

Meeting Minutes
Hightstown Borough Council
May 7, 2018
7:30 p.m.

The meeting was called to order by Mayor Quattrone at 7:31 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember 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; Monika Patel, Deputy CFO; Carmela Roberts, Borough Engineer and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President Stults moved the agenda for approval; Councilmember Musing seconded.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the minutes from the March 19, 2018 Executive Session for approval; Councilmember Musing seconded.

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

Minutes approved 6-0.

Councilmember Musing moved the minutes from the March 19, 2018 Public Session for approval; Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the March 27, 2018 Budget Workshop for approval; Councilmember Musing seconded.

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

Minutes approved 4-0 with 2 abstentions.

Councilmember Bluth moved the minutes from the April 9, 2018 Budget Workshop for approval; Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the April 17, 2018 Budget Workshop for approval; Council President Stults seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the April 24, 2018 Budget Workshop for approval; Councilmember Montferrat seconded.

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

Minutes approved 5-0 with 1 abstention.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – In regards to the social media resolution, stated that Hightstown Borough should not be on social media. The Borough Administrator stated that the Borough does not maintain social media but the Police Department and Boards and Committees do. We must establish a policy to protect the Borough. Ended by stating that the budget looks good.

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

ENGINEERING ITEMS

Carmela Roberts, Borough Engineer, updated Council on the emergency sewer repairs on Bank Street. Additional work needed to be performed. Everything is completed and working. The original estimate for the project was \$129,446.00. With the additional work performed, Ms. Roberts estimates that the project will now not exceed \$155,000.00. She will have a final cost this week.

Resolution 2018-96 Awarding a Contract for an Emergency Repair to Sewer Lines – Earle Asphalt Company

Mayor Quattrone directed that the Resolution be amended to read amount *not to exceed \$155,000*.

Councilmember Musing moved Resolution 2018-96 as amended; Councilmember Hansen seconded.

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

Resolution adopted as amended 6-0.

Resolution 2018-96

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

**AWARDING A CONTRACT FOR AN EMERGENCY REPAIR TO SEWER LINES –
EARLE ASPAHLT COMPANY**

WHEREAS, Pursuant to resolution 2018-80 the sanitary sewer line which ran from Bank Street along the Rocky Brook down to Glenbrook Drive was in dangerous condition and required emergency repair; and

WHEREAS, the Borough Administrator/Purchasing Agent concurred that the dangerous condition of this pipe affected the health, safety and welfare of the community and qualified as an emergency; and

WHEREAS, the Borough Engineer secured the services of Earle Asphalt Company of Farmingdale, New Jersey to perform the necessary emergency repairs at a cost of not to exceed \$155,000.00; and

WHEREAS, the Borough Council must award the contract for said emergency services; and

WHEREAS, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that an emergency contract is hereby awarded to Earle Asphalt Company of Farmingdale, New Jersey in the amount not to exceed \$155,000.00 for the emergency repairs noted above and in resolution 2018-80.

Wycoffs Mill Road

Borough Engineer, Carmela Roberts, reviewed her letter to Council dated May 1, 2018 regarding three and/or four way stop signs on Wycoffs Mills Road. Ms. Roberts recommended that the Borough move forward with an engineering study. This study would include observation of the area during a typical day, determination of the volume of vehicular traffic, as well as bicycles and pedestrians. This information is needed to make determination of the need for a multi-way stop or intersection. Discussion ensued. It was decided that the Police Department can do a count of vehicles and Ms. Roberts can review.

Improvements to Sunset Avenue and Maple Avenue

Borough Engineer, Carmela Roberts reviewed her letter to Council dated May 1, 2018 regarding improvements to Sunset Avenue and Maple Avenue. This letter addressed recommendations from the Environmental Commission. The EC is requesting the installation of an island within the cul-de-sac of Maple Avenue and the addition of 13 street trees. Ms. Roberts stated that the Superintendent of Public Works is not in favor of the island. This is due to having no where to pile snow during snowstorms and insufficient staff to maintain the island. Discussion ensued. It was decided that Mayor Quattrone would meet with the residents of Maple Avenue to get their input regarding the island before a decision was made.

ORDINANCES

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

Mayor Quattrone opened the Public Hearing for Ordinance 2019-09 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Asked what this changed applied to. It was stated that this is for tanked water only. Asked if there was a way to pay for water for his garden without sewer charges.

There being no one else coming forward, Mayor Quattrone closed the public hearing.

Council President Stults moved Ordinance 2018-09 for adoption; Councilmember Hansen seconded.

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

Ordinance adopted 6-0.

ORDINANCE 2018-09
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

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

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit) \$44.00 per unit

- b. Quarterly base charge for auxiliary residential water-only connection (per connection unit), installed as per subsection 19-2.5c \$25.00 per unit
- c. Water usage charge per each 100 cubic feet of metered water usage (all account types except auxiliary residential water-only connections) \$1.96
- d. Water usage charge per each 100 cubic feet of metered water usage for auxiliary residential water-only connections \$2.85 per unit
- e. Tanked water \$20.00 per 1,000 gallons
- f. Quarterly base charge for private fire service lines:

Size of fire service line	
2"	\$10.00
4"	\$50.00
6"	\$155.00
8"	\$335.00
10"	\$600.00
- g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.
- h. Water charges shall increase by an additional 1% on January 1, 2017.

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

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

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Ordinance 2018-10 First Reading and Introduction An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)

Council President Stults moved Ordinance 2018-10 for introduction; Councilmember Hansen seconded.

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

Ordinance introduced 6-0.

Public Hearing scheduled for May 21, 2018

Ordinance 2018-10

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

**AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND
TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 1.0% increase in the budget for said year, amounting to \$56,818.56 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$198,864.96, and that the CY 2018 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

BUDGET

Councilmember Musing moved the 2018 Budget for Introduction; Councilmember Bluth seconded.

Discussion ensued.

Councilmember Misiura – Stated that he is not in favor of the introduced budget. He feels that more surplus could have been used to keep the increase down.

Councilmember Montferrat – Stated that he is not in favor of the introduced budget. He feels that there was more that could have been cut to keep the increase down.

Councilmember Hansen – Stated that she does not like to see taxes go up, she feels that we need to be conservative with our surplus.

Councilmember Musing – Stated that he does not like the increase but it is important to have a solid surplus. We need to talk at the State level for additional fund and look at more consolidated and shared services in the future.

Council President Stults – Stated that he is not willing to cut services to make up for a payment from previous litigation that needs to be made. He is afraid to take too much from surplus.

Roll Call Vote: Councilmembers Bluth, Hansen, Musing and Stults voted yes; Councilmembers Misiura and Montferrat voted no.

Budget introduced 4-2.

Public Hearing is scheduled for June 4, 2018.

RESOLUTIONS

Resolution 2018-97 Payment of Bills

Council President Stults moved Resolution 2018-97; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2018-97

*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 \$211,394.42 from the following accounts:

Current		\$112,058.67
W/S Operating		72,711.60
General Capital		3,782.22
Water/Sewer Capital		14,363.00
Grant		0.00
Trust		545.00
Housing Trust		0.00
Animal Control		44.40
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>7,889.53</u>
Total		<u>\$211,394.42</u>

Resolution 2018-98 Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Eric M. Bernstein

Councilmember Musing moved Resolution 2018-98; Council President Stults seconded.

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

Resolution adopted 6-0.

Resolution 2018-98

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LABOR COUNSEL SERVICES – ERIC M. BERNSTEIN**

WHEREAS, four (4) proposals were opened on December 14, 2017 for the professional Labor Counsel services for the year 2018; and

WHEREAS, there exists the need for specialized legal services relative to personnel matters during 2018; and

WHEREAS, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Eric M. Bernstein & Associates, LLC of Warren, New Jersey as Labor Counsel effective May 7, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$40,000.00 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 anticipated term of this contract is for the remainder of 2018 and until the appointment of a successor, and it may only be renewed upon further action of the Borough Council; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Eric M. Bernstein, Esq. for professional labor counsel services for the year 2018.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2018-99; 2018-100; 2018-101; 2018-102; 2018-103 and 2018-104 as a Consent Agenda; Council President Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2018-99

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

RECOGNIZING MUNICIPAL CLERKS’ WEEK MAY 6 – MAY 12, 2018

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government that exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of Hightstown Borough that we recognize the week of May 6 – May 12, 2018, as Municipal Clerks’ Week, and further extend appreciation to our Municipal Clerk, Debra L. Sopronyi, and our Deputy Municipal Clerk, Margaret Riggio, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Resolution 2018-100

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

**PROCLAIMING THE MONTH OF MAY
AS POLICE APPRECIATION MONTH**

WHEREAS, In 1962, President John F. Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week is dedicated to honoring law enforcement officers; and

WHEREAS, The members of the Hightstown Borough Police Department play an essential role in safeguarding the rights and freedoms of the Borough of Hightstown; and

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the Hightstown Borough Mayor and Council wish to proclaim the month of May 2018 as Police Appreciation Month to recognize the Hightstown Borough Police Officers and their service to the residents.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby proclaim the month of May 2018, as Police Appreciation Month in the Borough of Hightstown and call upon its citizens to honor police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Resolution 2018-101

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

**RESOLUTION ACKNOWLEDGING CONTINUED PARTICIPATION IN THE HOME
INVESTMENT PARTNERSHIP PROGRAM CONSORTIUM WITH THE
COUNTY OF MERCER**

WHEREAS, the Hightstown Borough Governing Body previously adopted Resolution 2015-72 which authorized the Borough of Hightstown to enter into an Agreement with The County of Mercer, regarding Hightstown Borough's participation in the Home Consortium Investment Partnership Program; and

WHEREAS, the Agreement was executed by the parties on February 17, 2015; and

WHEREAS, on May 28, 2015, the parties executed a revised Recertification Agreement which added language previously omitted, as required by the Department of Housing and Urban Development; and

WHEREAS, pursuant to the revised Recertification Agreement, the County of Mercer must notify participants of their right to participate in the next three (3) year HOME Consortium qualification period and Hightstown Borough must affirmatively acknowledge its desire continue to be a member of the Consortium; and

WHEREAS, on April 12, 2018, the County of Mercer notified Hightstown Borough of its right to participate in the next three (3) year HOME Consortium period which will run from July 1, 2018 through June 30, 2021.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the Borough of Hightstown desires to continue to be a member of the Mercer County Consortium HOME Investment Partnership Program for the next three (3) year period which will run from July 1, 2018 through June 30, 2021.

Resolution 2018-102

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

ADOPTING A SOCIAL MEDIA POLICY FOR THE BOROUGH OF HIGHTSTOWN

WHEREAS, there is a need for Hightstown Borough to implement a Social Media Policy in conjunction with the use of various forms of Social Media by municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or representative, boards, committees, commissions of the Borough; and

WHEREAS, said policy shall set forth guidelines for the establishment and use by the Borough of Hightstown and/or municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions of the Borough of all social media sites as a means of conveying borough-related information to its residents, employees and visitors; and

WHEREAS, the Borough has an over-riding interest and expectation in deciding what is "spoken" on behalf of the Borough on its social media sites; and

WHEREAS, for purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not restricted to Facebook, blogs, Instagram, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, SnapChat, Delicious, Tumblr and Flickr. For purposes of this policy, "comments" include information, articles and pictures. It also includes other communication mediums created by the Borough and the Hightstown Office of Emergency Management (OEM), including but not limited to Nixle and reverse 911; and

WHEREAS, this policy shall apply to all municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions permitted by the Borough to post on Hightstown Borough social media sites.

WHEREAS, the Hightstown Borough Mayor and Council wishes to establish a Social Media Policy for the above purposes.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that the attached Social Media Policy shall be applicable to all municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions of the Borough.

SOCIAL MEDIA POLICY OF THE BOROUGH OF HIGHTSTOWN

Purpose:

This policy sets forth guidelines for the establishment and use by the Borough of Hightstown of all social media sites as a means of conveying borough-related information to its residents, employees and visitors. The Borough has an over-riding interest and expectation in deciding what is “spoken” on behalf of the Borough on its social media sites.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not restricted to Facebook, blogs, Instagram, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, SnapChat, Delicious, Tumblr and Flickr. For purposes of this policy, “comments” include information, articles and pictures. It also includes other communication mediums created by the Borough and the Hightstown Office of Emergency Management (OEM), including but not limited to Nixle and reverse 911.

Scope:

This policy shall apply to all municipal agencies, and departments, as well as any affiliated government or non-government agency, official and/or representative, board, committee, commission of the Borough permitted by the Borough to post on Hightstown Borough social media sites.

General Policy:

1. These guidelines must be displayed to users or made available by hyperlink.
2. The Hightstown Borough website at <http://www.hightstownborough.com> is and will remain the primary and official internet presence for information.
3. Borough social media sites and this policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record-retention requirements.
4. Employees/Representatives representing the Borough via its social media sites must conduct themselves at all times as a representative of the Borough and in accordance with all of its policies.

5. This Social Media Policy may be revised at any time by recommendation of the Borough Business Administrator and approval of the Borough Council.
6. Items submitted for use in the Borough's weekly Newsfeed must be approved in advance by the Business Administrator.

Public Relations & Information:

- Although the Borough does not copyright its content, proper attribution for any content reproduced in any public forum or news publication must be given to the Borough, unless otherwise waived by the Borough.
- Following any Grand Opening announcement for a local business, unless there is a change of ownership, location change, a substantial remodeling or restructuring of the business, the Borough cannot directly promote that business. This is done to keep a level playing field among all competing businesses. The lone exception to this guideline is if the business or sponsored endeavor is used to promote a non-profit or non-political fundraising/charity event.
- It is the responsibility of the East Windsor School District to secure all necessary parental permissions before submitting photographs of children for use on any of the Borough's media portals. Since the school district and the Borough are two separate and distinct entities, the Business Administrator reserves the right to disqualify any photographs containing unauthorized images of children, district employees, board members or other officials in order to prevent preferential treatment to any one person or group.

Social Media:

The sole purpose of social media sites used by the Borough is to present information concerning Hightstown Borough and its government to its residents, businesses and visitors. Please note these are moderated online discussion sites and a limited public forum. The Borough's social media sites are not intended for comments that do not relate to the purpose or topic posted. User comments should directly relate to the comments posted or displayed by the Borough on this site, and the site is not meant for comments that do not relate directly to the purpose or topic established by the Borough. General inquiries, comments, communications and service requests should be submitted directly to the Borough. The information on the Borough's social media sites does not constitute the official record of any agency or entity within the Borough. To request official records, you must contact the Borough Clerk at 609-490-5100 or visit <http://www.hightstownborough.com>.

Comments, media, or other information posted to or displayed on the sites are subject to monitoring and review at any time. Users of the site(s) should have no expectation of privacy with respect to any such comments, media or other information. Hightstown Borough disclaims all responsibility and/or liability for any materials the Borough deems inappropriate that cannot be removed in an expeditious and otherwise timely manner.

Certain categories of speech, including obscenity and direct threats, are not entitled to full protection under the First Amendment of the United States Constitution. Commercial speech is also subject to different treatment under the law, and can be excluded from a government page. Privacy laws can be invoked to justify the removal or personally identifiable information such as phone numbers, home addresses, and social security numbers.

Moderation of Third Party Content:

Hightstown Borough social media sites serve as a limited public forum and all content published is subject to monitoring. Although Hightstown Borough will not edit or re-write comments or posts in any forum, it reserves the right to reject, block, delete (if possible) or hide user-generated submissions when the content contains:

1. Vulgar, profane, racist, violent, threatening, obscene language or rhetoric;
2. Defamatory or disparaging content;
3. Conduct in violation of any federal, state or local law;
4. Sexual content or links to sexual content;
5. False, misleading or deceptive information or media;
6. Personal attacks or threatening or harassing activity of any kind;
7. Clearly off-topic comments, and/or comments not related to the original topic, including random or unintelligible comments;
8. Spam or links to other sites of any nature;
9. Comments or content that constitutes, promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation, or any other classification protected by applicable federal, state, or local law or regulation;
10. Content that will compromise public safety or advocate or encourage illegal activity;
11. Commerce solicitations (ads) that promote particular services, commercial transactions, products, or political organization;
12. Opposition or promotion of any person campaigning for election to a political office;
13. Non-public information concerning securities, or that constitutes insider-trading or forwarding looking statements;
14. Infringement on intellectual property, or legal ownership interest of any other party;
15. Personally identifiable or protected medical (HIPAA) or personal information such as home addresses, phone numbers, social security numbers or driver's license numbers;
16. Information that may compromise the safety, security or proceedings of the public or public systems, or any criminal or civil investigations;
17. Comments that do not directly relate to the information or comments posted or displayed by Hightstown Borough on its site(s).

The foregoing is an incomplete list and Hightstown Borough reserves the right to ban or block any user in violation of the above rules. Users also must comply with all Terms of Use established by their Internet Service Providers (ISP).

Oversight and Enforcement:

Employees and/or representatives of Hightstown Borough through social media outlets or participating in social media features on agency websites must maintain a high level of ethical conduct and professional decorum at all times. Failure to do so is grounds for revoking the privilege to participate in agency social media sites, blogs, or other social media features. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms. Borough employees/representatives recognize that the content and messages they post on social media websites are public and may be cited as official Borough statements. Social media should not be used to circumvent other agency communication policies, including news media policy requirements.

Borough employees/representatives may not publish information on agency social media sites that includes:

- Confidential information

- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

Any social media site created by a Borough employee/representative, Borough official and/or Borough entity remains the property of the Borough, including all followers, 'Likes' and 'Friends' generated by the site. If the person who created the site leaves the employment/representation of the Borough, they must relinquish everything related to the site, including user names, passwords and/or access codes or information.

Records Retention:

Social media sites contain communications sent to or received by Hightstown Borough and its employees/representatives, and such communications are therefore public records subject to applicable public records statute. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). The employee/representative maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee/representative who administers one or more social networking sites on behalf of the Borough has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.
- Agency utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The Borough archive is available at: archivesocial.com.

Terms of Use Disclosure:

Hightstown Borough government makes every effort to provide accurate and complete information on its website. The information contained herein is not official, nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about Hightstown Borough government. Portions of the information on the site may be incorrect or not current. Hightstown Borough government, its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

Amendments or Modifications:

This policy is subject to amendment or modification at any time by Resolution of the Hightstown Borough Council.

Resolution 2018-103

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

**CONFIRMING THE RECREATION AND OPEN SPACE INVENTORY FOR
HIGHTSTOWN BOROUGH**

WHEREAS, the Mayor and Council of Hightstown Borough wishes to officially confirm Hightstown Borough's Recreation and Open Space Inventory; and

WHEREAS, Hightstown Borough's Recreation and Open Space Inventory consists of the following properties within the Borough:

Rocky Brook Park	Block 4.01/Lots 1, 6 & 7	8.53 acres
Dawes Park	Block 60/Lot 19	1.069 acres
Memorial Park	Block 28/Lots 1, 56 & 57	1.24 acres
Association Park	Block 20/Lot 1	1.73 acres
Peddie Lake	Block 28/Lot 58 & Block 53/Lot25	18.05 acres

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey that the property listed herein is hereby officially recognized as the Recreation and Open Space Inventory of the Borough of Hightstown.

Resolution 2018-104

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

**AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER
NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the Borough of Hightstown has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown intends to utilize the online auction services of GovDeals.com located

at www.GovDeal.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local requirements by a vendor approved by the Division of Local Government Services; and

WHEREAS, a notice shall be published in the Borough approved newspaper and on the Borough website announcing the auction, the web address where the auction will take place, the date(s) and time(s) for the auction and a description of the items to be sold with such publication being at least 10 days, but no more than 14 days prior to the auction.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Hightstown in the County of Mercer, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.GovDeal.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and the Borough of Hightstown shall be made available at www.GovDeal.com and in the Borough Clerk's office.

SURPLUS SCHEDULE SCHEDULE A

RESOLUTION 2018-104

DESCRIPTION	Vin/Serial
1988 Ford F-700 Dump Truck	1FDPF70K8JVA31615
1982 Chevy C-30 Truck	1GBG6D1FXCV127678
1994 Chevy School Bus 14500 (GVW) with hydraulic wheelchair lift	1GBKH32K2R3321958
Wooden Pews	
Whelen Ultra Edge 9000 series light bars with traffic advisers	
Computers for Police Vehicles	
Table Saw	
Extractor	
Misc. Electric Motors	
Desks	
Misc. File Cabinets	
Room Dividers (w/o hardware)	
Blower	
Generac Generator	
Misc. Office Equipment/Printers	
Gun Safe	
Communication Units	

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Why would you vote no to the budget? Voting that way does not help the town. This is a well run town that takes care of it's people.

Frank Rivera, 110 Broad Street – Asked what the percentage of increase was. Stated that everyone is always concerned about property taxes.

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

DISCUSSION

Joseph Street Parking

Borough Administrator/Clerk, Debra Sopronyi, reviewed Chief Gendron's email dated April 25, 2018 regarding No parking on Joseph Street Monday – Friday 7:30 a.m. – 3:30 p.m. Ms. Sopronyi stated that the crosswalk will be moved to Joseph and Stockton. Discussion ensued. Council agreed to move forward with the introduction of the ordinance.

Ordinance 2018-11 Amending Chapter 7, Entitled "Traffic", Subsection 7-14-1. Entitled "Parking Prohibited During Certain Hours on Certain Streets" of the Revised General Ordinances of the Borough of Hightstown.

Councilmember Bluth moved Ordinance 2018-11 for introduction; Councilmember Montferrat seconded.

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

Ordinance introduced 6-0.

Public Hearing scheduled for May 21, 2018

ORDINANCE 2018-11

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

AMENDING CHAPTER 7, ENTITLED "TRAFFIC", SUBSECTION 7-14-1. ENTITLED "PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS" OF THE *REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN*

WHEREAS, It has been determined by the Borough Administrator, Police Chief, East Windsor Regional School Superintendent, and East Windsor Regional School Administrator in conjunction with the Mercer County Engineer, that the crosswalk at the intersection of Stockton Street and Oak Lane, which contains a school crossing post for both Walter C. Black School and Grace N. Rogers School, will be moved to the intersection of Stockton Street and Joseph Street for the safety of students and pedestrians; and

WHEREAS, this change in crosswalk location will effectuate more pedestrian and student traffic on Joseph Street during school hours; and

WHEREAS, The Hightstown Police Chief and East Windsor Regional School Superintendent, as well as the Principals of both schools, have expressed concern with the narrowness of Joseph Street and the obstruction of visibility of the students when using the sidewalk, as well as the ability of busses to pass when vehicles are parked on Joseph Street; and

WHEREAS, the Hightstown Police Chief has recommended that parking on both sides of Joseph Street be restricted Monday through Friday from 7:30am to 3:30pm, to assure the safety of the students and permit bus traffic to pass without incident; 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:

Section 1. Chapter 7, entitled “Traffic”, Subsection 7-14-1, entitled “Parking” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (deletions are crossed out; additions are underlined):

Section 7-14

PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS

Subsections:

7-14-1 Parking Prohibited During Certain Hours on Certain Streets.

Subsection 7-14-1 Parking Prohibited During Certain Hours on Certain Streets.

No person shall park a vehicle between the hours specified any day (except Sundays and public holidays) upon any of the streets or parts of streets described.

Name of Street	Side	Hours/Days	Location
Glen Drive	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From Spring Crest Drive to end
<u>Joseph Street</u>	<u>Both</u>	<u>8:30 a.m. to 3:30 p.m./</u> <u>Monday thru Friday</u>	<u>Entire Length</u>
Leshin Lane	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From South Main Street to Westerlea Avenue
Monmouth Street	South	8:00 a.m. to 6:00 p.m.	From North Main Street to Pennsylvania Railroad tracks

Rogers Avenue	South	8:00 a.m. to 6:00 p.m.	From Stockton Street to Railroad Avenue
Spring Crest Drive	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From South Main Street to Westerlea Avenue
Spruce Court	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From Leshin Lane to end of Spruce Court, including the cul-de-sac

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 2018-08 Regarding Rental Registrations

Borough Administrator/Clerk, Debra Sopronyi, explained that this ordinance was tabled at the last meeting because of questions regarding annual inspections. Borough Attorney, Fred Raffetto, explained that he had found a case from the appellate division which upheld an ordinance very similar to Hightown's ordinance. After discussion, Council agreed to move forward with the introduction of the ordinance as presented.

Ordinance 2018-08 Amending Chapter 13, Entitled "Housing", Section 13-12, Entitled "Registration of Residential Rental Properties", Subsection 13-12-2. Entitled "Registration Required" of the Revised General Ordinances of the Borough of Hightstown.

Councilmember Montferrat moved Ordinance 2018-08 for introduction; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Hansen, Misiura, Montferrat, and Stults voted yes. Councilmembers Bluth and Musing voted no.

Ordinance introduced 4-2.

Public Hearing scheduled for May 21, 2018.

ORDINANCE 2018-08

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

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

Subsection 13-12-2 Registration Required

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

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

9) The number of rental units located in the facility;

10) The type of unit being licensed (i.e. room, apartment, single family home, [duplex, condo, townhouse](#), etc.); and

11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.

12) A copy of the page(s) of the current lease showing the tenants as listed on the application and the signature page showing said tenants signature(s) shall be submitted with the application.

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

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, ~~in any event, at least once every two years~~ [annually](#). It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. ~~Routine biennial~~ [Annual](#) inspections will be scheduled by the ~~Housing Officer~~ [owner](#).

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

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

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

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

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

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

SUBCOMMITTEE REPORTS

Sidewalks/Crosswalks

Councilmember Misiura stated that the sidewalk/crosswalk subcommittee had a good meeting. Looking to prioritize sidewalks, crosswalks and stop signs throughout town.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

HPC will be meeting in 2 weeks. They are very happy with the banners that were ordered last year.

Councilmember Bluth

Parks and Rec will be meeting Thursday. Cultural Arts made \$14,600 on empty bowls.

Councilmember Montferrat

Board of Health will be meeting this week. Environmental Commission will be meeting on the 22nd. Attended the Better Beginnings Gala which was very nice.

Councilmember Misiura

Planning Board met last week. The Rug Mill hearing was postponed due to the application being incomplete. The owners of the house on North Main Street/Wycoff Mills Road came before the board. They are thinking about tearing the existing house down and rebuilding an almost identical house. They may need a lot variance to do this.

Council President Stults

Downtown Hightstown Business group postponed their meeting until this week. Housing Authority did not have a quorum; will meet again on the 16th. He and Chief Gendron met with the architect in Robbinsville to look at the floor plan of the proposed police/court building. Chief Gendron is concern with the layout which will be addressed with the architect.

Borough Administrator/Clerk, Debra Sopronyi

Informed Council that the Court Administrator, Kristy Gilsean has resigned. The Deputy Court Administrator, Gretchen Gilroy will be appointed Acting Court Administrator.

Deputy Borough Clerk, Peggy Riggio

Memorial Day Parade is May 28th. Newsletters went out last week. Pool filing permits and public pool permits are being issued now.

Mayor Quattrone

He has met with the fire department regarding the zero tolerance policy about alcohol at the firehouse. He has drafted a letter that is to be read once a year at their April Meeting. All members of the fire company are to sign an acknowledgement of this letter. He has spoken with Jerry Riccardi from JCP&L regarding LED street lights. Mr. Riccardi thinks this will provide a savings to the Borough. He attended the Better Beginnings Gala and had a very nice night.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:52 p.m.; Council President seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk