

**Meeting Minutes
Hightstown Borough Council
December 3, 2018
7:30 p.m.**

The meeting was called to order by Mayor Quattrone at 7:30 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 Fred Raffetto, Borough Attorney, George Lang, CFO and Carmela Roberts, Borough Engineer.

The Flag Salute followed roll call.

Mayor Quattrone called for a moment of silence for President George H. W. Bush.

APPROVAL OF AGENDA

Councilmember Montferrat requested to add Affordable Housing Administrator as a discussion item.

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

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

November 19, 2018 Executive Session

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Minutes approved 5-0 with 1 abstention.

November 19, 2018 Public Session

Moved by Councilmember Montferrat; Seconded by Councilmember Musing.

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

Minutes approved 5-0 with 1 abstention.

ENGINEERING ITEMS

NJDOT Application Local Freight Impact Fund 2019

Borough Engineer, Carmela Roberts, reviewed her letter dated November 26, 2018. Ms. Roberts explained that the application must be submitted by January 11, 2019 and that she is prepared to move forward should Council choose to do so. Discussion ensued. Council directed Ms. Roberts to move forward with the application for Improvements to Rogers Avenue (Between Mercer Street and Stockton Street). Ms. Roberts explained that this will be submitted under the category of Truck Safety and Mobility. Ms. Roberts stated that because Council has decided to move forward with only 1 project, the cost to submit the application would not exceed \$6,500. Council will memorialize this authorization at the December 17th meeting with a formal resolution.

Resolution 2018-211 Awarding a Contract for Improvements to First Avenue – JTG Construction

Moved by Councilmember Musing; Seconded by Council President Stults.

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

Resolution adopted 6-0.

Resolution 2018-211

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

**AWARDING A CONTRACT FOR IMPROVEMENTS TO FIRST AVENUE – JTG
CONSTRUCTION**

WHEREAS, five (5) bids were received on November 18, 2018, for Improvements to First Avenue; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Improvements to First Avenue be awarded to the low bidder, JTG Construction of Newark, New Jersey at the price of \$328,356.00; and

WHEREAS, this project is partially funded by the New Jersey Department of Transportation Municipal Aid Grant program, the award of this contract is conditional upon approval by the New Jersey Department of Transportation; and

WHEREAS, the execution of this contract is subject to the review and approval of the Borough Attorney to assure that the bid submitted by JTG Construction is in order with respect to legal compliance; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Improvements to First Avenue is hereby awarded to JTG Construction of Newark, New Jersey in the amount of \$328,356.00.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Great sadness for the loss of President George H.W. Bush. It is a great loss to our country.

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

ORDINANCES

Ordinance 2018-22 Final Reading and Public Hearing – Amending Chapter 29, Entitled “Signs”, Section 29-5, Entitled “Prohibited” of the Revised General Ordinances of the Borough of Hightstown

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – This is a marvelous ordinance.

Scott Caster, 12 Clover Lane – Asked why the ordinance isn’t redlined to show the changes. Deputy Clerk, Peggy Riggio, explained that the redlined version is distributed during introduction. The final version is distributed during the final reading. He then questioned if individuals can paint signs or murals on private buildings.

There being no further comments, the Mayor closed the public hearing.

Moved for adoption by Council President Stults; Seconded by Councilmember Musing.

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

Ordinance adopted 6-0.

ORDINANCE 2018-22

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AMENDING CHAPTER 29, ENTITLED “SIGNS”, SECTION 29-5, ENTITLED “PROHIBITED SIGNS”
OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN**

WHEREAS, The Cultural Arts Commission's goals and purposes are the development of artistic and cultural appreciation and expression and the presentation of cultural/artistic events and programs, and establishment of art installation sites and venues; and

WHEREAS, The Cultural Arts Commission has requested exemption from the restriction regarding murals in the Borough to enhance and promote the artistic culture in the Borough; and

WHEREAS, Any such project shall be approved by the Borough Council prior to execution; 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 29, entitled "Signs", Section 29-5, entitled "Prohibited Signs" of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (deletions are crossed out; additions are underlined):

29-5. Prohibited Signs.

Any sign that is not permitted by the provisions of this chapter is hereby prohibited, with the following signs specifically prohibited:

A. A flashing, blinking, twinkling, animated, moving or projected sign of any type or a sign that presents the illusion of movement, with the exception of time-and-temperature displays and barber poles as otherwise permitted or signs which emit smoke, noise or visible vapor.

B. Banners, pennants, streamers, spinners or similar devices constructed of cloth, light fabric, cardboard, plastic, vinyl, or other like material, and lights and searchlights, displayed for the purpose of attracting the attention of pedestrians or motorists, except as permitted for special events not to exceed four times per year for a maximum 2-week period and not exceeding 16 square feet.

C. Any sign so erected, constructed or maintained as to obstruct any fire escape, window, door or other opening used as a means of ingress and egress.

D. Any portable or bench sign, or signs that emit smoke, vapor or noise, except as permitted in Section 29-17.

E. Any sign which, when applying contemporary community standards, has a dominant theme or purpose which is obscene or offensive.

F. Off-premises signs.

G. Signs using red, green, blue or amber illumination in a beam, beacon or flashing form resembling an emergency light or traffic signal.

H. Neon signs.

I. Signs attached to the exterior glass of a building.

J. Permanent marquees extending over the sidewalk beyond the street line.

K. Signs posted or painted on posts, utility poles, tanks, towers, smokestacks, trees, rocks or any

natural feature of the environment.

L. Signs posted on Borough property except where specifically authorized by the Borough.

M. Signs installed or painted on sidewalks, curbs and benches, except as permitted in Section 29-18.

N. Signs on abutments, retaining walls and embankments.

O. Murals and signs painted on buildings. Signs painted directly on buildings or which obstruct any windows except those painted as a Cultural Arts Commission project and specifically authorized by the Borough of Hightstown Borough Council.

P. Roof signs.

Q. Signs which constitute a hazard to pedestrian or the traveling public by obstructing access, obstructing driving vision or by obstructing regulatory or directional signs or signals, or which may confuse or distract the attention of the operator of a motor vehicle, or otherwise constitute a safety hazard.

R. Pylon signs, except as permitted herein.

S. All outside lighted signs operating after 1:00 a.m. with the exception of signs in the commercial zones. Lighted signs are those signs for which the source of light is internal.

T. Illuminated signs where the source of light is directly visible from adjoining properties or streets. Illuminated signs are signs that are lighted by an external source.

U. All temporary signs, except as set forth herein.

V. Any sign using the term "going out of business sale" or terms substantially similar to "going out of business sale" which does not coincide with the permitted time frames for such sales, as set forth in N.J.S.A. 56:8-2.8, whether or not a permit for such sign may have been issued pursuant to this chapter.

W. Signs advertising room or rooms for rent for any property in the Borough of Hightstown for which no license has been issued in accord with Sections 4-1, 13-8, and 13-10 of this Code to qualify that property as a boarding house, rooming house, or rooming unit.

X. Signs advertising an apartment or house for rent for any property in the Borough of Hightstown for which a Rental Certificate of Compliance has not been issued by the Housing Inspector, in accord with Subsection 13-8-1 of this Code.

Y. Signs advertising the rental of any room, apartment or house, unless the sign is located on the property that is being advertised, and the owner of the property has taken all necessary steps to make sure that such advertising is otherwise in accord with the provisions of this Code.
(Ord. No. 2010-06)

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 2018-23 First Reading and Introduction – An Ordinance Amending and Supplementing Subsection 25-10, Entitled “Maintenance and Repair,” of Section 25, “Stormwater Control,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Borough Engineer, Carmela Roberts, reviewed her letter to Council dated October 20, 2018. She explained that this will need to be adopted by January 1, 2019 for our NJDEP Permit. This amendment relates to privately owned stormwater facilities. Discussion ensued. Council would like to make the following amendments to the ordinance before introduction: 1) Property owners shall file an annual report with the Borough which gives their quarterly inspection dates and any course of action taken to rectify any condition found. 2) The property owner shall pay the inspection fee for the annual inspection done by the Borough Engineer. 3) All locations will be mapped by the Borough.

Moved for introduction as amended by Councilmember Misiura; Seconded by Councilmember Musing.

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

Ordinance introduced as amended 6-0.

Public Hearing scheduled for December 17, 2018.

ORDINANCE 2018-23

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING
SUBSECTION 25-10, ENTITLED “MAINTENANCE AND REPAIR,”
OF SECTION 25, “STORMWATER CONTROL,”
OF THE “REVISED GENERAL ORDINANCES OF THE
BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

WHEREAS, the Borough of Hightstown (the “Borough”) maintains an MS4 New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Permit (the “Stormwater Permit”); and

WHEREAS, the Stormwater Permit must remain in compliance each year; and

WHEREAS, as of January 1, 2018, the New Jersey Department of Environmental Protection (the “NJDEP”) updated and issued new requirements that the Borough must adhere to in order to comply with the Annual Permit Recertification; and

WHEREAS, the Borough is required to develop, update, implement, and enforce a program to ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the Borough; and

WHEREAS, at the recommendation of the Borough Engineer, and in order to remain in compliance with the Stormwater Permit, the Hightstown Borough Council has agreed to modify the existing language of certain provisions currently contained within the Borough Code.

NOW, THEREFORE, BE IT ORDAINED, 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. Subsection 25-10, entitled “Maintenance and Repair,” of Section 25 “Stormwater Control,” of the “Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented in the following respects (additions are shown with underline, deletions are shown with ~~strikeout~~):

Section 25 STORMWATER CONTROL

25-10. Maintenance and Repair

A. Applicability

1. Projects subject to review as in Section 1.C of this ordinance shall comply with the requirements of Sections 10.B and 10.C.

B. General Maintenance

1. The design engineer shall prepare a maintenance plan for the stormwater management measures incorporated into the design of a major development.
2. The maintenance plan shall contain specific preventative maintenance tasks and schedules; cost estimates, including estimated cost of sediment, debris, or trash removal; and the name, address, and telephone number of the person or persons responsible for preventative and corrective maintenance (including replacement). Maintenance guidelines for stormwater management measures are available in the New Jersey Stormwater Best Management Practices Manual. If the maintenance plan identifies a person other than the developer (for example, a homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's agreement to assume this responsibility, or of the developer's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation.
3. Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project.
4. If the person responsible for maintenance identified under Section 10.B.2 above is not a public agency, the maintenance plan and any future revisions based on Section 10.B.7 below shall be recorded

upon the deed of record for each property on which the maintenance described in the maintenance plan must be undertaken.

5. Preventative and corrective maintenance shall be performed to maintain the function of the stormwater management measure, including repairs or replacement to the structure; removal of sediment, debris, or trash; restoration of eroded areas; snow and ice removal; fence repair or replacement; restoration of vegetation; and repair or replacement of nonvegetated linings.
6. The person responsible for maintenance identified under Section 10.B.2 above shall maintain a detailed log of all preventative and corrective maintenance for the structural stormwater management measures incorporated into the design of the development, including a record of all inspections and copies of all maintenance-related workorders.
7. The person responsible for maintenance identified under Section 10.B.2 above shall evaluate the effectiveness of the maintenance plan at least once per year and adjust the plan and the deed as needed.
8. The person responsible for maintenance identified under Section 10.B.2 above shall retain and make available, upon request by any public entity with administrative, health, environmental, or safety authority over the site, the maintenance plan and the documentation required by Sections 10.B.6 and 10.B.7 above.
9. The requirements of Sections 10.B.3 and 10.B.4 do not apply to stormwater management facilities that are dedicated to and accepted by the Borough.
10. For all stormwater management facilities not dedicated to the Borough, a two year maintenance guarantee for maintenance and repair of the stormwater management facility shall be submitted to the Borough in accordance with N.J.S.A. 40:55D-53. The maintenance guarantee shall be in addition to the submission of performance and maintenance guarantees required for subdivisions and site plans.
11. ~~In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the Borough shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The Borough, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the Borough may immediately proceed to do so and shall bill the cost thereof to the responsible person.~~

The owner of a private stormwater facility is required to inspect the facility after each major storm event and perform any maintenance and/or repairs that may be required, in addition to routine mowing and removal and disposal of accumulated debris from the facility. The owner shall file a report with the Borough annually which provides its inspection dates (which shall be performed quarterly), and any action(s) taken to rectify any condition(s) found. The Borough shall inspect the facility once per year at the cost of the property owner, which cost shall be based upon the actual costs incurred by the Borough in performing the inspection. The Borough shall also maintain a log and map to demonstrate compliance with maintenance requirements and shall document any actions taken by the Borough to enforce compliance. If inspection reveals that maintenance has not been maintained by the owner of the stormwater facility, then the Borough Official will issue an order to correct the deficiency within 30 days. If the deficiency is not corrected within 30 days, the Borough will correct the deficiency and recover the cost under the Property Maintenance Section of the Borough Code (Section 14-12). The Borough, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause as approved by the Borough Engineer or his/her designee.

C. Nothing in this section shall preclude the Borough in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D—53.

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 2018-212 Payment of Bills

Moved by Councilmember Hansen; Seconded by Council President Stults

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

Resolution adopted 6-0.

Resolution 2018-212

*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 \$8,6991.63 from the following accounts:

Current		\$52,128.52
W/S Operating		27,706.95
General Capital		6,919.16
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>237.00</u>
Total		<u>\$86,991.63</u>

Resolution 2018-213 Authorizing Payment #3 – Rapid Pump & Meter Service (Secondary Clarifier Improvements)

Moved by Council President Stults; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2018-213
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING PAYMENT #3 – RAPID PUMP & METER SERVICE (SECONDARY
CLARIFIER IMPROVEMENTS)**

WHEREAS, on December 18, 2017, the Borough Council awarded a contract for the Secondary Clarifier Improvements for the Advanced Waste Water Treatment Plant in Hightstown Borough to Rapid Pump & Meter Service Co., Inc. of Paterson, New Jersey at the price of \$142,430.00; and

WHEREAS, the contractor has submitted payment request #3 for work related to, replacement of pinch valves for the project in the total amount of \$8,771.00; and

WHEREAS, the Borough Engineer has recommended approval of payment #3 to Rapid Pump & Meter Service Co. in the amount of \$8,771.00 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 #3 to Rapid Pump and Meter Service, Co. of Paterson, New Jersey in the amount of \$8,771.00, following receipt of the certified payrolls is hereby approved as detailed herein, and the CFO is authorized to issue same.

Resolution 2018-214 Authorizing Payment to Van Cleef Engineering Associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street)

Moved by Council President Stults; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2018-214

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

**AUTHORIZING PAYMENT TO VAN CLEEF ENGINEERING ASSOCIATES
(CONSTRUCTION ADMINISTRATION AND INSPECTION FOR THE
REHABILITATION OF EAST WARD STREET)**

WHEREAS, on March 21, 2016, the Borough Council awarded a contract for the Engineering Design and Inspection Services for the Rehabilitation of East Ward Street to Van Cleef Engineering of Hamilton, New Jersey at a cost not to exceed \$14,250.00 for design/bid services and a cost not to exceed \$22,750.00 for contract administration/inspection services for a total not to exceed amount of \$37,000.00; and

WHEREAS, the contractor has submitted a request payment in the amount of \$114.00 for coordination with the contractor and review of as-build drawing contractor provided of ADA ramp from September 1, 2018 – October 31, 2018; 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 a payment in the amount of \$114.00 to Van Cleef Engineering of Hamilton, New Jersey is hereby approved as detailed herein.

Resolution 2018-215 Authorizing a Shared Services Agreement with West Windsor Township for Health Services

Moved by Councilmember Montferrat; Seconded by Councilmember Hansen.

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

Resolution adopted 5-0 with one abstention.

Resolution 2018-215

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH WEST WINDSOR
TOWNSHIP FOR HEALTH SERVICES**

WHEREAS, since 2001, the Borough has participated in a Shared Services Agreement with West Windsor Township for the provision of Health Services, for which the current agreement will expire on December 31, 2018; 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 Borough's net cost under this agreement is \$30,342.00 for 2019, \$30,949.00 for 2020 and \$31,568.00 for 2021 with each year representing a 2% increase; and

WHEREAS, it is the intention of the Mayor and Council to provide sufficient funding for this expenditure in the 2019, 2020 and 2021 budgets.

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

1. The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2019 through December 31, 2021, is hereby approved, and the Mayor and Clerk are authorized to execute same.
2. Approval of this agreement is subject to appropriation of sufficient funds in the budgets of 2019, 2020 and 2021.

CONSENT AGENDA

Councilmember Musing moved Resolutions 2018-216; 2018-217; 2018-218; 2018-219; 2018-220; 2018-221; 2018-222; 2018-223; 2018-224; 2018-225; 2018-226; 2018-227; 2018-228; 2018-229; 2018-230 and 2018-231 as a Consent Agenda; Councilmember Hansen seconded.

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

Resolutions adopted 6-0.

Resolution 2018-216

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

**AWARDING CONTRACT FOR REMOVAL, TRANSPORTATION, DELIVERY AND
DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT OF NEW JERSEY, INC.**

WHEREAS, three (3) bids were received on November 2, 2018 for the removal, transportation, delivery and disposal of sludge cake for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the removal, transportation, delivery and disposal of sludge cake be awarded to the low bidder, Waste Management of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$107.00 per ton with a total contract price of \$107,000.00; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Waste Management of New Jersey, Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for removal, transportation, delivery and disposal of sludge cake is hereby awarded to Waste Management of New Jersey, Inc. of Ewing, New Jersey, effective January 1, 2019.

Resolution 2018-217

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

AWARDING A CONTRACT FOR LIQUID CHLORINE – JCI JONES

WHEREAS, two (2) bids were received on November 2, 2018 for Liquid Chlorine for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for Liquid Chlorine be awarded to the low bidder, JCI Jones Chemicals of Sarasota, FL at a per unit price of \$1.3333 per pound with a total contract price of \$18,666.20; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by JCI Jones Chemicals is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Liquid Chlorine is hereby awarded to JCI Jones Chemicals of Sarasota, FL effective January 1, 2019.

Resolution 2018-218

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

**AWARDING CONTRACT FOR ZETA LYTE 1A POLYELECTROLYTE – CUSTOM
ENVIRONMENTAL TECHNOLOGY**

WHEREAS, two (2) bids were received on November 2, 2018 for Zeta Lyte 1A Anionic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a one year contract for the Zeta Lyte 1A Anionic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$10.19 per gallon with a total contract price of \$9,680.50; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Custom Environmental Technology is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Zeta Lyte 1A Anionic Polyelectrolyte is hereby awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2019.

Resolution 2018-219

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

**AWARDING A CONTRACT FOR ZETA LYTE 2800 CH CATIONIC
POLYELECTROLYTE - CUSTOM ENVIRONMENTAL TECHNOLOGY**

WHEREAS, two (2) bids were received on November 2, 2018 for Zeta Lyte 2800 CH Cationic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid submitted by George S. Coyne Chemical Co., inc. of Croydon, Pennsylvania was for an “equal” product that has been previously tested by the Superintendent of the AWWTP and polymer was found not to be considered an equivalent; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a one year contract for the Zeta Lyte 2800 CH Cationic Polyelectrolyte be awarded to the next lowest bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$12.79 per gallon with a total contract price of \$50,648.40; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by Custom Environmental Technology of Collegeville, PA is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte, be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2019.

Resolution 2018-220

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

AWARDING CONTRACT FOR FLUOROSILICIC ACID (FLUORIDE) – GEORGE S. COYNE CHEMICAL CO., INC

WHEREAS, one (1) bid was received on November 2, 2018 for Fluorosilicic Acid (Fluoride) for the Water Treatment Plant in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for the Fluorosilicic Acid (Fluoride) be awarded to the low bidder, George S. Coyne Chemical Co. of Croydon, Pennsylvania, at a per unit price of \$8.4621 per gallon with a total contract price of \$21,155.25; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by George S. Coyne, Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Fluorosilicic Acid (Fluoride) is hereby awarded to George S. Coyne Chemical Co. of Croydon, Pennsylvania effective January 1, 2019.

Resolution 2018-221

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

AWARDING CONTRACT FOR ALUMINUM SULFATE – USALCO BALTIMORE PLANT, LLC

WHEREAS, one (1) bid was received on November 2, 2018 for Aluminum Sulfate for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for the Aluminum Sulfate be awarded to the low bidder, Usalco Baltimore Plant, LLC of Baltimore, Maryland at a per unit price of \$1.1524 per gallon with a total contract price of \$48,400.80; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bid and has determined that the bid submitted by Usalco Baltimore Plant, LLC is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Aluminum Sulfate is hereby awarded to Usalco Baltimore

Resolution 2018-222

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

**AWARDING CONTRACT FOR CALCIUM HYDROXIDE (HYDRATED LIME) –
GEORGE S. COYNE CHEMICAL CO., INC.**

WHEREAS, one (1) bid was received on November 2, 2018 for Calcium Hydroxide (Hydrated Lime) for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for the Calcium Hydroxide (Hydrated Lime) be awarded to the low bidder, George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania at a per unit price of \$0.2207 per pound with a total contract price of \$62,678.80; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by George S. Coyne Chemical Co., Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hydroxide (Hydrated Lime) is hereby awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania effective January 1, 2019.

Resolution 2018-223

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

**AWARDING CONTRACT FOR MAGNESIUM HYDROXIDE – PREMIER
MAGNESIA, LLC**

WHEREAS, one (1) bid was received on November 2, 2018 for Magnesium Hydroxide for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for the Magnesium Hydroxide be awarded to the low bidder, Premier Magnesia, LLC of Wayne, PA at a per unit price of \$648.00 per ton with a total contract price of \$76,464.00; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bid and has determined that the bid submitted by Premier Magnesia, LLC is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Magnesium Hydroxide is hereby awarded to, Premier Magnesia, LLC of Wayne, PA effective January 1, 2019.

Resolution 2018-224

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

**AWARDING CONTRACT FOR SODIUM BICARBONATE – GEORGE S. COYNE
CHEMICAL CO., INC.**

WHEREAS, one (1) bid was received on November 2, 2018 for Sodium Bicarbonate for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for Sodium Bicarbonate be awarded to the low bidder, George S. Coyne Chemical Co., of Croydon, PA at a per unit price of \$0.4183 per pound with a total contract price of \$109,092.64; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Univar USA, Inc., is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Sodium Bicarbonate is hereby awarded George S. Coyne Chemical Co., of Croydon, PA effective January 1, 2019.

Resolution 2018-225

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

**AWARDING CONTRACT FOR CALCIUM HYPOCHLORITE – GEORGE S. COYNE
CHEMICAL, CO., INC.**

WHEREAS, one (1) bid was received on November 2, 2018 for Calcium Hypochlorite for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for the Calcium Hypochlorite be awarded to the low bidder, George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania at a per unit price of \$2.7923 per pound with a total contract price of \$2,233.84; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by George S. Coyne Chemical, Co., Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hypochlorite is hereby awarded to George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania effective January 1, 2019.

Resolution 2018-226

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

**AWARDING A CONTRACT FOR MIXED OXIDANT ODOR CONTROL
FORMULATION – GEORGE S. COYNE CHEMICAL CO., INC.**

WHEREAS, two (2) bids were received on November 2, 2018 for Mixed Oxidant Odor Control Formulation for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid submitted by George S. Coyne Chemical of Croydon, PA was for an “equal” product that has been tested by the Superintendent of the AWWTP and determined to be an equivalent; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a two year contract for VX-456 Odor Control Formulation be awarded to the low bidder, George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania at a per unit price of \$10.2997 per gallon with a total contract price of \$24,925.27; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a two year contract for VX-456 Odor Control Formulation, be awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania effective January 1, 2019.

Resolution 2018-227

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

REJECTING BIDS FOR GRANULAR ALGAECIDE/FUNGICIDE

WHEREAS, one (1) bid was received on November 2, 2018 for Granular Algaecide/Fungicide for the Hightstown Advanced Waste Water Plant; and

WHEREAS, the low bid documents were reviewed by the Borough Engineer and do not meet the requirements of the specifications; and

WHEREAS, it is the Engineer’s recommendation that the bid received for the Granular Algaecide/Fungicide for the Hightstown Advanced Waste Water Plant be rejected.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bid received on November 2, 2019 for Granular Algaecide/Fungicide for the Hightstown Advanced Waste Water Plant are hereby rejected as they do not meet the requirements of the specifications.

Resolution 2018-228

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**AWARDING CONTRACT FOR REMOVAL, TRANSPORTATION, DELIVERY AND
DISPOSAL OF GRIT AND SCREENINGS – WASTE MANAGEMENT OF NEW
JERSEY, INC.**

WHEREAS, three (3) bids were received on November 2, 2018 for the removal, transportation, delivery and disposal of grit and screenings for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract, for the transportation, delivery and disposal of grit and screenings be awarded to the low bidder, Waste Management of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$117.00 per ton with a total contract price of \$46,800.00; and

WHEREAS, said contract shall be effective January 1, 2019; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Waste Management of New Jersey, Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2019 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for removal, transportation, delivery and disposal of grit and screenings is hereby awarded to Waste Management of New Jersey, Inc. of Ewing, New Jersey, effective January 1, 2019.

Resolution 2018-229

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

**AUTHORIZING REFUND OF A DEPOSIT FOR A TEMPORARY HYDRANT
WATER ACCOUNT**

WHEREAS, Environmental Management Consultants, 72 Cobb Street, Rockaway, New Jersey 08736 placed a deposit for a temporary hydrant water account; and

WHEREAS, the account has been closed with a remaining deposit balance of \$500.00; and

WHEREAS, the Tax, Water/Sewer Collector has requested that said deposit balance be refunded in the amount of \$500.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and CFO are hereby authorized to issue a refund in the amount of \$500.00 to Environmental Management Consultants, 72 Cobb Street, Rockaway, New Jersey 08736, representing the remaining deposit balance on a closed temporary hydrant water account as set forth herein.

Resolution 2018-230

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

AMENDING RESOLUTION 2017-136

WHEREAS, the Borough Council adopted resolution 2017-136 on July 17, 2017; and

WHEREAS, the NJDOT has informed the Borough that a not to exceed amount cannot be included in the resolution; and

WHEREAS, resolution 2017-136 shall be amended to read as follows;

WHEREAS, in an effort to make the Borough safer for pedestrians, the Borough of Hightstown desires to install a pedestrian traffic light at the intersection of Route 33 and Grape Run Road; and

WHEREAS, the New Jersey Department of Transportation (NJDOT) requires the Borough to submit a cost-sharing commitment before an investigation is initiated; and

WHEREAS, the cost-sharing commitment would obligate the Borough to pay 25% of the total cost of the project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that resolution 2017-136 is hereby amended to read as set forth herein.

Resolution 2018-231

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2018 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 2018 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Legal	3,500.00	
Internet & Web Services		

3,500.00

	\$	\$
TOTALS	3,500.00	3,500.00

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 this was a wonderful meeting and liked the stormwater discussion. Keep up the good work.

Scott Caster, 12 Clover Lane – Spoke regarding the condition of the sidewalks downtown after it snows.

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

DISCUSSION

Affordable Housing Administrator

Councilmember Montferrat stated that RFP's were received for an Affordable Housing Administrator. Three proposals were received. Councilmembers Hansen and Montferrat reviewed the proposals and recommend that CG&P be appointed. Discussion ensued. It was stated that we should look to our own Housing Authority to provide this service. Keith LePrevost, who was in attendance, stated that this is something that his staff could perform. Council requested that Mr. LePrevost submit a proposal for review.

SUBCOMMITTEE REPORTS

Rugmill Redevelopment Project

Councilmember Misiura read the following statement regarding the project:

"On November 9th the Borough was contacted by a developer who is in the process of purchasing the Rug Mill property from R. Black Global. Under the terms of the redevelopment agreement, any transfer or sale of the rug mill property must be approved by the Borough Council. Representatives of the Borough Council met with the new developer on November 20th and the information from that meeting was shared with the Council at a special executive meeting on November 27th.

The redevelopment process continues to move forward, and a follow up meeting between the new developer and the Borough Council redevelopment sub-committee is planned for mid-January. However, any change to the designated redeveloper or redevelopment agreement must occur at an open public meeting, which would occur at some point following the mid-January meeting."

Streets and Sidewalks

The Walkability Audit was performed last week. It was attended by the County Planner, Borough Engineer, Superintendent of Public Works, Police Chief residents among others. Some good ideas came about. Thanked everyone who participated.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Hansen

Questioned if the leaf pick up schedule could change during heavy rain. The leaves are blocking the storm drains and this causes flooding. Councilmember Montferrat will speak with Public Works. She met with Borough Administrator/Clerk, Debra Sopronyi, last week regarding the Water/Sewer department. Stated that the website needs to be more up to date.

Councilmember Bluth

Cultural Arts is looking for space for the mural. Wells Fargo has declined the request to have the mural on their building. December 21st from 7 p.m – 8 p.m. there will be a holiday sing a long at Memorial Park. Empty Bowls is scheduled for March 23rd at the Peddie School. This year the CAC is partnering with RISE, Better Beginnings and Mercer Street Friends.

Councilmember Montferrat

Board of Health will meet December 12th. Environmental Commission met November 27th. They are getting the stormwater ordinance ready for 2019 and working on their 2019 budget.

Councilmember Misiura

Missed the First Aid meeting but they are doing a membership drive. Planning Board is meeting next week and they will be hearing the application for Meadow Lakes. Asked if the Code Enforcement and Housing department could start submitting a monthly report.

Councilmember Musing

He will follow up with the Construction office regarding monthly reports. Spoke regarding the tax abatement ordinance. Will work with Ken Pacera, Tax Assessor, and George Chin, Construction Official, to strengthen the ordinance.

Council President Stults

Downtown Hightstown Business group will be meeting in January and will be inviting all boards and committees to attend to discuss events for 2019. The Housing Authority will meet December 19th.

Deputy Clerk, Peggy Riggio

Stated that there is a free Rabies Clinic Thursday, from 5:00 p.m. – 6:30 p.m. at the first aid squad.

Borough Administrator/Clerk, Debra Sopronyi

Informed Council that the Borough staff once again adopted a family in need for the holidays. They are purchasing gifts for the children and parents. We are collecting donations for a Shoprite gift card for the family. Congratulated

the Housing Authority on receiving accreditation by the Affordable Housing Accreditation Board. They are only 1 of 4 agencies in the country to receive this accreditation.

George Lang, CFO

Getting ready to work on the 2019 Budget

Mayor Quattrone

Congratulated Keith LePrevost and the Housing Authority on their accreditation. Thanked everyone for a good meeting.

ADJOURNMENT

Council President moved to adjourn at 9:22 p.m. Councilmember Montferrat seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk