

**Meeting Minutes
Hightstown Borough Council
February 18, 2020
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:35p.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 Cicalese</i>	✓	
<i>Councilmember Jackson</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Stults

Also in attendance: Debra Sopronyi Borough Clerk/Administrator; George Lang, CFO; and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2020-51 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Stults; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2020-51

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on February 18, 2020 at the Hightstown Fire House located at 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – FOP

Robbinsville

PRC Group

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public May 18, 2020, 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 7:35 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call which remained the same.

Mayor Quattrone requested that everyone keep Carol Dye, the injured Fireman from the accident yesterday, in their prayers so he may have a speedy recovery.

APPROVAL OF AGENDA

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Agenda approved 5-0.

MINUTES

January 6, 2020 Executive Session minutes were moved by Councilmember Misiura; Seconded by Councilmember Stults.

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

Minutes approved 5-0.

January 6, 2020 Public Session minutes were moved by Councilmember Stults; Seconded by Council President Musing.

Roll Call Vote: Councilmembers Jackson, Misiura, Musing and Stults voted yes; Councilmember Cicalese abstained.

Minutes approved 4-0, with one abstention.

PRESENTATIONS

Board of Health

Jill Swanson, Health Officer, advised that the staff for the Board of Health are the Health Department staff and they are implementing various mandated programs. The initiatives for 2020 include but are not limited to the preparation for a required state audit; implementing an electronic database for inspections; outreach on vaping and smoking; wearing carbon monoxide monitors during inspections; continue to work with various groups for free screenings; one particular goal is to develop partnerships with three fixed facilities to provide vaccinations to large numbers as part of the emergency plan.

Geetanjali Jain, Community Nurse, advised that they are partnering with RISE for the child clinics; working to get mobile vans in town to provide cancer and vision screenings; and she has expanded the times and locations at which she provides free blood pressure screening which now also includes the Housing Authority.

Mayor and Council thanked the Board of Health for a thorough report.

Cultural Arts Commission

AnnMarie Miller, Chair of the Commission, advised that they will continue their successful programs including Empty Bowls, working with Parks & Recreation regarding the Pianos in the Park program and Fun Fridays; and participation in the Harvest Fair. She noted they have some different art projects in the planning stages; they would like to have a plaque installed at the mural on the RISE building; sponsor an Artists Meet-Up; and involve the arts in the Halloween celebration at the Borough.

Mayor and Council thanked the Cultural Arts Commission for a thorough report.

Parks & Recreation Commission

Stacey Judge, Chair of the Parks & Recreation Commission, noted that they would continue their successful programs; will be moving forward with the improvements to Dawes Park, including the installation of electrical power to the park; Fun Fridays have been scheduled for June 19th, July 17th, August 22nd, and one in September that is to be determined; and they plan to continue the Children's Programs. The Triathlon may be on hold this year due to the increased cost for the timekeeping, but it is still being evaluated as it the big fundraiser for Parks & Recreation. The use of the Wells Fargo lot also has to be settled to allow for access to the lake. The Commission is planning to work with the Brewery for a "Bikes and Brews" event; hold the Open Water Swims; continue the Sports Pick-Up Program hopefully using property owned by the Board of Education; since Halloween is on a Saturday, plans are being investigated to hold a special event at Association Park; a possible group trip is being investigated; and the committee will be joining the National Parks & Recreation Association for eligibility to grants and networking.

Mayor and Council thanked the Cultural Arts Commission for a thorough report.

Historic Preservation Commission

John Hostettler, Chair of the Historic Preservation Commission, distributed a paper document to Council that is hereby attached and considered a part of these minutes. He then advised that the banners that have been two years in planning, are being installed this week; the Commissioners will be paying special attention to needed repairs in the Stockton Street Historic District and monuments; they hope to be eligible to apply for a grant to continue the special street lighting poles to Stockton Street; they have developed a Google Drive that will retain the documentation for the Commission; they will be reviewing the Borough ordinance to suggest changes; and they will be working with educating the Stockton Street District property owners.

Mayor and Council thanked the Historic Preservation Commission for a thorough report.

Council President Musing commended all of the volunteers and thanked them for their hard work.

PUBLIC COMMENT I

Mayor Quattrone opened public comment period I and there being no one coming forward, the public comment period was closed.

ORDINANCES

First Reading and Introduction 2020-01 An Ordinance Amending and Supplementing Chapter 28, Entitled “Zoning”, of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”, Relating to Various Types of Accessory Structures

Moved for introduction by Councilmember Cicalese; Seconded by Council President Musing.

Borough Attorney Raffetto advised that this ordinance has been amended pursuant to Borough Council’s request at the last meeting; and if it is introduced, it will have to go back to the Planning Board for review as to compliance with the Master Plan before it can be adopted as there have been substantial changes made to what was originally received from the Planning Board.

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

Ordinance introduced 5-0; the Public Hearing and adoption date will be determined once it comes back from the Planning Board.

RESOLUTIONS

Resolution 2020-52 Payment of Bills

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2020-52

*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 \$387,385.48 from the following accounts:

Current		\$211,794.52
W/S Operating		168,630.54
General Capital		4,176.23
Water/Sewer Capital		0.00
Grant		188.40
Trust		113.94
Housing Trust		0.00
Animal Control		541.78
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>1,940.07</u>
February 18, 2020 Total	4	<u>\$387,385.48</u>

Resolution 2020-53 Authorizing an Amendment to the Contract for Calcium Hypochlorite – George S. Coyne Chemical, Co., Inc.

Moved by Council President Musing; Seconded by Councilmember Stults.

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

Resolution adopted 5-0.

Resolution 2020-53

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

**AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR CALCIUM
HYPOCHLORITE – GEORGE S. COYNE CHEMICAL, CO., INC.**

WHEREAS, Resolution 2018-225 awarded a two-year contract for Calcium Hypochlorite to George S. Coyne Chemical Co, Inc. of Croydon, Pennsylvania; and

WHEREAS, this contract was not to exceed \$2,233.84 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$1,500.00 will be necessary to complete the contract through December 31, 2020; and,

WHEREAS, funds for this purpose will be made available in the 2020 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the agreement George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania be amended to not exceed \$3,733.84.

Resolution 2020-54 Appointing a Part-time Tax and Water/Sewer Collector – Angela LoConte

Moved by Councilmember Jackson; Seconded by Councilmember Cicalese.

The Borough Administrator explained the need for this resolution.

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

Resolution adopted 5-0.

Resolution 2020-54

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

**APPOINTING A PART-TIME TAX AND WATER/SEWER COLLECTOR –
ANGELA LOCONTE**

WHEREAS, due to the resignation of Monika Patel from the position of Tax and Water/Sewer Collector there is a need for the appointment of a certified Tax and Water/Sewer Collector for Hightstown Borough; and,

WHEREAS, the Borough Administrator has recommended that the position of Tax and Water/Sewer Collector for Hightstown Borough be appointed as a part-time position with hours to be determined and agreed upon between the Administrator and Collector; and

WHEREAS, the Tax and Water/Sewer Collector shall perform the function and duties specified by New Jersey Law for a Municipal Tax Collector, as set forth in N.J.S.A. 40A:9-141 et. seq., Municipal Water Collector and Municipal Sewer Collector and by the relevant sections of Chapter 2 of the Borough Code of the Borough of Hightstown as to the functions of Municipal Tax and Water/Sewer Collector and to perform other legally permissible and proper duties and functions required to perform the duties of Tax and Water/Sewer Collector; and

WHEREAS, the Borough Council desires to appoint Angela LoConte of Cream Ridge, New Jersey as Part-Time Tax and Water/Sewer Collector for the Borough of Hightstown at a salary of \$20,000.00; and

WHEREAS, Ms. LoConte meets all statutory requirements and qualifications for the position of Municipal Tax Collector as set forth in N.J.S.A. 40A:9-145.2; N.J.S.A. 40A:9-145.3; and, any other relevant statutory provisions; and,

WHEREAS, said appointment is being made for an unexpired term ending December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Angela LoConte is hereby appointed as Part-Time Tax and Water/Sewer Collector for Hightstown Borough effective February 19, 2020.

Resolution 2020-55 Reappointing Frank Gendron as Police Chief and Authorizing the Execution of the Associated Agreement

Moved by Councilmember Stults; Seconded by Council President Musing.

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

Resolution adopted 5-0.

Resolution 2020-55

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

REAPPOINTING FRANK GENDRON AS POLICE CHIEF AND AUTHORIZING THE EXECUTION OF THE ASSOCIATED AGREEMENT

WHEREAS, Section 2-19.4 of the Revised General Ordinances of the Borough of Hightstown, provides for the appointment of a Police Chief to serve at the pleasure of the Mayor and Council; and

WHEREAS, Frank Gendron was appointed as Police Chief pursuant to resolution 2016-99 on May 2, 2016 with said agreement being effective April 18, 2016 through December 31, 2019; and

WHEREAS, it is the desire of the Mayor to reappoint Frank Gendron to continue to serve as Police Chief for a period of four years from January 1, 2020 to December 31, 2023; and

WHEREAS, specific terms and conditions of employment for the Police Chief have been set forth in

the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council reappoint Frank Gendron to continue to serve as the Police Chief for the Borough of Hightstown, subject to the provisions specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

Resolution 2020-56 Authorizing a Contract for Roof Replacements at the Hightstown AWWTP Through Mercer County Cooperative Purchasing System

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

Borough Administrator Sopronyi noted that by going through this contract the Borough is able to replace and/or repair three roofs at the AWWYP with the funding provided.

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

Resolution adopted 5-0.

Resolution 2020-56

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

**AUTHORIZING CONTRACT FOR ROOF REPLACEMENTS AT THE HIGHTSTOWN
AWWTP THROUGH MERCER COUNTY COOPERATIVE PURCHASING SYSTEM**

WHEREAS, there is a need for roof replacements at the Hightstown AWWTP; and

WHEREAS, the Hightstown Borough Council has authorized the replacements of said roof with the adoption of Bond Ordinance 2019-18; and

WHEREAS, the AWWTP Superintendent has found pricing and availability for the roof replacements through the Mercer County Cooperative Contract Purchasing System in the amount of \$67,693.98; and

WHEREAS, the Purchasing Agent has reviewed the findings of the AWWTP Superintendent; and

WHEREAS, it is the recommendation of the Purchasing Agent and AWWTP Superintendent that a contract for roof replacements at the AWWTP be awarded to VMG Group, 288 Cox Street, Roselle, NJ 07203 through the Mercer County Cooperative Contract Purchasing System for an amount not to exceed \$67,693.98; and

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

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to award a contract for roof replacements at the AWWTP to VMG Group, 288 Cox Street, Roselle, NJ 07203 through the Mercer County Cooperative Contract Purchasing System for an amount not to exceed \$67,693.98.

Resolution 2020-57 Awarding a Contract for Sidewalk Repair/Replacement at the Hightstown AWWTP

Moved by Councilmember Cicalese; Seconded by Council President Musing.

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

Resolution adopted 5-0.

Resolution 2020-57

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

**AWARDING A CONTRACT FOR SIDEWALK REPAIR/REPLACEMENT AT THE
HIGHTSTOWN AWWTP**

WHEREAS, Three (3) quotes were received for the repair/replacement of sidewalks at the AWWTP; and,

WHEREAS, the quotes have been reviewed by the Purchasing Agent, and it is her recommendation that the contract for the sidewalk repair/replacement be awarded to the lowest quote submitted by N. Carnevale & Sons, Inc. 529 Brunswick Pike, Lambertville, NJ 08530 in the amount not to exceed \$28,330.00; and,

WHEREAS, funds for this contract will be made available through Bond Ordinance 2019-18.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for sidewalk repair/replacement be awarded to N. Carnevale & Sons, Inc. 529 Brunswick Pike, Lambertville, NJ 08530 in the amount not to exceed \$28,330.00

Resolution 2020-58 Authorizing an Amendment to the Contract for Construction Administration and Inspection Services for Stockton Street Water Main – Roberts Engineering

Moved by Councilmember Jackson; Seconded by Council President Musing.

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

The Borough Administrator explained the need for this resolution. Council requested that it be investigated whether the deduction of these fees can be made from the Contractor's contract.

Resolution adopted 5-0.

Resolution 2020-58

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

**AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR CONSTRUCTION
ADMINISTRATION AND INSPECTION SERVICES FOR STOCKTON STREET
WATER MAIN – ROBERTS ENGINEERING**

WHEREAS, a professional services agreement for Administration and Inspection Services for the

Stockton Street Water Main was awarded to Roberts Engineering of Hamilton, NJ; and

WHEREAS, this contract was not to exceed \$60,000.00 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$8,000.00 will be necessary to complete the project effectively; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract with Roberts Engineering of Hamilton, New Jersey for Administration and Inspection Services Administration and Inspection Services be amended to not exceed \$68,000.00.

Resolution 2020-59 Authorizing Payment No. 10 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

Mayor Quattrone advised that this is payment for a special study assigned to the Architect.

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

Resolution adopted 5-0.

Resolution 2020-59

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

**AUTHORIZING PAYMENT NO. 10 - THE MUSIAL GROUP, P.A.
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

WHEREAS, Resolution 2019-44, appointed the Musial Group as Architect and Contract Administrator for the municipal facilities project located at 230 Mercer Street; and

WHEREAS, Resolution 2019-44 also authorized concept design at a cost not to exceed \$40,000; and

WHEREAS, Resolution 2019-115, adopted on June 3, 2019, authorized the remainder of the project at a total cost not to exceed \$459,895.00; and

WHEREAS, Resolution 2020-40, adopted on January 21, 2020, amended the contract to not exceed \$472,895.00 without further authorization of the Governing Body; and

WHEREAS, the architect has submitted payment request No. 10 for professional services for December 22, 2019 – February 12, 2020 in the total amount of \$9,100.00; and

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

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

Payment Request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$9,100.00, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2020-60; 2020-61, 2020-62, 2020-63 and 2020-64 as a Consent Agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 5-0.

Resolution 2020-60

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

AUTHORIZING RECEIPT OF BIDS FOR POLYMER CHEMICALS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Polymer Chemicals for the Waste Water Treatment Plant, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2020-61

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

AUTHORIZING RECEIPT OF BIDS FOR SOLID WASTE DUMPSTER SERVICE

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to prepare specifications and advertise for bids for Solid Waste Dumpster Service and that the Borough is authorized to receive same after proper advertisement.

Resolution 2020-62

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

RESOLUTION CONFIRMING HIGHTSTOWN FIRE COMPANY NO. 1 ELECTED OFFICERS FOR 2020

BE IT RESOLVED in accordance with Hightstown Borough Code 2-20.3 the following elected officers are hereby confirmed by the Mayor and Council of the Borough of Hightstown:

Hightstown Engine Company No. 1 – Department

Scott Jenkins	<u>Chief</u> 1 yr.	December 31, 2020
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Donald Derr, II	<u>Deputy Chief</u> 1 yr.	December 31, 2020
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Hightstown Engine Company No. 1 – Company

Scott Belgard	<u>President</u> 1 yr.	December 31, 2020
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Jacob Krakowski	<u>Vice President</u> 1 yr.	December 31, 2020
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Jakub Zajdel	<u>Treasurer</u> 1 yr.	December 31, 2020
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Charles Sugg	<u>Secretary</u> 1 yr.	December 31, 2020
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Resolution 2020-63

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2020 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2020 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 2020 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	5,830.00	0.00	5,830.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	0.00	0.00
Capital Outlay – W/S	0.00	0.00	0.00

Debt Service - W/S	0.00	0.00	0.00
TOTAL	5,830.00	0.00	5,830.00

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 2020 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.

Resolution 2020-64

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

**RESOLUTION OF INTENT FOR PARTICIPATION IN THE DELAWARE VALLEY
REGIONAL PLANNING COMMISSION'S TRANSPORTATION & COMMUNITY
DEVELOPMENT INITIATIVE (TCDI) GRANT PROGRAM**

WHEREAS, the Borough of Hightstown, Mercer County, NJ supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ understands the grant amount requested must provide a 20% local match of the total project cost while at least 5% must cover administration of the grant through in-kind services; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands the application requirements including mandatory meetings and attachments; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands the federal contracting process and rules outlined in Uniform Guidance 2 C.F.R.200 if awarded the planning grant dollars; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands that non-compliance with the federal procurement rules and DVPRC contracting perimeters will result in the loss of TCDI funds; therefore

WHEREAS, the Borough of Hightstown, Mercer County, NJ hereby authorizes Mayor Lawrence Quattrone, to submit an application to DVRPC for a TCDI planning grant to prepare a Concept Design Study for a Roundabout at the intersection of North Main Street and Franklin Street; and

NOW, THEREFORE BE IT RESOLVED, that the Borough of Hightstown, Mercer County, NJ agrees, if selected for the TCDI grant, to: engage in contracting procedures including the Request for Proposals and budget allocation; sign grant agreement documents; agree to submit reimbursement invoices and progress reports along with necessary supporting documentation; take all necessary action to complete the project associated with the grant agreement within the 24-month timeframe, and submit the final deliverable to DVRPC; and provide proof of adoption or acceptance by the governing body through a resolution that must be submitted no later than December 31, 2022 to DVRPC.

