

**Meeting Minutes
Hightstown Borough Council
6:30 p.m. Executive Session
7:30 p.m. Public Session**

The meeting was called to order by Mayor Quattrone at 6:30 p.m. 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 Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

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

EXECUTIVE SESSION

Resolution 2017-208 Authorizing a Meeting that Excludes the Public

Councilmember Stults moved Resolution 2017-208; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2017-208

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 4, 2017 at 6:30 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 Facilities

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: March 4, 2018, 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 7:30 p.m. and again read the Open Public Meetings Statement.

George Lang, CFO, and Carmela Roberts, Borough Engineer arrived after executive session and is now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President Stults requested that the title of Resolution 2017-211 be changed to Resolution of Concurrence for Award of a Professional Services Agreement for Architectural Services for a **Possible** Joint Police and Municipal Court Complex with Robbinsville Township

Councilmember Musing moved the Agenda as amended; Councilmember Bluth seconded.

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the November 6, 2017 Executive Session minutes for approval; Councilmember Bluth seconded.

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

Minutes approved 5-0.

Councilmember Montferrat moved the November 6, 2017 Public Session minutes for approval; Council President Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the November 20, 2017 Public Session minutes for approval; Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Montferrat voted yes; Council President Stults abstained.

Minutes approved 4-0 with 1 abstention.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Stated he has nothing to say regarding the agenda; he will speak during the public comment II

Sandra Johnson, 301 Lincoln Avenue – Spoke regarding the removal of trees on Lincoln Avenue, Hagemount Avenue and Rocky Brook Court. Informed Council that there is a petition against the removal of the trees.

Scott Caster, 12 Clover Lane – Complimented the Clerk's office on the meeting minutes. Spoke regarding Resolution 2017-211. Thanked Council for adding "possible" to the title. This discussion should not be done in executive session.

Charles Harlick, 309 Lincoln Avenue – Spoke against the removal of trees on Lincoln Avenue, Hagemount Avenue and Rocky Brook Court.

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

ENGINEERING ITEMS

Lincoln Avenue, Hagemount Avenue and Rocky Brook Court Trees

Carmela Roberts, Borough Engineer, stated that the work being done on these streets are part of a Municipal Aid Grant. This will add sidewalks to these streets which is part of the Borough's walking plan which we have been implementing over the last several years. Ms. Roberts presented a map which showed where the trees will be removed. She stated that she spoke to David Zaiser, Chair of the Environmental Commission, before the grant application was submitted.

David Zaiser, Chair Environmental Commission – Mr. Zaiser spoke of the Environmental Commission and resident concerns. He stated that we need to effectively manage the natural resources of the Borough. "Healthy" Streets – Support Pedestrian Circulation; Foster Multi-modal Transportation; Improve Water Quality and Limit Runoff and Improve Air Quality through the integration of vegetation. There is also an important aesthetic to healthy streets that many find attractive. Homeowners are willing to pay more to live along "tree-lined streets". He proposes that the project move forward and that the Environmental Commission be integrated into the Borough Engineer's design process. The residents in the project area (and the public in general) should be included as well so that we can take a holistic approach to upgrading the area to achieve healthy streets.

Discussion ensued. Council agreed that this is a special part of town with beautiful trees. The goal is to have our town as walk able as possible, which can only be accomplished by adding more sidewalks. A lot of homework needs to be done before a decision is made. Ms. Roberts stated that the application has been submitted, no funds have been awarded to date. This is just a concept plan.

Judith Furst, 335 Lincoln Avenue – Loves her neighborhood and doesn't see any problems due to the lack of sidewalks.

Frank McBee, 330 Lincoln Avenue – Stated that he is ok with no sidewalks on Lincoln.

Eric Post, 15 Rocky Brook Court – There is very little foot traffic on Rocky Brook. A sidewalk will not add any benefit.

Further discussion ensued. Mayor Quattrone stated that he would like to form a subcommittee to evaluate the best plan of action for this project. He asked Councilmember Montferrat to head this subcommittee. He asked that the committee include the Borough Engineer, a representative from the Environmental Commission, the Superintendent of Public Works and a member of the public.

Forman Street Water Main Project

Borough Engineer, Carmela Roberts, reviewed her letter dated November 27, 2017. As previously discussed, the expanded scope of this project was requested by the Borough and is for a new water main to connect to the “dead end” on Forman to the end of a new water main that is to be installed on Church Street by the El Zorro property. An easement in for Lot-8; Block-32 is in the process from the Housing Authority.

Septage at AWWTP

Borough Engineer, Carmela Roberts, reviewed her letter dated November 30, 2017. Ms. Roberts reviewed the septage delivered to the plant by each hauler. Ms. Roberts stated that the plant has been running at maximum capacity for some time. The purpose of this analysis is to reduce the amount of septage delivered to the AWWTP and maintaining adequate net revenue to assure repayment of AWWTP bond ordinances. The recommendation was a maximum delivery of septage of 4 million gallons for 2018. It was also recommended that the Borough cease all deliveries of greywater. The revenue obtained for greywater is far less than for septage and requires extensive testing an effort by plant personnel. The final recommendation was to limit contracts to four (4) haulers. The recommendation was based on amount of septage and payment history. This will reduce the wear and tear of the plant while maintaining a decent profit. Discussion ensued. Council agreed to authorize contracts for John Holm, Russell Reid, Central Jersey and Triple J for 2018. All other vendors will receive letters from the Borough Administrator that they are to cease dumping as of January 1, 2018.

Capital Sidewalk/Road Improvement Program(s)

Borough Engineer, Carmela Roberts, reviewed her letters dated November 1, 2017 and November 22, 2017. The letters are proposed Capital Improvements to Borough owned roads and sidewalks. The lists can be prioritized at the discretion of Council. This information will also be presented to the Planning Board at their December meeting. Discussion ensued. Council requested that a list of crosswalks needed in town be compiled also. Mayor Quattrone asked that a subcommittee be formed to evaluate the order in which projects are completed. He asked that Council President Stults and Councilmember Misiura be part of this subcommittee. He also asked that a member of the Planning Board be part of the committee.

Resolution 2017-209 Authorizing Payment #3 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)

Council President Stults moved Resolution 2017-209; Councilmember Bluth seconded.

Borough Engineer, Carmela Roberts, explained that the project is not 100% complete but it is working well and the sampling has been good. Some changes need to be made. The contractor has done a very good job.

Roll Call Vote: Councilmember Bluth, Misiura, Montferrat, Musing and Stults voted yes.

Resolution adopted 5-0.

Resolution 2017-209
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AUTHORIZING PAYMENT #3 – QUAD CONSTRUCTION COMPANY
(ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH
ADVANCED WASTE WATER TREATMENT PLANT)**

WHEREAS, on December 5, 2016, the Borough Council awarded a contract for the Tertiary Disc Filtration and Ultraviolet Disinfection for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough to Quad Construction Company, Inc. of Lumberton, New Jersey at the price of \$910,000.00; and

WHEREAS, the contractor has submitted payment #3 in the amount of \$100,009.00 for work related to installation and startup of the new disc filters, modifications to the chlorination chamber, installation of overhead coiling door, and electrical connections; and

WHEREAS, the Borough Engineer has recommended approval of payment # in the amount of \$100,009.00; and

WHEREAS, the Finance Officer 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 #3 in the amount of \$100,009.00 to Quad Construction Company, Inc. of Lumberton, New Jersey is hereby approved as detailed herein.

RESOLUTIONS

2017-210 Authorizing Payment of Bills

Councilmember Montferrat moved Resolution 2017-210; Councilmember Bluth seconded

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Montferrat voted yes; Council President Stults abstained.

Resolution adopted 4-0 with 1 abstention.

Resolution 2017-210
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 \$132,167.89 from the following accounts:

Current		\$102,126.56
W/S Operating		26,235.57
General Capital		0.00
Water/Sewer Capital		0.00
Grant		2,300.00
Trust		540.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		965.76
Escrow		<u>0.00</u>
Total		<u>\$132,167.89</u>

2017-211 Resolution of Concurrence for Award of a Professional Service Agreement for Architectural Services for a Joint Police and Municipal Court Complex with Robbinsville Township

Councilmember Musing moved Resolution 2017-211; Councilmember Bluth seconded.

Discussion ensued. There are many options for a new Police Station and Municipal Court. A feasibility study is needed in order to make a decision that is in the best interest of the Borough.

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

Resolution adopted 5-0.

Resolution 2017-211

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

**RESOLUTION OF CONCURRENCE FOR AWARD OF A PROFESSIONAL SERVICES AGREEMENT
FOR ARCHITECTURAL SERVICES FOR A POSSIBLE JOINT POLICE AND MUNICIPAL COURT
COMPLEX WITH ROBBINSVILLE TOWNSHIP**

WHEREAS, Hightstown Borough and Robbinsville Township are negotiating the possibility of building a joint Police and Court Facility; and

WHEREAS, there exists a need. for architectural services to produce designs and cost estimates so negotiations can proceed; and

WHEREAS, Robbinsville Township advertised openly for proposals and nine (9) proposals were opened on November 8, 2017 for professional Architectural services for this project; and

WHEREAS, the proposals were reviewed and evaluated, and interviews conducted, jointly by the sub-committees

of the Borough and Township; and

WHEREAS, Hightstown Borough is in concurrence with the award of this agreement to USA Architects, 20 N. Doughty Avenue, Somerville, New Jersey 08876 in an amount not to exceed \$21,360.00 for Phase I of the project which shall consist of space assessments and conceptual planning, and grant writing scope development; and

WHEREAS, the cost for the proposed Phase I services shall be evenly divided between Hightstown Borough and Robbinsville Township, each paying their portion of \$10,680.00 plus expenses for Phase I; and,

WHEREAS, the Finance Officer has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that Hightstown Borough is in concurrence with the award of an agreement to USA Architects, 20 N. Doughty Avenue, Somerville, New Jersey 08876 in an amount not to exceed \$21,360.00 for Phase I of the project as detailed herein.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2017-212, 2017-213, 2017-214 and 2017-215 as a Consent Agenda; Council President Stults seconded.

Resolution 2017-212

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2017 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 2017 budget are hereby authorized:

Current:

	<u>From</u>	<u>To</u>
Street Lighting		
Other Expenses	1,000.00	
Municipal Court		
Other Expenses	800.00	
Fire Department		
Other Expenses	600.00	

Police Department		
Other Expenses	3,600.00	
Building and Grounds		
Other Expenses		5,400.00
Legal Expenses		
Other Expenses		600.00
	6,000.00	6,000.00

Resolution 2017-213

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

AUTHORIZING RECEIPT OF BIDS FOR POLYMER CHEMICALS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Polymer Chemicals for the Waste Water Treatment Plant, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2017-214

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2017 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 2017 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$5,500.00	Drive Sober or Get Pulled Over Year End Holiday Crackdown	Drive Sober or Get Pulled Over Year End Holiday Crackdown

Resolution 2017-215
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE
IN THE 2017 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 2017 as follows:

Source	Amount	Revenue Title	Appropriation Title
U.S. Department of Justice	\$854.87	Body Armor Replacement Fund Program	Body Armor Replacement Fund Program

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Thanked Council for their comments regarding the Robbinsville Agreement. Stated that nothing has been done regarding bicycles on the sidewalk for another year. Stated that the Borough needs and Economic Development Commission (EDC).

Eugene Sarafin, 628 South Main Street – Stated that we need more committees in town. Committees get people involved. Wonderful things are going on in local government. This needs to extend to the State and Federal Governments.

Jordan Alder, 2 Fryer Court – Crosswalks and signs are needed for the elementary schools. Questioned if there was an ordinance in place for bicycles. There needs to be a place to park bikes downtown. Also an alternate route for bike riders is needed.

Keith LePrevost, 213 Greeley Street – A young resident of from the Housing Authority was hit by a car while in a crosswalk. We need to light to enhance our crosswalks so this does not happen again.

Councilmember Misiura stated that he appreciated Mr. LePrevost's comment. A lighted blinking crosswalk on the corner of Grape Run and Mercer Street is being installed.

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

DISCUSSION

Professional Appointment Evaluations (Labor Counsel & Grant Writer)

Borough Administrator/Clerk explained that there are RFP's out for Labor Counsel and Grant Writer. The proposals are due 12/14/17. She asked which Councilmembers would be reviewing the proposals. Discussion ensued. It was agreed that Council President Stults and Councilmember Bluth will review the proposals for Labor Counsel and Councilmembers Musing and Montferrat will review the proposals for Grant Writer.

SUBCOMMITTEE REPORTS

Affordable Housing

Councilmember Misiura informed Council that the subcommittee had met this evening with the owner of Deerfield Westerlea Apartments. They are interested in adding new units that will help with the Borough's Affordable Housing needs. At the moment they do not have a plan. They are willing to escrow funds to have the Borough Planner help develop and overlay zone. The Borough Planner will take a look and give a cost estimate.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

Attended the HPC meeting last month. He is happy about the approval of the banners.

Councilmember Misiura

Planning Board will have their meeting next week. He attended the Environmental Commission Meeting with his daughter who is a member of the Green Team representing Hightstown High School. He stated that as a liaison to the Fire Department, they attend the start of the meeting, asked to give a report and then asked to leave. Mayor Quattrone stated that he will speak with the President of the Fire Company and ask that the liaison stay for the duration of the meeting.

Councilmember Montferrat

The Board of Health will hold its meeting on the 13th. He attended the last Environmental Commission meeting. He was informed that residents from Meadow Lakes have formed a committee to work on issues in government. Happy to have residents come out to speak about the removal of the trees.

Councilmember Bluth

Cultural Arts Commission are planning for 2018. Empty Bowls will take place March 24, 2018 at the Peddie School Dining Hall. More pianos will be painted and displayed in the spring. Looking to hold workshops and possibly the painting of a mural on Main Street. They are also discussing participation in Fun Fridays, Theatre in the Park and Pop Up Galleries.

Council President Stults

Downtown Hightstown Executive Board will be meeting tomorrow. Business group will be meeting at Byrne's Deli this week. Executive Board will be discussing the Lakefront and leasing the Church parking lot certain hours during the week. He was unable to attend the last Housing Authority Meeting. He will reach out to Mr. LePrevost to follow up on the meeting. All of the Christmas lights are up Downtown. The Downtown Hightstown Website calendar will be updated with current events.

Borough Administrator/Clerk Sopronyi

JCP&L will be increasing the wattage by certain crosswalks in town. The cost of the wattage increase for 5 lights is approximately \$250/year. Ms. Sopronyi will look into the cost for new light poles. We are working with the County to install a blinking pedestrian crosswalk sign at Grape Run and Mercer Street. This should be installed in January. Will be meeting with the County to discuss moving the crosswalk on Stockton Street by the Rogers and Black schools. Will be interviewing candidates for Lab Manager and Assistant Superintendent for the AWWTP. Asked Council if the January 2nd Council meeting was necessary being that The Reorg Meeting is taking place on the 1st. Council agreed that the January 2nd meeting was not necessary and should be cancelled.

Deputy Clerk Riggio

Stated that dog license renewals have been mailed and are due in the month of January.

Mayor Quattrone

Asked that Councilmembers forward their requests for liaison positions to the Clerk's Office. Downtown Hightstown looks great. Thanked Keith LePrevost for his work on getting the easement from the Housing Authority. He hopes this helps the water problems for the Housing Authority also. He, along with the Borough Administrator, has met with East Windsor regarding several issues. They have not heard back from them yet.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:47 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk