

**Meeting Minutes
Hightstown Borough Council
March 28, 2019
Visioning Workshop
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 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 Egan</i>		✓
<i>Councilmember Jackson</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk and Debra Sopronyi Borough Clerk/Administrator.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Council President Misiura; Seconded by Councilmember Stults.

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

Agenda approved 5-0.

Mayor Quattrone turned the meeting over to Council President Misiura. Council President Misiura gave a history of the purchase of the YMCA located at 230 Mercer Street and the RFP process for an architect. He then introduced the architects for the project from the Musial Group, p.a. Architects. Noel S. Musial, Noel Musial, II and Larry Lane. Mr. Lane gave the history of Hurricane Irene and the temporary facilities. He spoke about the feasibility study that was done before the purchase of the YMCA to ascertain the space needed for a new facility. His presentation (attached hereto) went on to describe the YMCA building and its history. He reviewed the objectives and stated that they are looking for public input.

BOARDS AND COMMITTEE COMMENTS

At this time, Council President Misiura asked if there were any representatives from the various boards and committees that had comments and the following individuals spoke:

Keith LePrevost, Environmental Commission – read the following statement:

- *“Commission meeting space with built in AV projector (approximately 16 seats)*
- *Some sort of dedicated storage area for each commission (Boxes, files, materials and supplies)*
- *Gallery, dedicated public display and demonstration space for EC projects and materials (other commissions also)*
- *Overall design of building should be a demonstration of latest generation weatherization/energy efficiency and green design- with public displays, mock ups and signage promoting energy efficient adaptive reuse.*
- *Solar, wind and stormwater demonstration site with signage and information for the public.*
- *As we are well aware, our town has a storm water and flooding problem. We should make this building an example of what can be done to existing structures. We should have dedicated space on the property to create a green infrastructure demonstration site to provide homeowners with a functional and attractive example that they can set up on their own property. Not sure if fencing will still separate the two properties, but the yard behind the building can easily be seen from Dawes Park and the greenway trail so it's a good public space for showing off sustainable practices .*
- *Pervious paving demonstration site in new parking lots with educational signage*
- *Rain Garden with display signage.*
- *Cistern with ability to reuse water for irrigation.*

The building should be designed to meet LEED certification standards. We have one opportunity to renovate and restore this old building, and we should take advantage of this opportunity and make it an example of what can be done with a historic property to bring it up to modern codes.”

Gary Grubb, Parks and Recreation Commission – Spoke about the history of the YMCA building. Stated that there are wonderful possibilities.

Debra Sopronyi, Borough Administrator/Clerk – read the following statement on behalf of the Board of Health:

“Board of Health Recommendations for Consideration

- *A shared meeting room for conducting official business for public and private sessions such as Board of Health meetings, public education/health screening, and employee health sessions.*
- *A smaller, private, shared meeting room to accommodate professional meetings for staff conducting business with local businesses and residents.*
- *Clinic space for holding the Child Health Conference. The Child Health Conference has moved locations several times over the past decade. The Board of Health has recognized the importance of finding a location that is conveniently located within the Borough of Hightstown to accommodate individuals that lack transportation. The clinic is currently located at the Apollo Masonic Lodge and medical exams are conducted three days a month using the foyer space of the women’s restroom. The Lodge has welcomed the clinic and the staff are making this site function. However, there are challenges with the site. Residents would benefit from an area better suited for clinic visits. While a dedicated space is not required during the off hours, the following are a list of needs: a room that provides privacy for exams, a hand wash sink, a waiting area for clients, dedicated space for securing supplies/files during non-clinic hours, space to accommodate a vaccine refrigerator and separate freezer. Generator back-up to power the*

refrigeration units during power outages and wireless connectivity would be advantageous to the clinic operations.

- *Back-up generators for power outages.*
- *Charging stations conveniently located for public access that could be activated and made available to the public during long-term or widespread power outages.*
- *Permanent file storage space for archived Board of Health boxed records. Long-term storage would not likely exceed 6 boxes.*
- *A Board of Health display case or board for education and promotions to the public.”*

John Hostetler, Historic Presentation Commission – Stated that the HPC is very excited for the project. They will support the project any way they can. They have previously submitted their written opinion on the project.

Ann Marie Miller, Cultural Arts Commission – Echoed Mr. LePrevost from the Environmental Commission. Stated that they would like to see: meeting space, storage space, gallery space for local artists and students, glass showcase, a handwash sink and public art sculptures on premises.

PUBLIC COMMENT I

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

Joe Cicalese, 136 Broad Street – Stated that he would like to see meeting space and storage space for committees.

Dale Grubb, 302 Morrison Avenue – Representing the Rocky Brook Garden Club. Would like to see a large meeting space for the club to use to redecorate their wreaths at Christmas.

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

ADJOURNMENT

Councilmember Musing moved to adjourn at 7:43 p.m.; Councilmember Stults seconded. All ayes.

Residents were asked to participate in a vision activity following adjournment.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES



Mayor Lawrence D. Quattrone
Council President Steven Misiura
Council Member Joshua Jackson
Council Member Patricia Egan
Council Member Charles "Lee" Stults
Council Member Susan Bluth
Council Member Dimitri Musing



Chief Frank Gendron

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

PROJECT TEAM

Noel S. Musial, A.I.A., PP NCARB
President

Noel S. Musial II, AIA
Project Manager

Larry Lane, AIA
Project Architect

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

AGENDA

The Musial Group Introduction

Background Information

Looking into the Future

First Step : Public Priorities

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

FIRM PROFILE

The Musial Group is an award winning architectural and engineering practice dedicated to providing socially and environmentally responsible built works. Founded in 1976, the firm provides architectural and engineering services to a variety of public and private sector clients.



THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

WHY HIGHTSTOWN NEEDS A NEW TOWN HALL AND POLICE HQ:

In 2011, major flooding occurred in Hightstown NJ due to Hurricane Irene. Because of the flooding, the Borough municipal building, which also served as the municipal court and police station, was rendered unusable.



Hightstown Downtown Area



Hightstown Main Street



Hightstown Downtown Area

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EXISTING BUILDING CONDITIONS



The police department was relocated to a leased office space on NJ State Highway 33.

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EXISTING BUILDING CONDITIONS



The municipal functions were relocated to an existing public works building.

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EXISTING BUILDING CONDITIONS

Both locations were only planned to be **temporary** until a new municipal building and police HQ was built.

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

NEW LOCATION

The Borough of Hightstown commissioned a third party to study the feasibility of using the site of the old YMCA building and its property for the new municipal facility.

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

NEW LOCATION

The building that was once owned by the YMCA and is located at 230 Mercer Street, Hightstown, NJ.

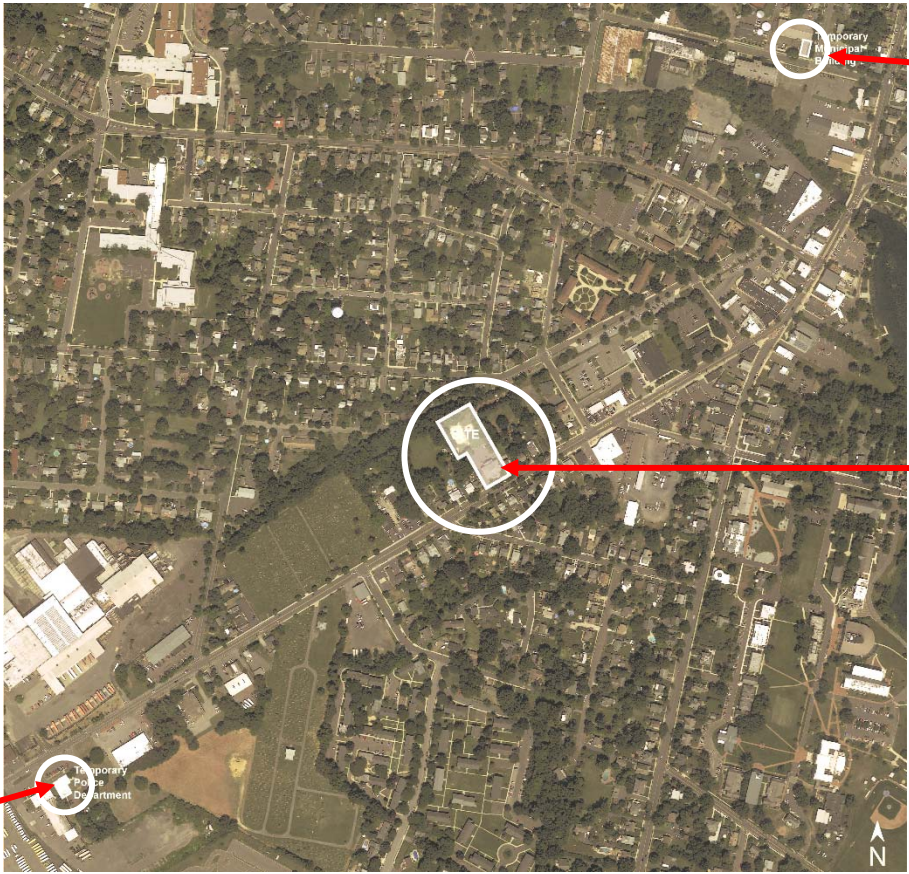
HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

NEW LOCATION

Based on the findings from the feasibility study, the Borough purchased the existing building that was owned by the YMCA for a new municipal complex in 2018.

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

FUTURE HOME OF HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES



Site of the Temporary Municipal Facility

Future Site of Hightstown's Municipal Facility

Site of the Temporary Police Department

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

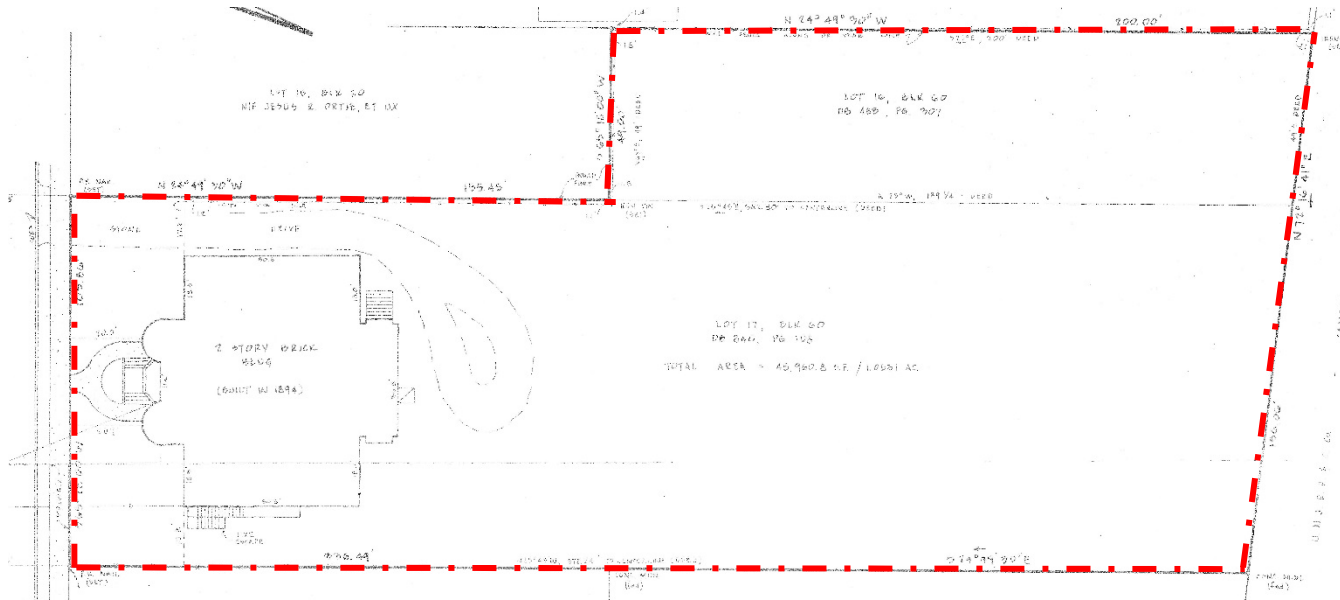
FUTURE HOME OF HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES



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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

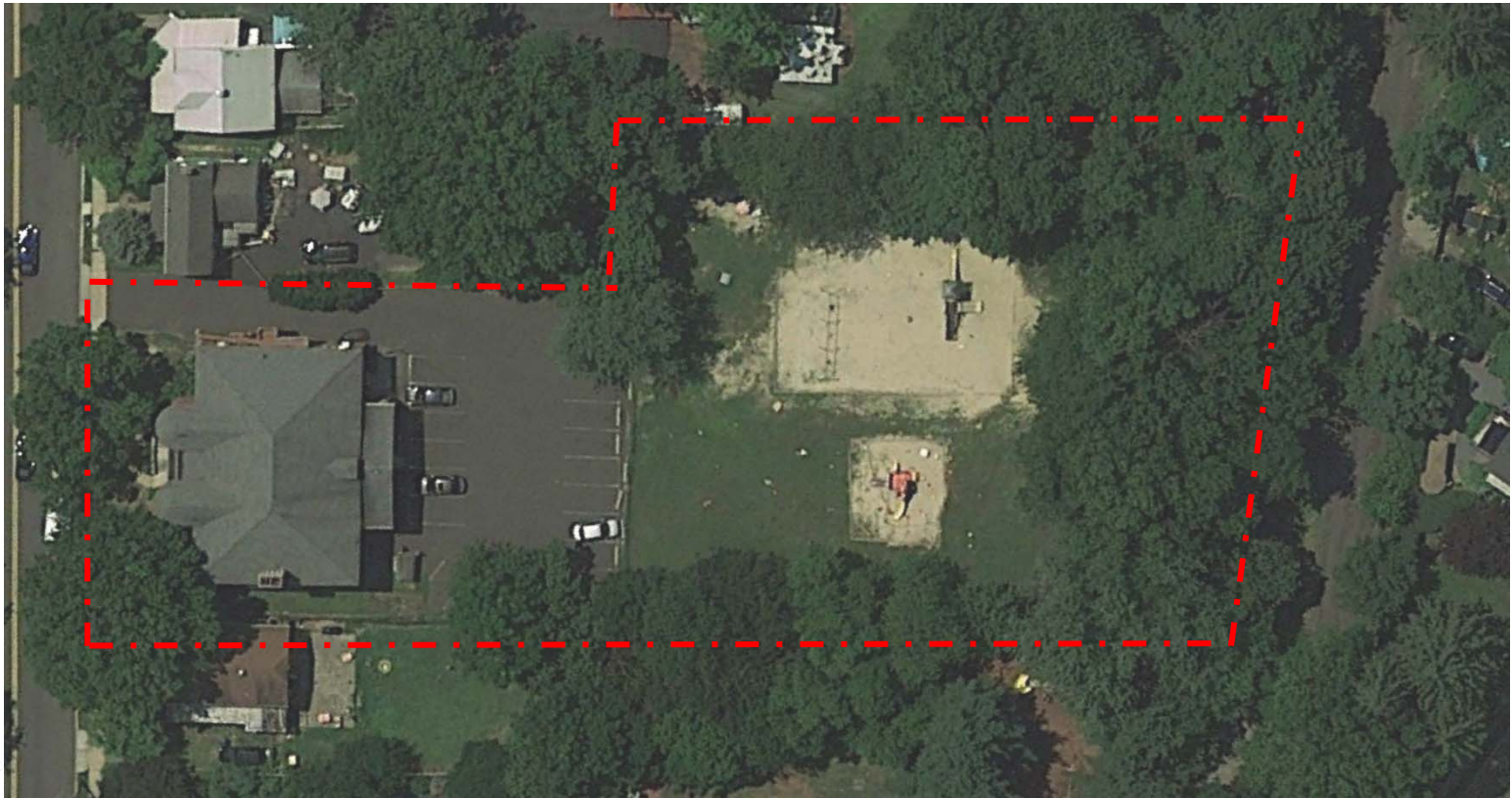
FUTURE HOME OF HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES



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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

FUTURE HOME OF HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES



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The building that was purchased contains approximately 8,300 gross square feet located on two floors, (4,100 sf per floor). The building also contains an unfinished basement.

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

The building was built in 1894 and is of brick-masonry and wood construction.



It was originally constructed as a school, but was also used as a Masonic lodge and most recently a YMCA.

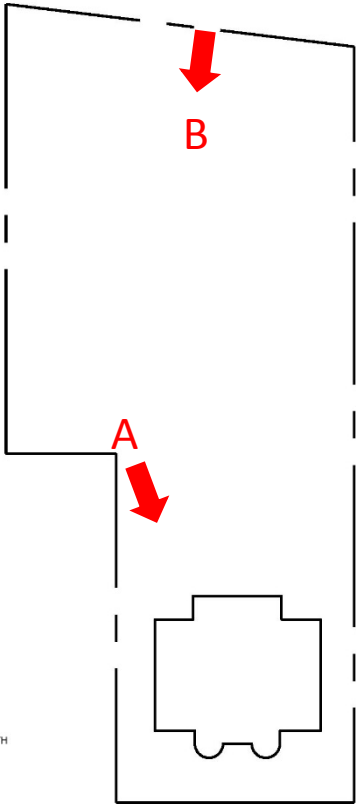
THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SITE VIEWS



A



B

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

ARCHITECTURAL FEATURES

Double turrets to frame a grand entrance



Beautiful decorative masonry details at:
Lintels
Quoins
Stone

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ARCHITECTURAL FEATURES

Detailed millwork at the entrance foyer



Interesting interior shapes

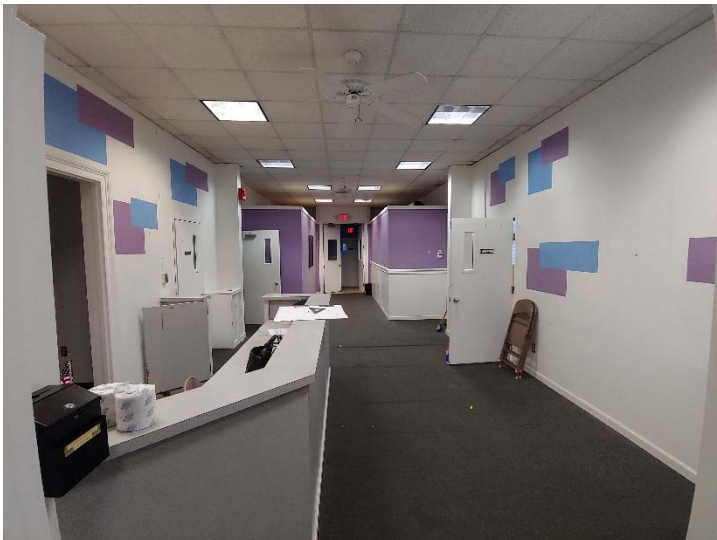
Decorative wainscoting

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ARCHITECTURAL FEATURES

Large Meeting Rooms

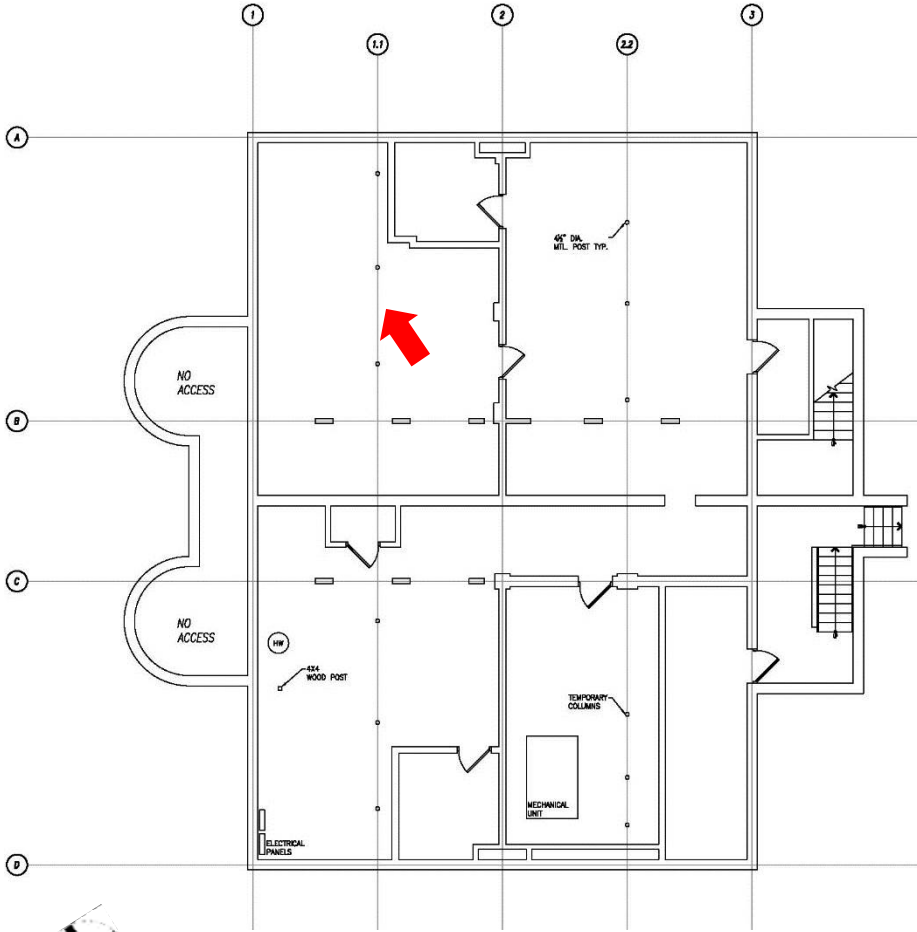


Open Common Spaces

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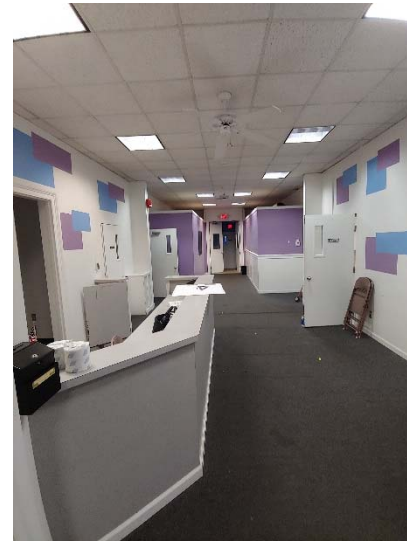
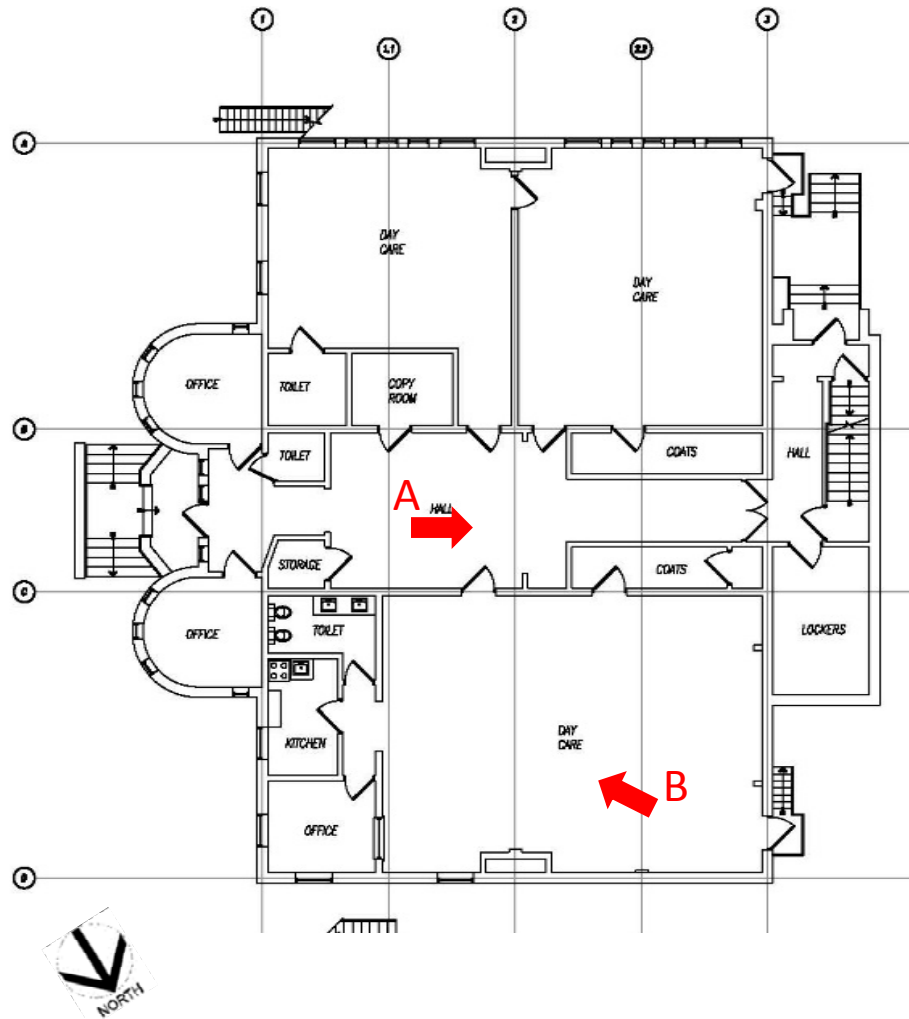
BASEMENT FLOOR PLAN



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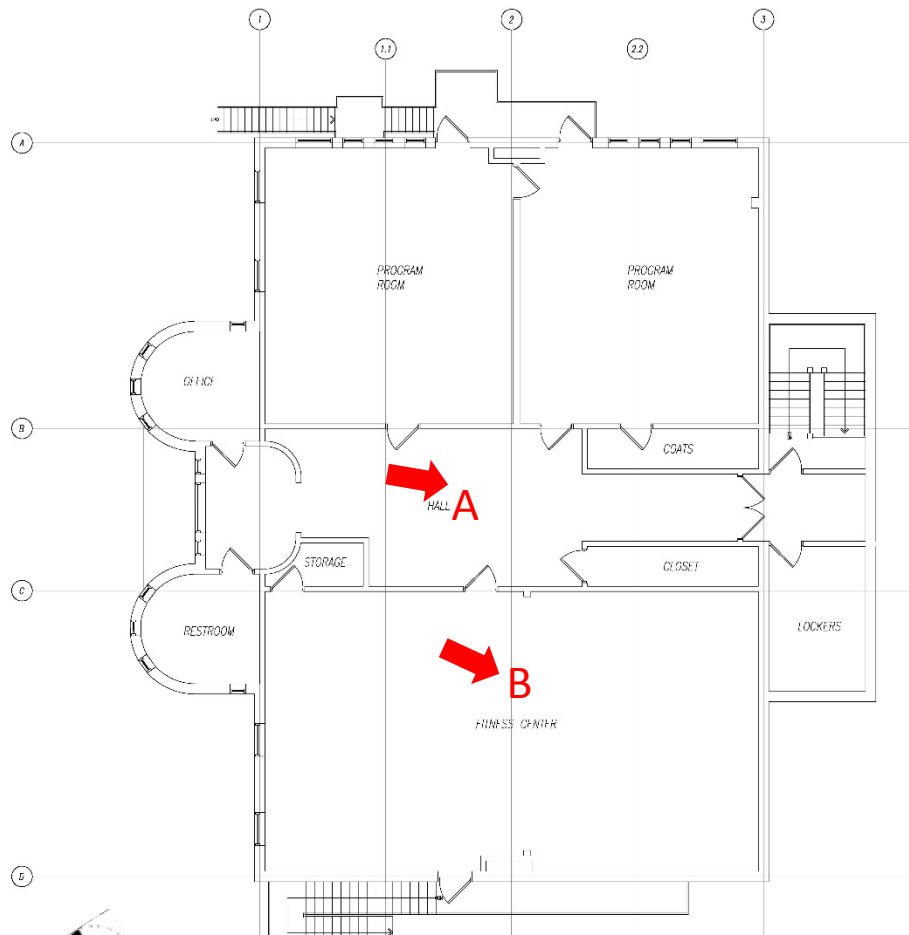
FIRST FLOOR PLAN



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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SECOND FLOOR PLAN



A



B



THE MUSIAL GROUP ARCHITECTURE

FUTURE OBJECTIVES

Comply with Current
Regulations

FUTURE OBJECTIVES

Review the Phasing
Sequences of Construction

FUTURE OBJECTIVES

Review Relationships
Between Various Spaces

FUTURE OBJECTIVES

Examine “Pros and Cons” of
Various Spatial
Arrangements

FUTURE OBJECTIVES

Quantify the Amount of Space Required

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SPACE REQUIREMENTS FOR DEPARTMENTS

		EXIST.	PROP.	TOTAL AREA	
NAME	SPACE TYPE	AREA	AREA	EXISTING	PROPOSED
MUNICIPAL CLERK / ADMIN				806.00	1,142.00
POSITION/TITLE					
Municipal Clerk/Admin	Private Office	120.00	180.00		
Deputy Clerk (full-time)	Private Office	120.00	110.00		
Assessor (part-time)	Shares Reception Workstation	-	-		
Receptionist (full-time)	Workstation	80.00	72.00		
SPECIAL USE AREAS					
Reception (seating for 4)	Can be shared with other departments	100.00	436.00		
Huddle Room	Shared by department	120.00	111.00		
FILES & STORAGE					
{1} 4 H 36"W lateral files	Admin	6.00	6.00		
{1} 4 H 37.5"W lateral files	Admin: Fireproofed	6.00	6.00		
{1} 4 H 19.5" vert files	Clerk: Fireproofed	5.00	30.00		
{1} 3 H 36" W lateral files	Receptionist	6.00	6.00		
{1} 3 H 30" W lateral files		6.00	6.00		
{1} 5 H 30" W lateral files		6.00	6.00		
{1} 2 H 18" W vert files	Near deputy clerk	6.00	6.00		
{3} Storage Cabinets 36"w x 19"d x 72" h	Fireproof	75.00	75.00		
Copy/Mail Room	Separate Room; copier, shredder, postal machine, trash bin	150.00	92.00		
				<i>Subtotal</i>	
				806.00	1,142.00
				<i>35% Circulation Proposed New</i>	
					399.70
				Total Area for Clerk/Admin	
				806.00	1,541.70

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SPACE REQUIREMENTS FOR DEPARTMENTS

NAME	SPACE TYPE	EXIST.	PROP.	TOTAL AREA	
		AREA	AREA	EXISTING	PROPOSED
TAX/ASSESSOR				1,359.00	2,043.00
PERSONNEL					
Tax Collector/Deputy CFO (full-time)	Workstation adjacent to payment window Open Office	80.00	110.00		
Deputy Tax Collector/Payroll (full-time)		120.00	114.00		
CFO (part-time)	Private Office	120.00	110.00		
Finance Assistant (full-time)	workstation	80.00	110.00		
Finance Assistant (full-time)	workstation	-	110.00		
Finance Clerk	workstation	-	110.00		
SPECIAL USE AREAS					
Breakroom	Can be shared with other departments	300.00	410.00		
Conference/Training Room 6-8 seats	Can be shared with other departments.	-	-		
FILES & STORAGE					
(1) 4 H lateral files	37 1/2W x 22D x 52 3/4H Fireproof	50.00	30.00		
(2) 5 H 42" W lateral files		6.00	6.00		
(5) 5 H 36" W lateral files		6.00	6.00		
(1) 3 H 36" W lateral files		6.00	6.00		
(1) 2 H 36" W lateral files		6.00	6.00		
Vault (small)	Bolted to desk near payment window	-	-		
Copy/fax/printer (HP Laser Jet P4015x)	top of file	50.00	92.00		
Printer (HP LaserJet M2727nf)	top of file				
On Site Records Retention		500.00	788.00		
Coat Storage	Can be shared with other departments	25.00	25.00		
10 LF of bookshelves	At Deputy Tax Collector's ara	10.00	10.00		
			<i>Subtotal</i>	1,359.00	2,043.00
			<i>35% Circulation Proposed New</i>		715.05
			Total Area Required for Tax Dept.	1,359.00	2,758.05

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SPACE REQUIREMENTS FOR DEPARTMENTS

		EXIST.	PROP.	TOTAL AREA	
NAME	SPACE TYPE	AREA	AREA	EXISTING	PROPOSED
CONSTRUCTION/CODE ENFORCEMENT/PLANNING/FIRE/ANIMAL CONTROL/ZONING				810.00	1,202.00
POSITION/TITLE					
Construction Official	Private Office with Drafting Table	120.00	175.00		
Administrative Assistant	window for transactions	80.00	88.00		
Housing Code Enforcement	Workstation	80.00	110.00		
Fire Official	Workstation	80.00	110.00		
Plumbing Official	Shared with Fire Official	-	-		
Fire Subcode	Shared with Fire Official	-	-		
Fire Inspector	Shared with Fire Official	-	-		
SPECIAL USE AREA					
Reception Area (seats only)	Can be shared with other departments	-	-		
Conference Room (6-8 seats)	Can be shared with other departments	250.00	624.00		
FILES & STORAGE					
4 H lateral files: (1) 5H 42"w; (11) 5H 36"w; (1) 2H 30"w	Locked room	200.00	95.00		
Printer (Brother HL-3170CDW)	Desk top	-	-		
				<i>Subtotal</i>	810.00
					1,202.00
					420.70
					1,622.70
				810.00	1,622.70

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SPACE REQUIREMENTS FOR DEPARTMENTS

NAME	SPACE TYPE	EXIST.	PROP.	TOTAL AREA	
		AREA	AREA	EXISTING	PROPOSED
POLICE				4,755.00	3,676.00
POSITION/TITLE					
Chief	Private Office	120.00	132.00		
Sergeant	Private Office shared by 2	120.00	121.00		
Sergeant	Private Office shared by 2	-	-		
Sergeant	Private Office shared by 2	-	-		
Detective	Private Office	120.00	176.00		
Detective	Private Office	120.00	-		
(3) Patrol	Workstation shared by all officers	80.00	168.00		
Administrative Assistant	Workstation	80.00	117.00		
SPECIAL USE AREAS					
Waiting Area		100.00	-		
Kitchenette	Centrally located	100.00	150.00		
Storage		200.00			
Conference (seating for 8-12)		400.00	325.00		
IT Room		150.00	48.00		
Lobby	Some seating with receiving window	150.00	186.00		
DVRT/Opioid Counseling	Near front area but not visible	120.00	76.00		
Public Unisex Restroom		100.00	100.00		
Processing Room	With restroom and direct access to outside	300.00	311.00		
Evidence Room		55.00	300.00		
Interview Room	Also used to contain juveniles	120.00	94.00		
Interview Room		120.00	94.00		
Cell		-	76.00		
Cell		-	76.00		
Sally Port	For 2 vehicles	1,000.00	488.00		
Armory	Ammo, targets, and gun cleaning	500.00	128.00		
Locker Room	Men	350.00	255.00		
Locker Room	Women	350.00	255.00		
			<i>Subtotal</i>	4,755.00	3,676.00
			<i>35% Circulation Proposed New</i>		1,286.60
			Subtotal Area Required for Police	4,755.00	4,962.60

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

SPACE REQUIREMENTS FOR DEPARTMENTS

DEPARTMENT NAME	TOTAL AREA	
	EXISTING	PROPOSED
MUNICIPAL CLERK / ADMIN	806.00	1,541.70
TAX/ASSESSOR	1,359.00	2,758.05
CONST/ZONING	810.00	1,622.70
POLICE	4,755.00	4,962.60
Total Program Area	7,730.00	10,885.05

Additional space will be required
for file archives

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

YOUR VISION BOARD

FIRST STEP

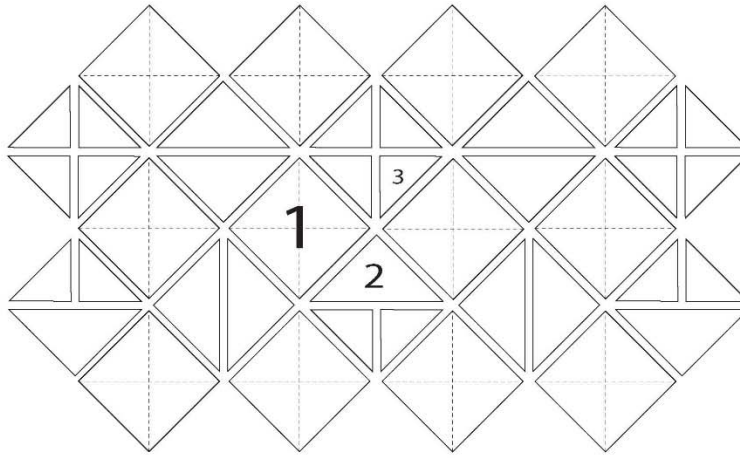
PUBLIC INPUT

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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

YOUR VISION BOARD


PUBLIC PRIORITIES



1

2

3

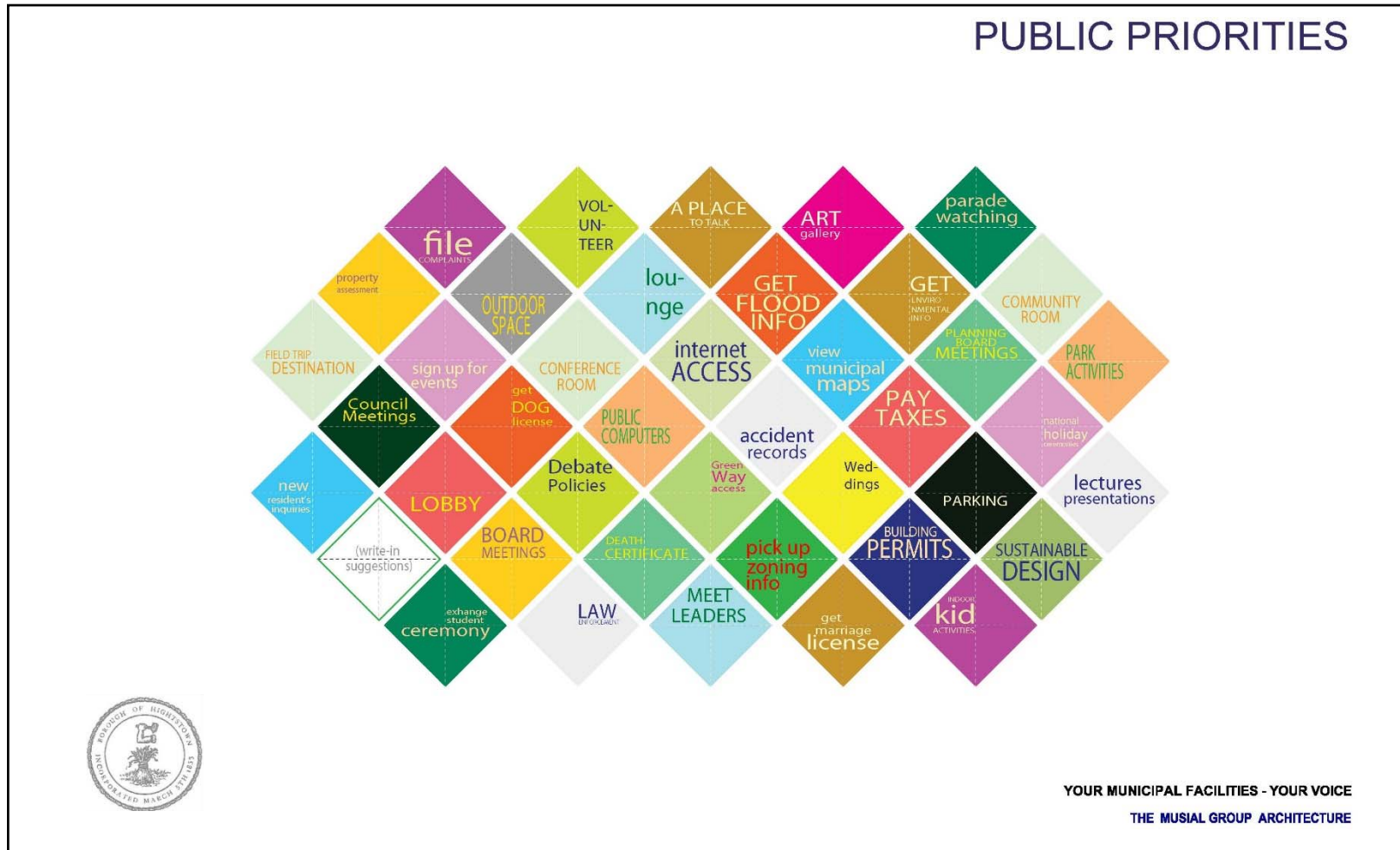


YOUR MUNICIPAL FACILITIES - YOUR VOICE
THE MUSIAL GROUP ARCHITECTURE

THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

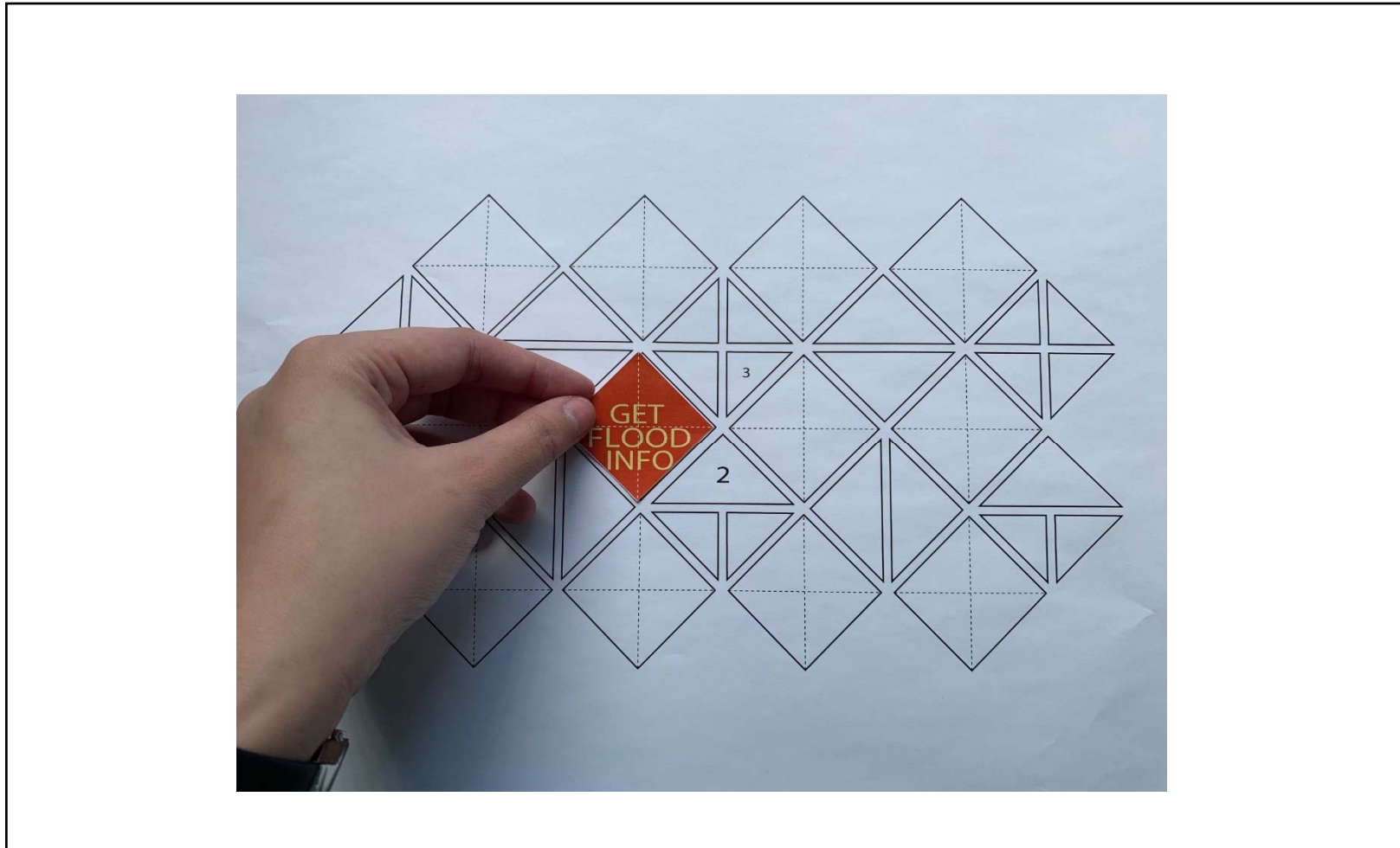
YOUR VISION ACTIVITY BLOCKS



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HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

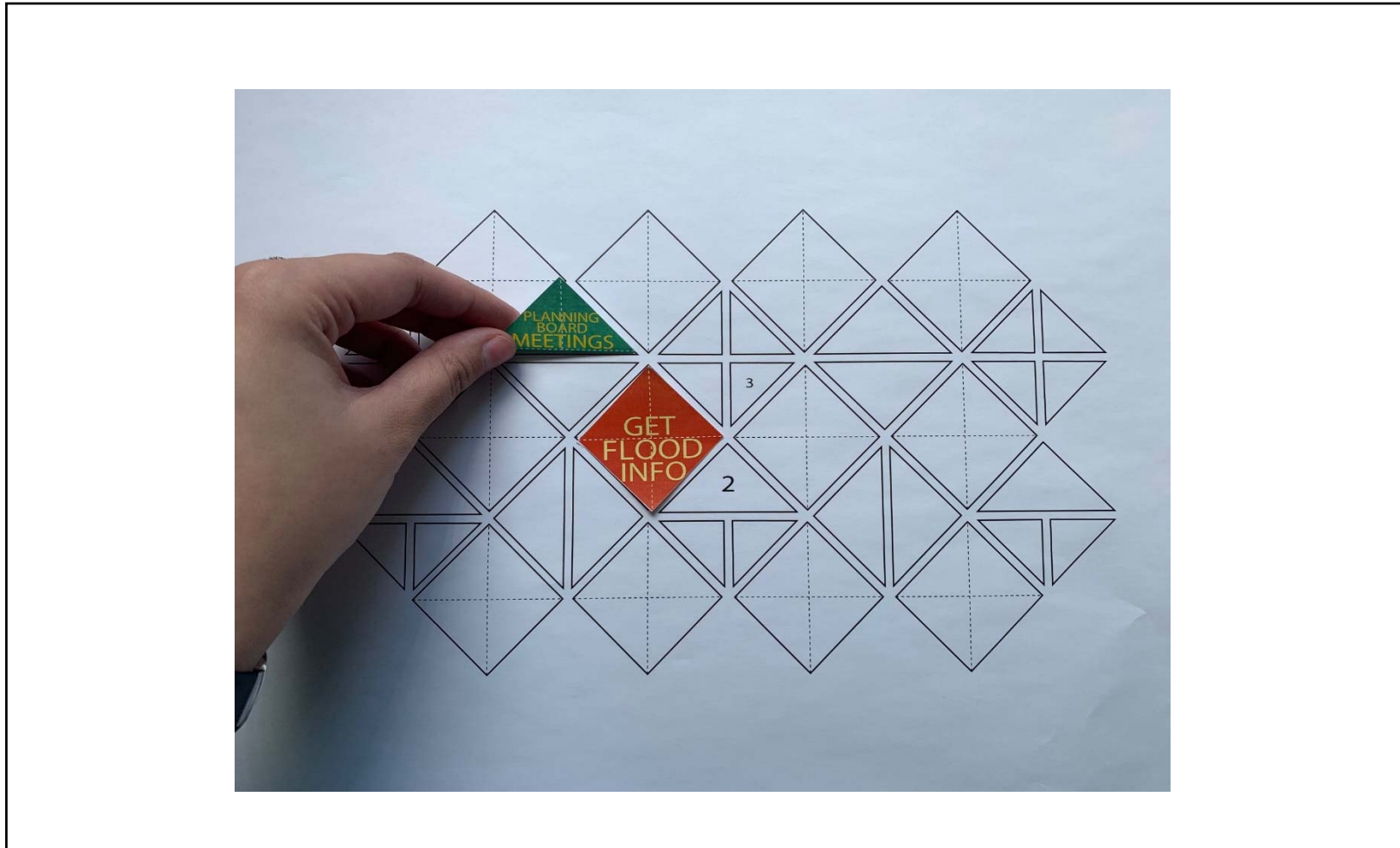
PUBLIC PRIORITIES



THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

PUBLIC PRIORITIES



THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

PUBLIC PRIORITIES



THE MUSIAL GROUP ARCHITECTURE

HIGHTSTOWN BOROUGH MUNICIPAL FACILITIES

YOUR VISION BOARD

NEXT STEP

SCHEMATIC DESIGN PRESENTATION

THE MUSIAL GROUP ARCHITECTURE

THANK YOU

THE MUSIAL GROUP ARCHITECTURE

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