PUBLIC COMMENT PERIOD II

Mayor Quattrone opened the public comment period II and there being no one coming forward, the public comment was closed.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

Parks & Recreation gave his report; thanks to everyone for the presentations and to all the volunteers.

Councilmember Cicalese

It is great to see all the things that are and will be going on in town; thank you to all the volunteers.

Councilmember Stults

Reviewed the monthly police report; Peddie hosted a BID meeting for Downtown Hightstown, and this appears to be something the businesses may be interested in starting and it is being evaluated. Thank you to all the volunteers.

Councilmember Misiura

The zoning map changes were discussed at the Planning Board to assure compliance with the Master Plan. Thank you to the volunteers, they serve as an extension of government.

Council President Musing

Thank you to the volunteers, and to the boards and committees for the information presented; and thank you to the employees for looking out for the Borough.

Borough Administrator/Clerk, Debra Sopronyi

Dog licenses are now late, and the \$5.00 late fee is now effective. PRC Group has demolished the blue building on Academy Street and immediately began a great clean-up; they have also applied for demo permits for the sheds behind the main building and are awaiting HPC approval so these permits can be issued.

George Lang, CFO

Noted that the Finance/Tax office has new staffing and it appears to be working well; we will determine budget meeting dates at the March 2nd Council meeting.

Mayor Quattrone

Asked everyone to pray for Carl Dye's recovery from his injuries. Noted that it is good to hear news on the redevelopment project moving forward; and commented "someone said Hightstown runs on Dunkin', I say it does not, it runs on good government, volunteers, and transparency". Thank you to all of the Borough's volunteers

ADJOURNMENT

Council President Musing moved to adjourn at 8:45 p.m. Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC/CMC
Borough Clerk/Administrator



Hightstown Historic Preservation Commission

Hightstown Historical Preservation Commission



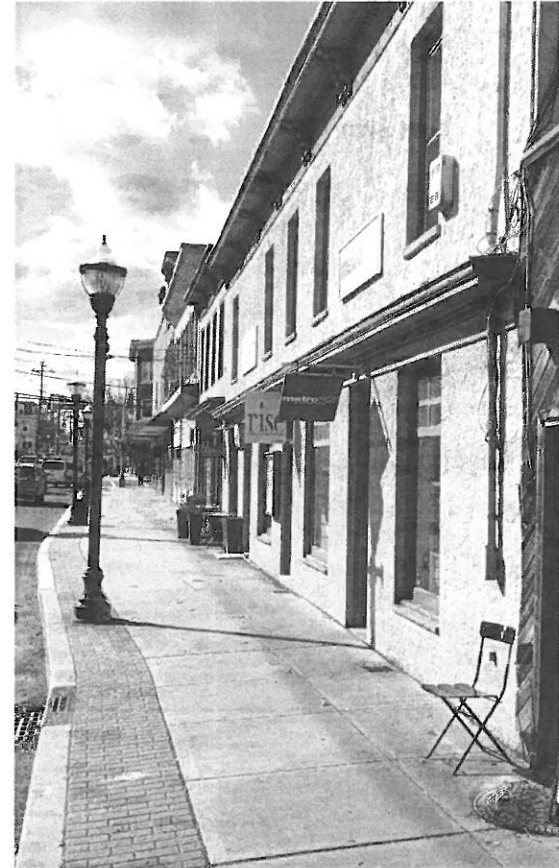
Vision 2020



Topics

- Banner Installation
- Stockton Streetscape Maintenance
- Explore Grant Opportunity
- Consolidation of HPC information & Resources
- Review Ordinance
- 2020 HPC Commission Members

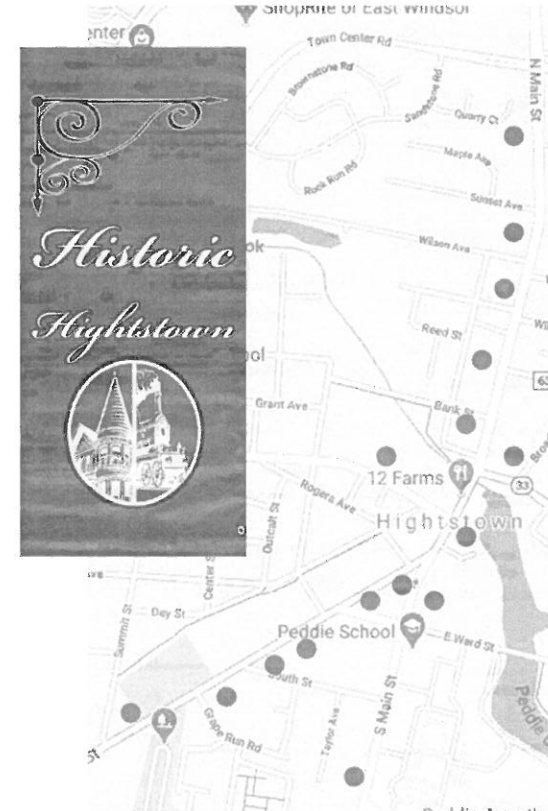
*"We shape our buildings; therefore, our buildings shape us."
Winston Churchill*





Banner Installation

- 28 Poles have been approved by JCP&L
- Currently, only JCP&L poles are allowed
- 20 Banners are scheduled for install along North Main, Mercer & South Main
- Install date Feb 20th, 21st
- HPC will also explore more locations for banners, for example around the lake and Greenway Walking Bridge, Stockton Street





Stockton Streetscape

- The HPC should act as stewards of the historic district and develop plans for infrastructure upkeep
- The Stockton streetscape was the largest grant project in Hightstown history, a catalyst in the town's recent historic revitalization
- The maintenance and appearance is a critical focus of the HPC
- Repairs are needed in particular spots surrounding civil war monument, poor initial installation areas and recent water line replacement
- HPC will develop a plan and provide guidance for proper repair of historic district streetscape.

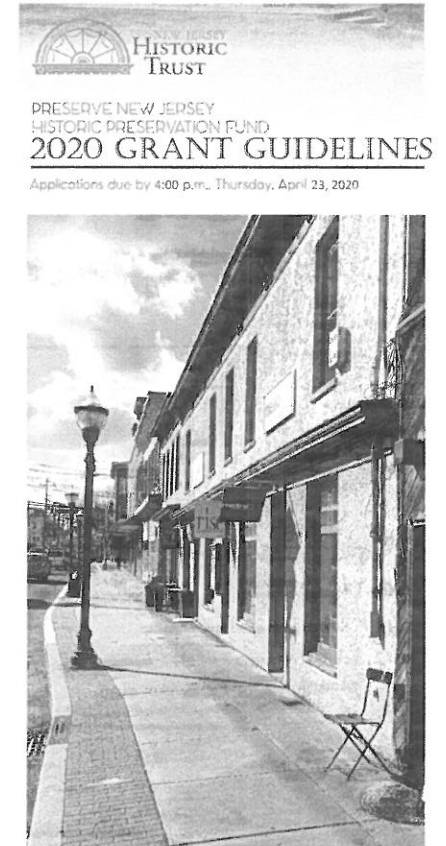


Master Plan Objective #3.1: Maintain and enhance quaint, family oriented residential neighborhoods



Grant Opportunity

- HPC is considering applying for a Historic Site Management (HSM) grant
- HSM grants are used for the preparation of documents for:
 - Maintenance plans, Material conservation analyses (mortar, masonry, etc.)
 - Designs, specifications, cost estimates and other construction documents
 - Idea: Feasibility study for installation of lighting in Stockton Street Historic district to match downtown lighting

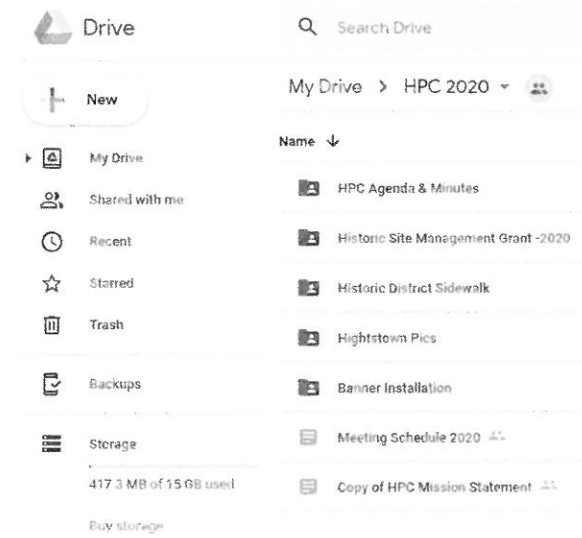


Master Plan Objective #1.7: Develop a unifying visual theme in the Borough



HPC Information Consolidation

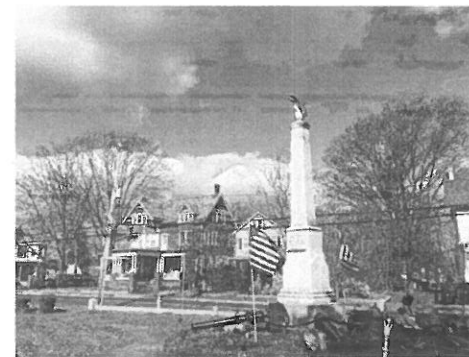
- Created free HPC Google drive (15GB) where all HPC information can be stored
- Critical when HPC changovers occur
- Helps with continuity of projects
- Increases efficiency
- Create boilerplate material for grants, etc
- Start backfilling critical information from previous projects - i.e. Stockton Streetscape renovation





Review Ordinance

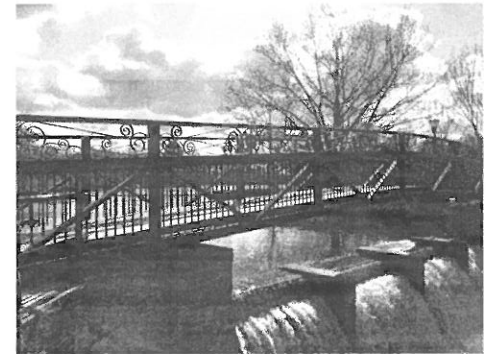
- Review Historic Preservation Ordinance
- State requirements have changed - permits not required for siding/trim and roof replacement
- Effort is needed to educate and urge historic district home owners and borough to seek an HPC opinion prior to workstart
- Idea: More easily accessible information on the HPC borough page that provides guidance for homeowners planning repairs and renovation
 - Page should be inviting, informative and encourage participation of homeowners
 - Improve communication





Requested 2020 Budget

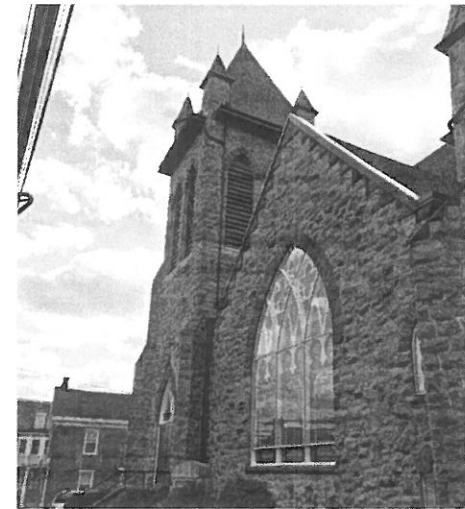
- HPC Requests \$6000
- Items considered for 2020
 - Stockton Street Repair - First priority ~4-5K
 - Extending banners to new locations
 - Digitization of prior HPC grant materials
 - Grant Preparation Fees
 - Public information & education materials for Hightstown residents regarding the historic district





HPC Commision 2020

- John Hostetler Chairman
- Rich Teller Vice Chairman
- Amanda Rosenberg Secretary
- Philippe Cardoso
- Ray Cabot
- Dennis Egan
- Council Liaison : Dimitri Musing





Hightstown Historic Preservation Commission



Email: hpc@hightstownborough.com

<https://www.hightstownborough.com/historic-preservation-commission/>

HPC meetings are held the 3rd Thursday of every month at the Hightstown Borough municipal building at 6:30 pm