

**Meeting Minutes
Hightstown Borough Council
June 4, 2018
6:30 p.m. Executive Session
7:30 Public Session**

The meeting was called to order by Mayor Quattrone at 6:30 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

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

EXECUTIVE SESSION

Resolution 2018-114 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat; Seconded by Councilmember Musing.

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

Resolution adopted 6-0.

Resolution 2018-114

*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 June 4, 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:

Attorney Client Privilege
Personnel
Contract Negotiations

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: September 4, 2018, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Mayor Quattrone called the public meeting to order at 7:40 p.m. and again read the Open Public Meetings Statement.

Kevin McManimon, Redevelopment Attorney, left the meeting during Executive Session and is no longer present. George Lang, CFO, and Monika Patel, Tax Collector/Deputy CFO, arrived after executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone requested that Resolution 2018-117 be removed from the agenda. More information is needed before this can be voted on.

Councilmember Musing moved the agenda as amended. Councilmember Stults seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

April 16, 2018 – Executive Session

Moved by Councilmember Hansen; Seconded by Councilmember Bluth

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

Minutes approved 6-0.

April 16, 2018 – Public Session

Moved by Councilmember Stults; Seconded by Councilmember Bluth

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Scott Caster, 12 Clover Lane – Stated that he believes that Mr. Lang is good at what he does but we need to go to the State for help. Hightstown will qualify for assistance because of the amount of tax exempt properties.

Doug Mair, 536 South Main Street – Stated that the packet was not on the website today. Also stated that the tomorrow's primary election was not on the website. There are a lot of good things going on in town but suggested that we focus talks regarding the Route 33 corridor.

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

BUDGET

Resolution 2018-115 Authorizing the Budget to be Read by Title Only

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 2018-115

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

AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY

WHEREAS, pursuant to 40A:4-10, as amended by Chapter 95, P.L.2015, provides that the budget may be by title when procedures required by N.J.S.40A:4-8 and N.J.S.40A:4-9 or section 12 of P.L.1995, c.259 (C.40A:4-6.1), as applicable, have been followed; and

WHEREAS, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body; and

WHEREAS, the Borough Council finds that the budget for 2018 shall be read by title only.

NOW, THEREFORE BE IT RESOLVED that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain
Ms. Bluth		✓	✓		
Ms. Hansen	✓		✓		
Mr. Misiura			✓		
Mr. Montferrat			✓		
Mr. Musing			✓		
Mr. Stults			✓		

Mayor Quattrone open the Public Hearing from the 2018 Budget and the following individuals spoke:

Scott Caster, 12 Clover Lane – Stated that neighboring communities taxes are flat or going down. Hightstown needs to follow the money and request additional aid from the State.

Keith LePrevost, 213 Greely Street – Questioned the increase in the Fire Department’s budget and why the Environmental Commission’s budget was not increased.

Doug Mair, 536 South Main Street – Questioned why Councilmembers Misiura and Montferrat voted no at the introduction of the budget. Spoke about the Water Department’s surplus. Stated that with all of the savings in the budget there is still a .07 increase due to prior litigation. Fire Department budget increase should not have been granted until Council received the information that was requested. Talked about Peddie School not paying taxes. Also questioned that there are 76 registered voters with the address of 1 The Peddie School.

There being no further comments, Mayor Quattrone asked for a motion to close the public hearing for the 2018 Budget.

Moved by Councilmember Hansen; seconded by Council President Stults.

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

Public Hearing Closed 6-0.

Discussion ensued.

Mayor Quattrone – Stated that the Fire Budget has not changed in the last 10 years. This needed to be increased. Regarding the address at the Peddie School; they have one mailing address which is delivered to a central location at Peddie. The mail is then distributed internally.

Councilmember Musing – Stated that a Municipal Budget is different than a corporate budget. It is a guessing game and balancing act.

Councilmember Misiura – Stated that he voted against the introduction of the Budget because he felt that more work could have been done with our surplus. We are not taking advantage of the surplus to mitigate a tax increase.

Councilmember Montferrat – Voted no for introduction of the Budget because he felt that variable expenses could have been cut. He also agrees with Councilmember Misiura regarding the use of surplus.

Councilmember Hansen – Stated that she feels there are good things going on with the Budget. Many line items are projects. She is comfortable with our use of surplus.

George Lang, CFO – Stated that there are no State Aid programs for Hightstown. To qualify for State Aid you must be in dire straits and thankfully Hightstown is not there. Our Department Heads are good with their budgets and do not spend unnecessarily. He is not comfortable using additional surplus. And use of the surplus will affect our bond rating. The amendment introduced tonight has to do with the Capital Fund and will not affect the tax rate.

Resolution 2018-119 Amending the 2018 Budget

Moved by Council President Stults; Seconded by Councilmember Hansen

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

Resolution adopted 6-0.

Public Hearing scheduled for June 18, 2018

ORDINANCES

Ordinance 2018-12 First Reading and Introduction – Bond Ordinance Providing for the Acquisition of Land in and By the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$725,000 therefor and Authorizing the Issuance of \$500,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Moved by Councilmember Musing; Seconded by Council President Stults

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

Ordinance Introduced 6-0.

Public Hearing: June 18, 2018.

ORDINANCE 2018-12

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

BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF LAND IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$725,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$500,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE

COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring)
AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$725,000, including \$200,000 expected to be received from insurance proceeds ("Insurance Proceeds") and further including the sum of \$25,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement not covered by the down payment or the Insurance Proceeds, negotiable bonds are hereby authorized to be issued in the principal amount of \$500,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of land, as more specifically described as Block 60, Lot 16 on the tax maps of the Borough, including the brick YMCA building, including all related costs and expenditures incidental thereto.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the

meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 30 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$500,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$25,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either

to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

RESOLUTIONS

2018-116 Payment of Bills

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 2018-116

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 \$128,173.85 from the following accounts:

Current		\$65,926.94
W/S Operating		26,561.01
General Capital		6,040.50
Water/Sewer Capital		5,722.50
Grant		350.00
Trust		595.50
Housing Trust		0.00
Animal Control		28.80
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>22,948.60</u>
Total		<u>\$128,173.85</u>

2018-118 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2018 Budget

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 2018-118

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2018 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2018 temporary budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

WHEREAS, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2018 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	201,000.00	1,230,381.00	1,431,381.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	50,000.00	470,526.00	520,526.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	251,000.00	1,700,907.00	1,951,907.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2018 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Asked why the State will not give Hightstown additional funds for the Energy Tax Receipt. We are leaving money on the table.

Doug Mair 536 South Main Street – Thanked Council for answering questions on the budget. He appreciates their due diligence. Inquired about additional shared services and the Rug Mill Project.

Keith LePrevost, 213 Greely Street – Informed Council that the Environmental Commission is hosting at Tree Seminar at Association Park. Stated that the Housing Authority contributes \$36,000 per year to the Borough in lieu of taxes. He suggested Council look at other non-profits in town to do the same.

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

DISCUSSION

Capital Budget

Discussion ensued regarding capital purchases. Items that were discussed were 1 or 2 message trailers for the Police Department, 1 new patrol car for the police department, dumpster enclosure for Stockton Street lot, Fire Department requests. More information is needed from the Fire Department, Ken Lewis is still researching prices for the dumpster enclosure and it was decided by straw vote to purchase 1 message trailer at this time. It was stated that we must prioritize the list and receive a schedule of debt from the CFO before a decision is made.

SUBCOMMITTEE REPORTS

Streets & Sidewalks

The Streets and Sidewalks Committee met on May 30th. They are looking at problem intersections, sidewalk and sidewalk repairs and where crosswalks are needed. They report to Council and the Borough Engineer for future plans.

Lincoln Tree Committee

Councilmember Montferrat stated that this subcommittee will be meeting on June 22nd.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

The second piano is done and will be placed in Association Park. Stay tuned for dedication ceremony details. Fun Friday's begin June 15th. Mayor's Wellness Walk will be June 16th at Memorial Park.

Councilmember Montferrat

Board of Health meets June 13th. Harvest Fair meets June 19th and the Environmental Commission meets June 26th. Suggested we speak with Peddie regarding increasing their payment in lieu of taxes. Requested CFO, George Lang, prepare a budget overview that shows 3 years.

Councilmember Misiura

Requested that CFO, George Lang, prepare a project of budget/expenses going forward for Council to an overview of what is do in the future. Planning Board will meet next week and they will be hearing the Rug Mill application. Found an old article (2006) regarding Peddie's \$23,000 per year gift. The article stated that this give would not increase for a decade. It may be worth it to have an ongoing friendly dialogue with Peddie to have the gift increased.

Councilmember Musing

Stated that no one likes to raise taxes, but he was not comfortable with using more surplus. Thanked the Housing Authority for their donation.

Council President Stults

Thanked Council for the in-depth conversation regarding the Budget. He is comfortable with the budget that was introduced. Mr. Lang's job is to keep the Borough safe financially. The Fire Department did provide Council with their operating budget and it did show their surplus is down. Going forward the Fire Department will work with our Finance Department throughout the year. Downtown Hightstown received their 501c3 status back. The business group will be meeting Wednesday at 12 Farms. A tenant on Main Street has approached him regarding contributing to the fencing for the dumpsters in the Stockton Street Lot.

Debra Sopronyi, Borough Administrator/Clerk

The Borough Engineer finished the traffic study on Wycoffs Mill Road. The County will be repainting crosswalks in town this season.

Peggy Riggio, Deputy Borough Clerk

Parking Permits are to be renewed this month. Tomorrow is the Primary. Polls are open 6:00 a.m. – 8:00 p.m. All voting districts are located in the Fire House.

Monika Patel, Tax Collector/Deputy CFO

Tax Collection rate is good. Water/Sewer bills will be going out in about 2 weeks.

George Lang, CFO

He will provide Council with the information they requested.

Mayor Quattrone

Attended the fishing derby sponsored by the Fire Department. Thanked George Lang for providing the Budget at a Glance. Asked the Administrator to check the wattage of the street lights on Mercer Street.

ADJOURNMENT

Councilmember Montferrat motioned to adjourn at 9:56 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk