

Meeting Minutes
Hightstown Borough Council
April 16, 2018
7:00 p.m. – Executive Session
7:30 p.m. – Public Session

The meeting was called to order by Mayor Quattrone at 7:01 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 2018-91 Authorizing a Meeting that Excludes the Public

Council President Stults moved Resolution 2018-91; Councilmember Musing seconded.

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

Resolution adopted 6-0.

Resolution 2018-91

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 April 16, 2018 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:

Personnel

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: July 16, 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 7:32 p.m. and again read the Open Public Meetings Statement.

Monika Patel, Deputy CFO and George Lang, CFO, arrived after executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Montferrat moved to add Resolution 2018-95, amending the agreement for the Peddie Lake Walking Bridge, to the agenda.

Council President Stults moved the agenda as amended; Councilmember Bluth seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

Councilmember Bluth moved the minutes from the March 5, 2018 Executive Session for approval; Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Council President Stults moved the minutes from the March 5, 2018 Public Session for approval; Councilmember Musing seconded.

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Keith LePrevost, 213 Greely Street – Stated that it’s good to look at water rates every once in a while. Asked that Council look at the base rate since it is not fair to homeowner who conserve water. We should look at using a blended rate.

Scott Caster, 12 Clover Lane – Congratulations on the Bridge Resolution. Needs to voice opposition to Mr. LePrevost’s comment; there needs to be a base and consumption rate.

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

ORDINANCES

Ordinance 2018-08 First Reading and Introduction Amending Chapter 13, Entitles “Housing”. Section 13-12, Entitled “Registration of Residential Rental Properties”, Subsection 13-12-2, Entitles “Registration Required” of the *Revised General Ordinances of the Borough of Hightstown*

Council President Stults moved Ordinance 2018-08 for introduction; Councilmember Musing seconded.

Discussion ensued. Borough Administrator/Clerk, Debra Sopronyi, stated that this ordinance is clarifying annual inspections and requiring the lease page containing tenants and signature page. There was a question as to why annual inspections are needed. It was stated that annual inspections are being done to address overcrowding issues and to protect the health and safety of the dwellers. Councilmember Bluth brought up a recent court case that negates annual inspections. Further discussion ensued. Council instructed Borough Attorney, Fred Raffetto, to look into the legal cases pertaining to this issue. Councilmembers Stults and Musing rescinded their motions for introduction.

Councilmember Bluth moved to table Resolution 2018-08; Councilmember Musing seconded.

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

Ordinance tabled 6-0.

ORDINANCE 2018-08

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

AMENDING CHAPTER 13, ENTITLED “HOUSING”, SECTION 13-12, ENTITLED “REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES”, SUBSECTION 13-12-2. ENTITLED “REGISTRATION REQUIRED” OF THE *REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN*

WHEREAS, the Housing Inspector, in coordination with the Construction/Zoning Official recommends that a copy of the current executed rental lease for the property be submitted with the Rental Registration and this

requirement be added to the Rental Registration requirements of the Borough; and

WHEREAS, The Mayor and Council of Hightstown Borough have determined that said revision to the Housing ordinance is beneficial to assure proper compliance with the Rental Registration requirement.

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

1. Section 1. Chapter 13, entitled “Housing”, Section 13-12, entitled “Registration of Residential Rental Properties”, Subsection 13-12-2, entitled “Registration Required” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (additions are shown with underline, deletions are shown :

Subsection 13-12-2 Registration Required

(a) Owners of every residential rental facility located within the Borough are required to register annually with the Borough Clerk or his/her designee, on forms supplied by the Borough. A separate registration shall be required for each rental unit, even if more than one (1) rental unit is contained in the property. Such registration shall contain, at minimum, the following information:

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;
- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, duplex, condo, townhouse, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.

12) A copy of the page(s) of the current lease showing the tenants as listed on the application and the

signature page showing said tenants signature(s) shall be submitted with the application.

(b) Registrations shall cover a one-year period running from April 1 through March 31. Initial registrations under this Section are due no later than April 30th. Newly acquired units must be registered prior to their rental and annually thereafter.

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, annually. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Annual inspections will be scheduled by the owner.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (rental status, ownership, tenant, emergency contact, etc.) must be reported to the Code Enforcement/Housing Inspector within twenty (20) days.

(f) Any failure to receive notice from the Borough shall not constitute grounds for failing to register.

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. 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 therefrom and shall not be affected.

Ordinance 2018-09 First Reading and Introduction Amending Chapter 19, Entitled “Water and Sewer”, Subsection 19-2-2. Entitled “Water Charges” of the Revised General Ordinances of the Borough of Hightstown

Councilmember Bluth moved Ordinance 2018-09 for Introduction; Councilmember Montferrat seconded.

Borough Administrator/Clerk, Debra Sopronyi, stated that this ordinance increases the charge for tanked water. Tanked water is when a company needs water from a hydrant for a project. The Water Department is requesting this change.

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

Ordinance introduced 6-0. Public Hearing is scheduled for May 7, 2018.

ORDINANCE 2018-09

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AMENDING CHAPTER 19, ENTITLED “WATER AND SEWER”, SUBSECTION 19-2-2. ENTITLED
“WATER CHARGES” OF THE *REVISED GENERAL ORDINANCES OF THE BOROUGH OF
HIGHTSTOWN***

WHEREAS, There is a need to increase the charge for Tanked Water in the Borough to make it competitive with neighboring communities; and

WHEREAS, The Mayor and Council of Hightstown Borough agree with said recommendation.

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

1. Section 1. Chapter 19, entitled “Water and Sewer”, Subsection 19-2-2, entitled “Water Charges” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (additions are shown with underline, deletions are shown :

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit) \$44.00 per unit
- b. Quarterly base charge for auxiliary residential
water-only connection (per connection unit), installed
as per subsection 19-2.5c \$25.00 per unit
- c. Water usage charge per each 100 cubic feet
of metered water usage (all account types except
auxiliary residential water-only connections) \$1.96
- d. Water usage charge per each 100 cubic feet of metered water usage for
auxiliary residential water-only connections \$2.85 per unit
- e. Tanked water \$20.00 per
1,000 gallons
- f. Quarterly base charge for private fire service lines:
Size of fire service line
2” \$10.00
4” \$50.00
6” \$155.00
8” \$335.00
10” \$600.00
- g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.
- h. Water charges shall increase by an additional 1% on January 1, 2017.

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. 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 therefrom and shall not be affected.

RESOLUTIONS

Resolution 2018-92 Authorizing Payment of Bills

Councilmember Montferrat moved Resolution 2018-92; Councilmember Bluth seconded.

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

Resolution adopted 5-0 with 1 abstention.

Resolution 2018-92

*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 \$69,362.81 from the following accounts:

Current		\$36,781.51
W/S Operating		0.00
General Capital		32,581.30
Water/Sewer Capital		0.00
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$69,362.81</u>

Resolution 2018-93 Authorizing a Shared Services Agreement with Roosevelt Borough for Various Public Works Services

Council President Stults moved Resolution 2018-93; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2018-93

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROOSEVELT BOROUGH
FOR VARIOUS PUBLIC WORKS SERVICES**

WHEREAS, it is the desire of Hightstown Borough to enter into a Shared Services Agreement for the provision of various Public Works services to the Borough of Roosevelt for the three-year period, January 1, 2018 through December 31, 2020; 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 services to be provided by Hightstown Borough, to the Borough of Roosevelt shall include the repair and maintenance of public water and sewer lines, and public roads and streets; and

WHEREAS, Ken Lewis, Hightstown Public Works Superintendent shall be the contact for said services on behalf of Hightstown Borough.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Hightstown Borough is hereby authorized to enter into a Shared Services Agreement for Certain Public Works Services, and the Mayor and Borough Clerk are authorized to execute said agreement.

Resolution 2018-94 Proclaiming Hightstown Volunteer Appreciation Week and Recognizing, Honoring and Thanking Hightstown Volunteers

Councilmember Montferrat moved Resolution 2018-94; Council President Stults seconded.

Mayor Quattrone thanked all members of the community that volunteer, stating that Hightstown is run by volunteers.

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

Resolution adopted 6-0.

Resolution 2018-94

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

**PROCLAIMING HIGHTSTOWN VOLUNTEER APPRECIATION WEEK AND
RECOGNIZING, HONORING AND THANKING HIGHTSTOWN'S VOLUNTEERS**

WHEREAS, the week of April 15 to 21, 2018 has been proclaimed National Volunteer Week to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, the Borough of Hightstown and its residents have benefited greatly from hundreds of volunteers who each year give tirelessly and selflessly to the service of others; and

WHEREAS, volunteerism strengthens communities, improves society, and enhances the overall quality of life for all citizens; and

WHEREAS, volunteering changes the lives of volunteers in a positive way, increasing self-confidence, self-esteem and physical wellbeing; offering the chance to meet new friends and associates; and providing opportunities to learn new skills and abilities; and

WHEREAS, the Hightstown Borough Mayor and Council wishes to acknowledge and thank its volunteers for their dedication and tireless efforts.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown hereby proclaims the week of April 15 to 21, 2018 as Hightstown Volunteer Week and expresses its sincere appreciation and gratitude for the dedication and untiring efforts of all those who volunteer to help make our community a better place to live and work.

Resolution 2018-95 Authoring the Execution of an Amendment to an Agreement with New Jersey Department of Transportation (NJDOT), for Construction and Construction Inspection Services of the Peddie Lake Dam Walking Bridge Replacement

Councilmember Musing moved Resolution 2018-95; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2018-95

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

**AUTHORIZING THE EXECUTION OF AN AMENDMENT TO AN AGREEMENT
WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT), FOR
CONSTRUCTION AND CONSTRUCTION INSPECTION SERVICES OF THE
PEDDIE LAKE DAM WALKING BRIDGE REPLACEMENT**

WHEREAS, On March 5, 2018, The Federal Highway Administration authorized funding up to an amount of 374,450.00 for construction and \$121,215.00 for construction inspection services for the Peddie Lake Dam Walking Bridge Replacement; and

WHEREAS, On March 19, 2018 the Borough Council authorized the execution of a Federal Aid Agreement for

said funding; and

WHEREAS, The NJDOT has forwarded to Hightstown Borough, an amendment to the Federal Aid Agreement for said funding; and

WHEREAS, NJDOT is requesting Hightstown Borough to execute and attest to four (4) copies of said Agreement Amendment.

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

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the Agreement Amendment on behalf of the Borough.
2. That all relevant officials are authorized to undertake any actions necessary to effectuate and implement the said Agreement Amendment.

PUBLIC COMMENT PERIOD II

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

David Zimet, 45 Petty Road, Cranbury – Is opening Ralph’s Ice Cream Shop on Main Street. He is looking for permission to place out door seating on Main Street. Mayor Quattrone directed him to speak to the Administrator during business hours to find out the process.

Keith LePrevost, 213 Greely Street – This Saturday the stream and town clean up will be taking place. The shredding event will take place at Memorial Park from 10 a.m. – 12 noon. At noon there will be a tree planting at Dawes Park where the Roger Cook Elm Tree will be replaced.

Scott Caster, 12 Clover Lane – Spoke regarding the increase tax rate. Stated that Council needs to get creative to cut the tax rate. Hightstown needs to go to Trenton to get more State aid.

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Cultural Arts Commission Empty Bowls raised over \$14,000. There will be a piano again in Memorial Park this summer and a second piano is being placed in Association Park. April 21, after the tree planting there will be a walkway cleanup. Wellness walks will start on Wednesday, May 2 and will take place every other Wednesday. The Mayor’s walk will take place Saturday, June 16 at 8:30 a.m. and will begin at Memorial Park. Open Water Swims will begin in June. Fun Friday’s will take place this summer on June 15, July 20, August 17 and September 14. Theatre in the Park will once again take place in Association Park. Performances will be July 27, 28 and 29. This year Parkway Players performance will be August 24 and 25. Parks and Rec is sponsoring a magic show on July 22 in Association Park and a Puppet Show on August 26 also at Association Park. The Triathlon is scheduled for September 9th.

Councilmember Montferrat

Board of Health met Wednesday and presented their annual report. They honored a West Windsor Plainsboro South student for the STOMP out campaign. Environmental Commission is meeting April 24th, Harvest Fair Committee is meeting April 17th. Likes seeing the agreement for Shared Services with Roosevelt Borough. This sets a good example for neighboring municipalities.

Councilmember Misiura

Attended the Environmental Fair at St. Anthony's and was happy to see Hightstown Borough's Environmental Commission in attendance.

Council President Stults

Housing Authority meets this Wednesday. Downtown Business Group is interested in learning more about the BID concept. The Governor is looking to reinstate the Main Street Program which revitalizes downtown areas.

Borough Administrator/Clerk, Debra Sopronyi

The newsletter will be mailed next week. Her office has received many complaints regarding truck traffic on Wycoff Mills Road. Informed Council that at the GPA Conference last week they were updated about proposed bills dealing with the mandatory purchasing of electric vehicles and installation of charging stations.

Borough Attorney, Fred Raffetto

The Borough is performing their due diligence for the YMCA. The environmental review was completed and there were no major issues. RBG will be coming to Planning Board. An insurance payment for \$200,000 was received for the old municipal building.

ADJOURNMENT

Council President Stults moved to adjourn at 8:56 p.m.; Councilmember Musing seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk