

**Meeting Minutes
Hightstown Borough Council
January 16, 2018
7:00 PM – Executive Session
7:30 – Public Session**

The meeting was called to order by Mayor Quattrone at 7:02 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 2018-22 Authorizing a Meeting that Excludes the Public

Council President Stults moved Resolution 2018-22; Councilmember Hansen seconded.

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

Resolution adopted 5-0.

Resolution 2018-39

*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 February 5, 2018 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: May 5,, 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 called the public meeting to order at 7:31 p.m. and again read the Open Public Meetings Statement.

George Lang, CFO, arrived after executive session and is now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Montferrat requested that Resolution 2018-37 be removed from the Consent Agenda and tabled at this time. Council President Stults moved the agenda as amended; Councilmember Musing seconded.

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the minutes of the December 4, 2017 Executive Session for approval; Councilmember Hansen seconded.

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

Minutes approved 5-0.

Council President Stults moved the minutes of the December 4, 2017 Public Session for approval; Councilmember Hansen Seconded.

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

Minutes approved 5-0.

Council President Stults moved the minutes of the December 18, 2017 Executive Session for approval; Councilmember Bluth seconded.

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

Minutes approved 5-0.

Council President Stults moved the minutes of the December 18, 2017 Public Session for approval; Councilmember Hansen seconded.

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

Minutes approved 5-0.

PUBLIC COMMENT I

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

Eugene Sarafin, 538 South Main Street – Stated that he feels Mercer Street is a terrible street. Also stated that he feels limiting people to 3 minutes of speaking during public comment is not a good idea. Would like Council to reexamine this rule.

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

PRESENTATION

Mercer Street Resident Petition Regarding Volume of Traffic, Speed of Vehicles, Types of Vehicles and Danger to Pedestrians and Property

Chris Falco, 219 Mercer Street – Presented the Clerk with a petition regarding traffic concerns on Mercer Street. He stated that he feels trucks should not be driving through town. Trucks should be using the 133 Bypass.

Donna Schmidt, 301 Mercer Street – Trucks and cars are driving way to fast on Mercer Street. Police are pulling cars over but more needs to be done to slow traffic.

Karin Palovich, 220 Mercer Street – Has had 2 cars totaled in the last 4 years due to out of control drivers; one was parked in the street and one in the driveway. Feels that the signage needs to be better and a flashing light is needed on Etra Road.

Adam Jackson, 223 Mercer Street – Stated that getting in and out of your car on Mercer Street is dangerous. Commented that Bordentown has automated speed signs that seem to really help with speed control.

Susan Robinson, 243 Mercer Street – Stated that there is far too much traffic on Mercer Street and the cars drive too fast.

Mayor Quattrone commented that Mercer Street is a State Highway and it is very difficult to deal with DOT. We are trying to get the speed lowered from Academy to Summit. There is a pedestrian crossing sign being installed at Mercer Street and Grape Run. Has spoken to DOT regarding the 133 Bypass not being on the maps. They have resolved this. He will reach out to DOT to request more signage for the truck route.

Council President Stults stated that we have had DOT change signs directing traffic to Route 130. He stated that the design of Mercer Street is a problem. The street is too wide. Narrowing the road would slow traffic.

Councilmember Musing thanked residents for coming out. The Borough is working to address their concerns

already. The petition is a good idea but the problem is not just on Mercer Street; it is throughout town. Feels that a flashing light on Mercer Street is a good idea. The number of cars being hit on Mercer Street is a big issue. The police need to have zero tolerance with issuing speeding tickets.

Councilmember Montferrat thanked residents for coming out. Traffic & speed have always been an issue. Likes the enthusiasm of the public.

RESOLUTIONS

Resolution 2018-23 Authorizing Payment of Bills

Councilmember Hansen moved Resolution 2018-23; Councilmember Bluth seconded.

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

Resolution adopted 4-0 with 1 abstention.

Resolution 2018-23

*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 \$121,512.47 from the following accounts:

Resolution 2018-24 Authorizing Payment #4 – Parsons Brinkerhoff (NJDOT Safe Routes to Schools – Improvements to Stockton Street and Joseph Street)

Current		\$60,056.76
W/S Operating		32,661.98
General Capital		8,411.78
Grant		14,390.00
Trust		5,361.95
Escrow		<u>630.00</u>
Total		<u>\$121,512.47</u>

Councilmember Montferrat moved Resolution 2018-24; Council President Stults seconded.

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

Resolution adopted 5-0.

Resolution 2018-24

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

**AUTHORIZING PAYMENT #4 – 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 #4 for work completed on the project from April 1, 2017 – September 1, 2017 in the total amount of \$3,782.22; 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 Request #4 to Parsons Brinckerhoff, Inc., P.O. Box 732476, Dallas, Texas, 75373-2476, in the total amount of \$3,782.22 is hereby approved as detailed herein, and the CFO is authorized to issue same.

Resolution 2018-25 Authorizing the Release of Funds to Enchantment at Hightstown Homeowners Association

Council President Stults moved Resolution 2018-25; Councilmember Hansen seconded.

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

Resolution adopted 4-0 with 1 abstention.

Resolution 2018-25

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

**AUTHORIZING THE RELEASE OF FUNDS TO THE ENCHANTMENT AT HIGHTSTOWN
HOMEOWNERS' ASSOCIATION.**

WHEREAS, on November 17, 2014, the Hightstown Borough Council adopted Resolution 2014-231, which authorized the execution of a Settlement Agreement with Enchantment at Hightstown, LLC (the “Developer”) and Westchester Fire Insurance Company (the “bonding company”) relating to certain outstanding obligations which had been set forth in the Development Agreement previously executed by the Borough and the Developer relating to the construction of a development known as the “Enchantment at Hightstown” (the “development”), which had not been

satisfactorily completed; and

WHEREAS, subsequent to the adoption of Resolution 2014-231, the Borough, the Developer and the bonding company entered into the referenced Settlement Agreement which provided, among other things, for the bonding company to make a payment to the Borough in the amount of \$390,000.00, and also for the Developer to voluntarily relinquish and turn over to the Borough the balance of the cash bond which was remaining at that time in the amount of \$89,111.00, both of which were intended to be in full and final satisfaction of the obligations of both the Developer and the bonding company concerning the construction of the outstanding improvements at the development; and

WHEREAS, following the execution of the Settlement Agreement, the Borough retained an independent outside contractor through a competitive bidding process to complete all of the remaining deficiencies at the development under the supervision of the Borough Engineer; and

WHEREAS, the Borough Engineer has confirmed that all of the deficiencies which led to the execution of the above-referenced Settlement Agreement have now been fully rectified; and

WHEREAS, the Borough Engineer has further confirmed that there is/are maintenance guarantee(s) currently being held by the Borough which are sufficient to ensure the integrity of the completed improvements in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1, *et seq.*; and

WHEREAS, after undertaking the completion of all of the outstanding improvements through the assistance of the outside contractor referenced above, there remains a balance of funds from the bonding company and/or the cash bond on the deposit with the Borough in the following amounts as of this date: \$2,601.01 in trust and \$1,001.33 in escrow, for a total of \$3,622.34, which funds are being held by the Borough relating to the completion of improvements at the development; and

WHEREAS, given that all of the outstanding improvements have now been satisfactorily completed, per the confirmation of the Borough Engineer, and the fact that there will be no further work performed by Borough officials relating to this matter, and the fact that the funds which remain on deposit with the Borough were intended to be utilized for the exclusive benefit of the residents of the development, the Borough has determined that it is necessary and appropriate to release the remaining funds on deposit to the Enchantment at Hightstown Homeowners' Association at this time, as part of the close-out of this project, subject to the condition referenced below.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, as follows:

1. That the Borough hereby authorizes the release of the sum of \$3,622.34 (as more specifically itemized above), or the updated total sum on deposit with the Borough after per diem interest is factored as of the date of disbursement of the funds and/or after any other necessary adjustments are made, to the Enchantment at Hightstown Homeowners' Association, as part of the close-out activities associated with this project, so that said funds may be utilized for the exclusive benefit of the residents of the development, subject to the condition referenced in Paragraph 2 below.
2. That this release is subject to and contingent upon the execution of a Release by the Enchantment at Hightstown Homeowners' Association in favor of the Borough, in a form satisfactory to the Borough Attorney, relating to the completion of all of the improvements at the development which were covered by the Performance Bond Estimate(s) previously prepared by the Borough Engineer and the aforesaid Developer's Agreement.
3. That all relevant Borough officials are hereby authorized and directed to undertake any actions, and to execute any documents, necessary to effectuate and implement the intention of the within Resolution.
4. That a certified copy of this Resolution shall be provided to each of the following:

- a. Enchantment at Hightstown Homeowners' Association;
- b. George Lang, Hightstown Borough CFO;
- c. Debra L. Sopronyi, Hightstown Borough Administrator/Clerk;
- d. Carmela Roberts, P.E., Hightstown Borough Engineer; and
- e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

Resolution 2018-26 Authorizing a Shared Services Agreement with Robbinsville Township for Emergency Medical Services

Councilmember Hansen moved Resolution 2018-26; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2018-26

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

WHEREAS, there is a need for Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, Hightstown Borough desires to enter into an agreement with Robbinsville Township for Emergency Medical Service and Robbinsville Township has agreed to provide said services to Hightstown Borough; 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 Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Service for the period January 1, 2018 through December 31, 2018; and

WHEREAS, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will be Forty Thousand Dollars annually; and

WHEREAS funds for this expenditure will be made available in the 2018 budget;

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 Robbinsville for Emergency Medical Service for the period January 1, 2018 through December 31, 2018 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2018 budget.

Resolution 2018-27 Amending an Agreement for Professional Services – Administrative Agent of Hightstown Borough Affordable Housing Program – Rehabco, Inc.

Council President Stults moved Resolution 2018-27; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2018-27

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

**AMENDING AN AGREEMENT FOR PROFESSIONAL SERVICES –
ADMINISTRATIVE AGENT OF HIGHTSTOWN BOROUGH AFFORDABLE
HOUSING PROGRAM – REHABCO, INC.**

WHEREAS, Resolution 2017-132 appointed Rehabco, Inc. of Brick, New Jersey, as the Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough effective August 15, 2017; and

WHEREAS, there has been the development of additional Affordable Housing units in the Borough which require a full lottery process to be instituted for properties that are or may become available in the Borough; and

WHEREAS, there is a need to amend the current agreement to include the following responsibilities for the Affordable Housing Administrative Agent and the fees associated with them:

- Establish notice on availability of affordable units, prepare public notice and affirmative marketing notices, mail out applications, and establish lottery date at an hourly rate of \$200, not to exceed \$2,500 overall.
- Screen all "preliminary" applications for eligibility, establish applicant data base, rank and sort lottery positions for lottery, send letters out with lottery ranking for all eligible applicants at an hourly rate of \$200, not to exceed \$3,000 overall.
- Conduct public lottery with random selection process, list all winners in order of selection, reconcile lottery results with application data base, send letters out to winners of lottery and instruct winning applicant on additional income information in order to be "Income Certified" for either lease or purchase of an affordable unit at an hourly rate of \$200, not to exceed \$4,500 overall.

WHEREAS, the cost of \$175.00 for the Certificate of Income Eligibility shall be paid by the program, landlord, tenant or seller associated with each unit; and,

WHEREAS, the Borough Attorney shall develop said amendment to the contract to include these services and fees.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey that the Mayor is authorized to execute and the Borough Clerk to attest the above contract amendment once developed by the Borough Attorney.

Resolution 2018-28 Awarding a Contract for Zeta Lyte 2800 Cationic Polyelectrolyte – Custom Environmental Technology

Councilmember Hansen moved Resolution 2018-28; Council President Stults seconded.

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

Resolution adopted 5-0.

Resolution 2018-28

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

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

WHEREAS, two (2) bids were received on January 4, 2018 for Zeta Lyte 2800 CH Cationic Polyelectrolyte “or Equal” 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 2800 CH Cationic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$10.15 per gallon with a total contract price of \$60,088.00; and

WHEREAS, said contract shall be effective January 1, 2018; 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 2018 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, 2018

Resolution 2018-29 Awarding a Contract for Zeta Lyte 1A Anionic Electrolyte – Custom Environmental Technology

Councilmember Hansen moved Resolution 2018-29; Council President Stults seconded.

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

Resolution adopted 5-0.

Resolution 2018-29

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

**AWARDING A CONTRACT FOR ZETA LYTE 1A ANIONIC ELECTROLYTE -
CUSTOM ENVIRONMENTAL TECHNOLOGY**

WHEREAS, two (2) bids were received on January 4, 2018 for Zeta Lyte 1A Anionic Electrolyte “or Equal” 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 Electrolyte be awarded to the low bidder, Custom Environmental

Technology of Collegeville, PA at a per unit price of \$9.29 per gallon with a total contract price of \$8,936.98; and

WHEREAS, said contract shall be effective January 1, 2018; 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 2018 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 1A Anionic Electrolyte , be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2018

Resolution 2018-30 A Resolution Commemorating January 21 – January 27, 2018 as School Choice Week

Councilmember Montferrat moved Resolution 2018-30; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Montferrat and Hansen voted yes; Councilmembers Bluth, Stults and Mayor Quattrone voted no; Councilmember Musing abstained.

Resolution defeated 2-3 with 1 abstention.

Resolution 2018-30

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

**A RESOLUTION COMMEMORATING JANUARY 21 – JANUARY 27, 2018 SCHOOL
CHOICE WEEK**

WHEREAS all children in Hightstown Borough should have access to the highest-quality education possible; and,

WHEREAS the Borough of Hightstown recognizes the important role that an effective education plays in preparing all students in Hightstown Borough to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Hightstown Borough; and,

WHEREAS the Borough of Hightstown is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW THEREFORE BE IT REOSOLVED that the Mayor and Council of Hightstown Borough do hereby recognize January 21-27, 2018 as Hightstown School Choice Week.

CONSENT AGENDA

Council President moved Resolutions 2018-31; 2018-32; 2018-33; 2018-34; 2018-35; 2018-36 and 2018-38 as a Consent Agenda; Councilmember Montferrat seconded.

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

Resolutions adopted 5-0.

Resolution 2018-31

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

RESCINDING RESOLUTION 2018-06

WHEREAS, Resolution 2018-06 erroneously appointed Project Engineers for 2018; and

NOW THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey hereby rescind resolution 2018-06.

Resolution 2018-32

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

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – CARMELA ROBERTS

WHEREAS, there exists the need for specialized engineering services during 2018; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$50,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Roberts Engineering Group has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group

is a firm whose engineers are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2018-33

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
PLANNING SERVICES – BRIAN M. SLAUGH**

WHEREAS, there exists the need for professional Municipal Planning services for 2018; and

WHEREAS, the Borough Council wishes to appoint Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2018; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$25,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Tamara Lee Consulting, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and and Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Clarke Caton Hintz, LLC is a

firm whose municipal planners are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2018-34

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AFFORDABLE HOUSING LEGAL SERVICES – JOLANTA MAZIARZ, ESQ.**

WHEREAS, there exists the need for specialized affordable housing legal services during 2018; and

WHEREAS, the Borough Council wishes to appoint Jolanta Maziarz, Esq. of Woolson Anderson Maziarz, P.C. of Somerville, New Jersey as the Affordable Housing Attorney effective January 1, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$10,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Woolson Anderson Maziarz, P.C. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Jolanta Maziarz, Esq. regarding the above-referenced professional affordable housing legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Woolson Anderson Maziarz,

P.C. is a firm is authorized by law to practice a recognized profession .

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2018-35

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

AMENDING RESOLUTION 2018-08

WHEREAS, resolution 2018-08 made and confirmed Appointments for 2018 Boards, Commissions and Committees; and

WHEREAS, there was an error in the Environmental Commission appointments requiring the following corrections be made to resolution:

Environmental Commission

Barbara Jones	3 yrs.	December 31, 2020
Keith LePrevost	Ux. 3 yrs.	December 31, 2018
Donna LePrevost Alt. #1	Ux. 2 yrs.	December 31, 2018
Vacant Alt. #2	2 yrs.	December 31, 2019

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of Hightstown Borough that above appointments in resolution 2016-02 are hereby amended to read as noted herein.

Resolution 2018-36

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

**ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN
BOROUGH COUNCIL MEETINGS**

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2018:

A. Conduct at Meetings.

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

B. Addressing the Mayor and Council.

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
 - a. During the first "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that is on the agenda adopted for the current meeting; said comment shall be limited to a maximum of three minutes. A response may be

provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.

- b. During the second “Public Comment” period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer’s warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

Resolution 2017-38

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

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND
CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF
THE CIVIL RIGHTS ACT OF 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Council of the Borough of Hightstown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “Enforcement Guidance In the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MERCER

We, members of the governing body of the Borough of Hightstown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Hightstown* in the county of Mercer;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history;
4. We certify that the local unit’s hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Spoke about President Trump and how this Country is no longer united.

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

DISCUSSION

2018 DVRPC Transportation and Community Development Initiative (TCDI)

Borough Administrator/Clerk, Debra Sopronyi, informed Council that there is a grant through the DVRPC in which we could apply for to have a parking study done downtown. Discussion ensued. It was decided that the grant sounded like a good idea and that this should be sent to Planning Board before submitting the application.

SUBCOMMITTEE REPORTS

Lincoln Avenue Trees

Councilmember Montferrat informed Council that this committee has not met yet.

Streets, Sidewalks and Crosswalks

Council President Stults informed Council that they are looking to get a member of the Planning Board to work on this committee. More information is forthcoming.

Labor Counsel Interviews

Interviews are currently being scheduled.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Parks and Rec met last week, they are finalizing a contractor for the work at Dawes Park. Cultural Arts Commission will meet tomorrow night.

Councilmember Montferrat

Was not able to attend the Environmental Commission Reorg Meeting or the Board of Health Meeting Reorg Meeting.

Councilmember Musing

HPC will hold their first meeting on Thursday.

Councilmember Hansen

The Lab Manager at the Sewer Plant started in December and is doing well.

Council President Stults

Downtown Hightstown has a new chair and they are working with the Business Group. The Business Group has a full calendar of events for 2018. They are talking about hosting a Street Antique Fair and will work with the HPC to coordinate this. The Police Department is monitoring the speed on Railroad Avenue.

Borough Administrator/Clerk Sopronyi

The Borough email was down last week. It is now up and running.

Deputy Clerk Riggio

Dog license renewals are due in this month. As of February 1st there will be a \$5 late fee to renew your license.

George Lang, CFO

Department Heads are currently sending in their budget requests.

Mayor Quattrone

Thanked the residents from Mercer Street for coming together to make changes; we are taking their requests seriously. Asked Council for a volunteer to act as liaison to the Fire Department. Councilmember Musing volunteered. Spoke to Habitat for Humanity; going forward they will be presenting a quarterly report to Council.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:02 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk