

**Meeting Minutes
Hightstown Borough Council
September 18, 2017
7:30 p.m.**

The meeting was called to order by Mayor Quattrone at 7:31 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 Kurs</i>		✓
<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; Debra Sopronyi Borough Clerk/Administrator; George Lane, CFO and Fred Raffetto, Borough Attorney.

APPROVAL OF AGENDA

Councilmember Bluth moved the Agenda for approval; Councilmember Montferrat seconded.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

Councilmember Bluth moved the September 5, 2017 Executive Session Minutes for approval; Councilmember Hansen seconded.

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

Minutes approved 5-0.

Councilmember Stults moved the September 5, 2017 Public Session Minutes for approval; Councilmember Misiura seconded.

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

Minutes approved 5-0.

PUBLIC COMMENT I

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

There being no one coming forward, Mayor Quattrone closed the public comment period.

ORDINANCES

2017-14 First Reading and Introduction – An Ordinance Establishing the Titles and Salary Ranges of Water Plant Superintendent and Assistant Waste Water Treatment Plant Superintendent

Councilmember Hansen moved Ordinance 2017-14 for Introduction; Council President Stults seconded.

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

Ordinance Introduced 5-0.

Public Hearing scheduled for October 2, 2017.

Ordinance 2017-14

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

AN ORDINANCE ESTABLISHING THE TITLES AND SALARY RANGES OF WATER PLANT SUPERINTENDENT AND ASSISTANT WASTE WATER TREATMENT PLANT SUPERINTENDENT

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

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

	RANGING FROM:	TO:
Water Plant Superintendent	\$10,000.00	\$25,000.00
Assistant Waste Water Treatment Plant Superintendent	\$45,000.00	\$80,000.00

Section 2. This Ordinance shall take effect after final passage and publication as provided by law, but the range of compensation herein provided shall be effective September 8, 2017.

Section 3. The salary range 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 2017-168 Authorizing Payment for Bills

Councilmember Montferrat moved Resolution 2017-168; Council President Stults seconded.

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

Resolution adopted 5-0.

Resolution 2017-168

*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 \$151,096.46 from the following accounts:

Current		\$69,103.22
W/S Operating		41,717.69
General Capital		1,600.00
Water/Sewer Capital		20,712.25
Grant		14,935.80
Trust		715.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>2,312.50</u>
Total		<u>\$151,096.46</u>

Resolution 2017-169 Appointing Kenneth Lewis as Water Plant Superintendent

Councilmember Montferrat moved Resolution 2017-169; Council President Stults seconded.

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

Resolution adopted 5-0.

Resolution 2017-169

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

APPOINTING KENNETH LEWIS AS WATER PLANT SUPERINTENDENT

WHEREAS, there is a need for a Water Plant Superintendent for the Hightstown Borough Water Plant; and

WHEREAS, the Mayor and Council of the Borough of Hightstown, wish to appoint Kenneth Lewis to serve as Water Plant Superintendent; and

WHEREAS, Kenneth Lewis holds the appropriate certifications for said title; and

WHEREAS, it has been determined that the salary for said Water Plant Superintendent shall be \$10,000.00 annually; and

WHEREAS, said appointment shall be effective September 22, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Mayor and Council hereby appointment of Kenneth Lewis as Water Plant Superintendent effective September 22, 2017 at a salary of \$10,000.00 annually.

Resolution 2017-170 Appointing Richard Lewis as Senior Water Plant Operator

Council President Stults moved Resolution 2017-170; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2017-170

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

APPOINTING RICHARD LEWIS AS SENIOR WATER PLANT OPERATOR

WHEREAS, there is a need for a Senior Water Plant Operator for the Hightstown Borough Water Plant; and

WHEREAS, the Mayor and Council of the Borough of Hightstown, wish to appoint Richard Lewis to serve as Senior Water Plant Operator; and

WHEREAS, Richard Lewis holds the appropriate certifications for said title; and

WHEREAS, it has been determined that the salary for said Senior Water Plant Operator shall be \$65,000.00 annually; and

WHEREAS, said appointment shall be effective September 22, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Mayor and Council hereby appointment of Richard Lewis as Senior Water Plant Operator effective September 22, 2017 at a salary of \$65,000.00 annually.

Resolution 2017-171 Authorizing Payments #2 and #3 – Parsons Brinckerhoff (NJDOT Safe Routes to Schools – Improvements to Stockton and Joseph Streets)

Council President Stults moved Resolution 2017-171; Councilmember Misiura seconded.

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

Resolution adopted 5-0.

Resolution 2017-171

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

**AUTHORIZING PAYMENTS #2 AND #3 – PARSONS BRINCKERHOFF (NJDOT
SAFE ROUTES TO SCHOOLS – IMPROVEMENTS TO STOCKTON STREET &
JOSEPH STREET)**

WHEREAS, on November 7, 2016, the Borough Council awarded a contract for Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough to Parsons Brinckerhoff, Inc., of Dallas, Texas at the price of \$103,819.36; and

WHEREAS, the engineer has submitted payment request #2 for work completed on the project from December 31, 2016 through February 3, 2017 in the total amount of \$13,336.39; and

WHEREAS, the engineer has submitted payment request #3 for work completed on the project from February 4, 2017 through March 31, 2017 in the total amount of \$23,984.24; and

WHEREAS, this payment shall be contingent upon approval 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 Payment Requests #2 and #3 to Parsons Brinckerhoff, Inc., P.O. Box 732476, Dallas, Texas, 75373-2476, in the total amount of \$37,320.63 is hereby approved as detailed herein, and the CFO is authorized to issue same.

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2017-172, 2017-173 and 2017-174 as a Consent Agenda; Councilmember Montferrat seconded.

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

Resolutions adopted 5-0.

Resolution 2017-172

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

**ACCEPTING MEMBERSHIP OF THOMAS J. HAMMOND IN
HIGHTSTOWN ENGINE CO. NO. 1**

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

WHEREAS Mr. Hammond has undergone and passed the required physical examination, and his 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 Thomas J. Hammond 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 2017-173

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

**AMENDING RESOLUTION 2017-157 WHICH APPROVED FOR THE INSERTION OF A
SPECIAL ITEM OF REVENUE IN THE 2017 BUDGET**

WHEREAS, Resolution 2017-157 approved for the insertion of a special item of revenue in the 2017 Budget; and

WHEREAS, there was an error in the Source, Revenue Title and Appropriation Title which requires a correction; and:

WHEREAS, Resolution 2017-157 is amended to read as follows:

Source	Amount	Revenue Title	Appropriation Title
New Jersey Division of Highway and Traffic Safety	\$5,500.00	2017 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown	2017 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of Hightstown Borough that the insertion of a special item of revenue in Resolution 2017-157 is hereby amended to read as noted herein.

Resolution 2017-174

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

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR
THE FY2018 NJDOT MUNICIPAL AID GRANT FOR IMPROVEMENTS TO
LINCOLN AVENUE, HAGEMONT AVENUE AND ROCKY BROOK COURT**

WHEREAS, the Borough of Hightstown wishes to file an application with the New Jersey Department of Transportation for a Municipal Aid Grant for improvements to Lincoln Avenue, Hagemont Avenue and Rocky Brook Court; and

WHEREAS, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$3,750.00, to prepare the application for the FY2018 New Jersey Department of Transportation Municipal Aid Grant application.

NOW, THEREFORE BE IT RESOLVED, that Borough Engineer is hereby authorized to file an application with the New Jersey Department of Transportation for a Municipal Aid Grant for improvements to Lincoln Avenue, Hagemont Avenue and Rocky Brook Court at a cost not to exceed \$3,750.00.

PUBLIC COMMENT PERIOD II

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

Keith LeProvost, 213 Greeley Street – Thanked Councilmember Stults for acting as liaison to the Housing Authority. They are off to a good start and he thinks this will be a good fit. Also asked that the storm drains in town be removed of leaves before storms come.

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

DISCUSSION

Joseph Street Paving

Administrator/Clerk, Debra Sopronyi informed Council that she had spoken with Parsons Brinkerhoff and they would not charge Hightstown to add the paving of Joseph Street to the Safe Routes to School Design Project. NJDOT will have no problems with the Borough paying the additional construction costs. Parsons Brinkerhoff estimates that the paving of the road will be approximately \$90,000.00. Ms. Sopronyi then stated that the Bond Ordinance for Joseph Street will be amended at the next meeting to cover the additional costs.

Halloween Festivities (Stockton Street)

Administrator/Clerk, Debra Sopronyi, informed Council that the Police Department had inquired as to what Council would like to do for Halloween on Stockton Street this year. Discussion ensued. It was decided that the same plan as last year would be in place – Stockton Street closed between Church Street and Summit Street from 6:00 pm – 9:30 pm. In addition Bank Street and Rogers Avenue will be closed to westbound traffic during this time period. There will be a temporary NO PARKING ban on Rogers Avenue from Stockton Street to Academy Street, on Summit Street between Stockton Street and Mercer Street, on Academy Street between Rogers Avenue and Mercer Street, and on Church Street.

SUBCOMMITTEE REPORTS

Rug Mill Project

Councilmember Misiura informed Council that RBG will be filing their application with the Planning Board within the next few weeks.

Affordable Housing

Councilmember Misiura informed Council that he, along with Councilmember Hansen, Administrator/Clerk Sopronyi, Borough Engineer Carmela Roberts and Borough Planner Brian Slauch, had met with Deerfield Westerlea and the Housing Authority to discuss the rezoning of the area surrounding Turnquist Garage. This project will increase the density of the area to accommodate affordable housing. There was discussion regarding the maintenance of the property now, the traffic flow and the neighborhoods in the surrounding area. Our committee has heard what Deerfield Westerlea wants to do. The Planner will now look at and visit the property to determine what is reasonable.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Hansen

Informed Council that the Triathlon last weekend was very successful.

Councilmember Bluth

Stated that she could not attend the last Habitat for Humanity meeting but she will follow up with Anthony regarding the progress of the project. The Cultural Arts Commission will be meeting next Wednesday.

Councilmember Montferrat

Sustainable Jersey revisions have been submitted. The Environmental Commission will meet next week.

Councilmember Misiura

The Planning Board met on September 11th. They discussed the revisions to the LED sign ordinance; the Planner is now reviewing the changes. The hearing for El Zorro was postponed. The Historic Preservation Commission will meet again next Thursday.

Council President Stults

The Downtown Businesses are meeting tonight at 12 Farms. Stated that he had a good first meeting with the Housing Authority. The Construction Office is looking to make some changes to the inspection of apartments and rental property.

Borough Clerk/Administrator Sopronyi

Stated that she had spoken to Robbinsville regarding the EMS Shared Services Agreement. This is due to expire and Ms. Sopronyi needs to know if Council is interested in renewing this agreement. Discussion ensued. Council agreed to move forward with renewing the agreement. Ken Lewis, Public Works Superintendent, is taking an inventory of all signs so he knows what needs to be ordered come January. There has been a request for a crosswalk at Monmouth & Cranbury Station Road. Ms. Sopronyi will be checking into this. Chief Gendron was able to obtain

a prescription drop-off box for the Police Department at no cost to the Borough. This will become part of Sustainable Jersey. More details to follow.

Deputy Borough Clerk Riggio

Ordinance 2017-13 was introduced at the September 5, 2017. Because of the Labor Day Holiday the introduction was not advertised in time so the public hearing for this ordinance will be October 2, 2017. The Borough Wide Yard Sale is scheduled September 30th. There is a sign up on the Borough's website. The Harvest Fair is October 7th.

Borough Attorney Fred Raffetto

There will be some action items for the Rug Mill Project coming forward at the next meeting.

Mayor Quattrone

Councilmember Kurs is representing the Borough at another meeting this evening. The Girls Scouts have completed their Solar System Project along Rocky Brook. The Board of Health informed him that East Windsor is still looking to hire a nurse. There will be flu vaccines given to Hightstown Senior Residents but we are unsure of the date at this time. There will be a flu clinic for Borough employees on October 11th at the Municipal Offices.

ADJOURNMENT

Council President Stults moved to adjourn at 8:10 pm; Councilmember Montferrat seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk