

Resolution 2016-186

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

### **REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2016 BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount;

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

request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey Division of Motor Vehicles Drunk Driving Enforcement Fund	\$4,779.03	Drunk Driving Enforcement Grant	Drunk Driving Enforcement Grant

Resolution 2016-187

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

**REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE  
IN THE 2016 BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$3,000.00	Division of Parks and Forestry- Green Communities Grant	Division of Parks and Forestry- Green Communities Grant

Resolution 2016-188

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

**MEMORIALIZING THE ADMINISTRATIVE POLICY THAT THE TAX ASSESSOR  
NOTIFY THE GOVERNING BODY OF FILED TAX APPEALS ON OR BEFORE THE  
FIRST DAY OF JUNE OF EACH YEAR**

**WHEREAS**, the Borough of Hightstown currently has in place an administrative policy by which the Tax Assessor notifies the Business Administrator and CFO of the tax appeals that have been filed for properties within the municipality each year; and

**WHEREAS**, the New Jersey Department of Community Affairs, Division of Local Government Services “CY2016/SFY 2017” Best Practices Inventory” asks whether a municipality has an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1<sup>st</sup> of each year; and

**WHEREAS**, the Borough Council believes it to be in the best interests of the Borough to memorialize its administrative policy by way of a resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hightstown, County of Mercer and State of New Jersey, hereby memorialize the administrative policy that the Tax Assessor notify the Mayor, Borough Council, Chief Financial Officer and Business Administrator of the tax appeals that have been filed for properties within the municipality on or before June 1<sup>st</sup> of each year.

Resolution 2016-189

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

**AUTHORIZING TRIAD ASSOCIATES TO PREPARE AND PROCESS AN  
APPLICATION FOR FEMA ASSISTANCE TO FIREFIGHTERS GRANT**

**WHEREAS**, Triad Associates, pursuant to an existing agreement for grant writing, has brought forward the FEMA Assistance to Firefighters Grant for which they think it would be advantageous for the Borough to apply; and

**WHEREAS**, after reviewing the proposed grant, the Borough Council finds that it would be beneficial for the Borough to submit the FEMA Assistance to Firefighters Grant Application; and

**WHEREAS**, the fee for the grant Application is not to exceed \$1,500.00; and

**WHEREAS**, the CFO 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 FEMA Assistance to Firefighters Grant Application and that the Mayor is authorized to execute the appropriate paperwork necessary to implement such application.

**PUBLIC COMMENT PERIOD II**

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

**Eugene Sarafin, 628 South Main Street** – Stated that Ms. Roberts has a nice plan for sidewalks, it's a shame that East Windsor will not fix Stockton Street. Told Council the reason that there are not a lot of people at the meetings is because they are doing a good job. Went on to state that he does not understand how the Republicans have given their party to Donald Trump.

**Scott Caster, 12 Clover Lane** – Stated that his wish is that Mayor and Council would be more in line with what the businesses downtown need. Improvements need to be made downtown and by dismissing their needs they are slowing down our progress.

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

**DISCUSSION**

**Housing Update**

Dave Bell, Code Enforcement Official, updated Council on overcrowding, rental registration and foreclosures. Regarding foreclosures, it is important to get foreclosed vacant properties registered so we have a point of contact for violations. Mr. Bell informed Council that the company, Community Champions, works with municipalities to help get a point of contact on foreclosed properties. In speaking with the company, they will not work with small individual municipalities. Mr. Bell suggested trying to get Mercer County to contract with the company so all municipalities in the county would have access to this database.

Discussion ensued. It was decided that a resolution would be done to encourage Mercer County to contract with Community Champions to assist municipalities with required vacant and foreclosed property registration and maintenance compliance. A letter and sample resolution would be sent to the other municipalities in the County to request their assistance in encouraging Mercer County to contract with Community Champions.

Council commended Mr. Bell for the work that he is doing and stated that we are starting to see progress in town.

### **Abandoned Property Ordinance**

Mr. Raffetto, Borough Attorney, included a sample draft ordinance for Council to review. He stated that this is a very involved ordinance and it will take time to make it what Hightstown needs. Discussion ensued. It was decided that a sub-committee would be formed to work on the ordinance and report back to Council. The sub-committee will consist of Councilmember Montferrat, Councilmember Bluth, Dave Bell and Administrator, Henry Underhill. Councilmember Bluth will report back to Council.

### **Best Practices**

Mr. Lang, CFO, explained that Best Practices has the municipality take an “inventory” to make sure they are doing the right things at the right time. He stated that we are in good shape but should strive to complete more for next year. We meet the passing requirement to maintain our financial aid. Discussion ensued. Mr. Lang pointed out that one of the requirements that were met this year was the Tax Appeal Resolution adopted this evening. This was something that has always been done but we now have a formal policy for this.

### **SUBCOMMITTEE**

Mr. Underhill informed Council that he is meeting with the architect next week to discuss the firehouse improvements.

Councilmember Misiura stated that RBG is meeting with the State DEP. Councilmember Misiura will be attending the meeting to show the Borough’s support.

Mayor Quattrone summarized the sub-committees that are in place at the present time:

- Architect for preliminary plans – Administrator Underhill, Councilmembers Misiura and Stults
- Mill Redevelopment – Administrator Underhill, Councilmembers Hansen and Misiura
- Abandoned Property Ordinance – Administrator Underhill, Dave Bell, Councilmembers Bluth and Montferrat

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

#### **Councilmember Bluth**



**Cultural Arts Commission** – The Halloween Party scheduled for October 29<sup>th</sup> has been cancelled due to the small amount of tickets that have been sold.

**Parks & Recreation** – The Triathlon was a great success. There were 329 participants and they raised \$18,500.

#### **Councilmember Montferrat**

**Harvest Fair** - Took place on October 8<sup>th</sup> and was a success despite the weather.

#### **Councilmember Misiura**

**Planning Board** – Met last Thursday. The Cultural Arts Commission presented their art master plan. The Planning Board will review and make this part of the Master Plan. The CAC is proposing there be a fee to developers that would fund public art. This fee would be placed in a Trust Fund for public art.

**Affordable Housing** – The Planning Board is ready to adopt the Fair Share Housing element of the Master Plan.

**Fire Department** – They will be unveiling the monument Saturday at 10 a.m. He informed Chief Jenkins that the Fire Department's budget request should be submitted to Administrator Underhill.

#### **Councilmember Stults**

**Downtown Hightstown** – There is a sub-committee for the Lake Front Property and there has been a lot of movement recently. Downtown Hightstown has been reaching out to foundations to help with infrastructure costs to help make the Lake Front Project bigger and nicer

**Downtown Business Meeting** – Monthly meetings are continuing with Mayor Quattrone, Councilmember Stults and Downtown businesses. He has heard that some of the businesses are beginning their own discussions to make changes.

**Harvest Fair** – Applauded the committee for the work that went into this successful event.

#### **Councilmember Kurs**

**Police Department** – The new vehicles are on the road.

**Harvest Fair** – Another successful event. Special thanks to the DPW for their work with the set up and break down of the event.

#### **Council President Hansen**

**Housing Authority** – The next meeting is scheduled for this Wednesday.

#### **George Lang, CFO**

Mr. Lange informed Council that the Borough's Tax Sale had been completed and all properties were sold. He also informed Council that the tax collection rate is the same as it was a year ago.

**Deputy Clerk, Peggy Riggio**

Informed Council that letters had been sent out to Stockton Street, Summit Street, Academy Street and Rogers Avenue residents informing them of the closures for the Halloween activities taking place on October 31<sup>st</sup>.

**Borough Administrator, Henry Underhill**

Informed Council that the Police Department will be closing Stockton Street from Church Street to Summit Street from 6:00 pm – 9:30 pm on Halloween.

**Mayor Quattrone**

**Pink Ribbons** – There are pink ribbons throughout downtown. This represents breast cancer awareness.

**Hall of Fame, Hightstown High School** – Thanked Councilmember Stults for attending the Hightstown High School Hall of Fame Lunch on his behalf.

Ended by commenting that we are moving in the right direction; steady is good. Thanked everyone for their help in this forward progress.

**ADJOURNMENT**

Council President Hansen motioned to adjourn at 9:24 pm; Councilmember Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk