

Hightstown Planning Board
Reorganization and Regular Meeting
January 14, 2019, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:34 p.m. and read the Open Public Meetings Act statement: "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."

Flag Salute

Roll Call

	PRESENT	ABSENT	LATE ARRIVAL
Mr. Montferrat, Chairman	X		
Mayor Quattrone	X		
Councilman Misiura	X		
Ms. Asselstine	X		
Ms. Colavecchio		X	
Mr. Rosenberg	X		
Mr. Searing	X		
Mr. Cicalese	X		
Mr. Jackson	X		
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2	X		

Also in attendance: Sandy Belan, Planning Board Secretary, Robyn Wright, Planning Board Attorney and Brian Slaugh, Planning Board Planner. Carmela Roberts, Planning Board Engineer was not present.

APPROVAL OF AGENDA

Mr. Montferrat asked for a motion to approve the agenda. Motion made by Mr. Balcewicz and seconded by Mayor Quattrone to approve the agenda.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

NOMINATIONS – Chairman and Vice Chairman

Motion made by Mayor Quattrone to nominate Fred Montferrat to serve as Chairman. Motion seconded by Mr. Jackson.

Mr. Searing moved to close the nominations for Chairman. Mr. Misiura seconded.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

Motion made by Mr. Misiura to nominate Joshua Jackson to serve as Vice Chairman. Motion seconded by Mayor Quattrone.

Mr. Searing moved to close the nominations for Vice Chairman. Mr. Cicalese seconded.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

OATH OF OFFICE

Mayor Quattrone swore in the following Planning Board Members:

Steve Misiura, Class III
Bill Searing, Class II
Raymond Cabot – Alternate #2
Ryan Rosenberg

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any corrections or comments to the minutes of the December 10, 2018, Regular Meeting.

Mr. Balcewicz noted the following corrections: Resolution 2019-01 – Meeting Schedule; Ordinance regarding Arbors, Gazebos, Pergolas and Tree Houses – change from bi-annual to “biennially (every two years). This change will be forwarded to the Borough Clerk. Joe Balcewicz not Joe Cicalese met with the Grant Writer.

Motion made by Mr. Cicalese and seconded by Mr. Cabot to approve the December 10, 2018, Planning Board minutes as amended.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Mr. Rosenberg abstained. Ms. Colavecchio was absent. Motion passed 9-0.

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

There being no comments, Mr. Montferrat closed the public comments.

REORGANIZATION RESOLUTIONS

1) Resolution 2019-01 – 2019 Meeting Schedule

Mr. Montferrat asked for a motion to adopt Resolution 2019-01 - Meeting Schedule 2019 as amended. Motion made by Ms. Asselstine and seconded by Mr. Jackson.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

RESOLUTION 2019-01 - 2019 MEETING SCHEDULE

BE IT RESOLVED by the Planning Board of the Borough of Hightstown that the meetings of the Planning Board for the remainder of 2019 and for the first meeting in 2020, will be held at 7:30 p. m., at the Hightstown Engine Co. #1 Firehouse Hall, 140 North Main Street, Hightstown, on the following dates:

2019

Monday	January 14, 2019
Monday	February 11, 2019
Monday	March 11, 2019
Monday	April 8, 2019
Monday	May 13, 2019
Monday	June 10, 2019
Monday	July 8, 2019
Monday	August 12, 2019
Monday	September 9, 2019
Tuesday	October 15, 2019
Tuesday	November 12, 2019
Monday	December 9, 2019

2020

Monday	January 13, 2020
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2) Resolution 2019-02 Designating Official Newspapers

Board noted that the newspaper is now under Princeton Packet Publication (formerly referred to as the Windsor-Hights Herald).

Motion made by Ms. Asselstine and seconded Mayor Quattrone to approve Resolution 2019-02 as amended – Designating Official Newspapers (Trenton Times and Windsor-Hights Herald).

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

RESOLUTION 2019-02 DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED by the Planning Board of the Borough of Hightstown that the *Trenton Times* and the Princeton Packet Publication (formerly referred to as the *Windsor-Hights Herald*) are hereby designated as the official newspapers for the year 2019.

3) Resolution 2019-03 – Appointing the Planning Board Secretary

Motion made by Mr. Misiura and seconded by Mayor Quattrone to appoint Sandra Belan as the 2019 Planning Board Secretary.

Mr. Cicalese moved that the nominations be closed. Motion seconded by Mr. Cabot.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

RESOLUTION 2019-03 APPOINTING PLANNING BOARD SECRETARY

WHEREAS, there exists a need for a Planning Board Secretary for the Borough of Hightstown Planning Board; and

WHEREAS, it is the desire of the Planning Board to appoint Sandra S. Belan to this position; and

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. Sandra S. Belan is hereby appointed as Planning Board Secretary for the year 2019 at the rate of \$25.00 per hour.
2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough's 2019 budget, where funds are being made available.

4) Resolution 2019-04 – Appointing the Planning Board Engineer

Motion made by Mayor Quattrone and seconded by Mr. Cicalese to appoint Carmela Roberts, Roberts Engineering Group to serve as the Planning Board Engineer for 2019.

Mr. Searing moved that the nominations be closed. Ms. Asselstine seconded.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

RESOLUTION 2019-04 – APPOINTING PLANNING BOARD ENGINEER

WHEREAS, there exists a need for engineering services for the Planning Board of the Borough of Hightstown, and

WHEREAS, Carmela Roberts, Roberts Engineering Group, LLC has served in the previous years as both the Borough Engineer and the Planning Board Engineer, and

WHEREAS, the Planning Board desires the continued services of Ms. Roberts for the 2019 year as the Planning Board Engineer as stated in her "Hourly Fee Schedule" previously approved by Borough Council.

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 RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. Carmela Roberts is hereby appointed Planning Board Engineer for the 2019 year.
2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough's 2019 budget, where funds are being made available.

5) Resolution 2019-05 – Appointing Planning Board Attorney

Motion made by Mr. Searing and seconded by Mr. Jackson to appoint Jolanta Maziarz, Ventura, Miesowitz, Keough & Warner, P.C., to serve as the Planning Board Attorney for 2019

Ms. Asselstine moved that the nominations be closed. Mr. Misiura seconded.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Mr. Jackson, Ms. Asselstine, Mr. Rosenberg, Mr. Searing, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Colavecchio was absent. Motion passed 10-0.

**RESOLUTION 2019-05 APPOINTING AND AUTHORIZING AN AGREEMENT FOR
PROFESSIONAL LEGAL SERVICES – VENTURA, MIESOWITZ, KEOUGH & WARNER, P. C.**

WHEREAS, there exists the need for specialized legal services for the Planning Board during 2019; and

WHEREAS, it is the desire of Planning Board to appoint Ventura, Miesowitz, Keough & Warner, P.C., Summit, New Jersey, as Planning Board Attorney for the year 2019; and

WHEREAS, the cost for the proposed services shall be as stated in the "2019 Hourly Fee Schedule" as approved by the Planning Board; and

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the anticipated term of this contract is for the 2019 calendar year, and it may only be renewed upon further action of the Planning Board; 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 AND IT IS HEREBY RESOLVED, by the Planning Board of the Borough of Hightstown that the Planning Board Chairman is authorized to execute and the Planning Board Secretary to attest an

2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough's 2019 budget, where funds are being made available.

Subcommittee/Liaison Appointments

Architectural Review Committee	Dodie Colavecchio, Ray Cabot, Ryan Rosenberg
Affordable Housing Subcommittee	Fred Montferrat, Steve Misiura, Joshua Jackson
Bicycle Planning Subcommittee	Beverly Asselstine, Joe Balcewicz, Joe Cicalese
Historic Preservation Commission – Liaison (Meet 7:30 pm, the third Thursday of each month)	Ray Cabot
Environmental Commission – Member (Meet 7:00 pm, the fourth Tuesday of each month)	Joe Cicalese

OLD BUSINESS

1) Green Development Practices Checklist

Ms. Asselstine gave the Board an update. Ms. Roberts will present a draft at the February meeting.

Mr. Misiura suggested that the document be more Hightstown specific – adaptive reuse.

Discussion on requirement that applicant testify.

Mr. Slaugh – Checklist normally means something that must be submitted for an application for development. Checklist would have to be adopted by ordinance in order to be enforced.

Ms. Asselstine – It will not be called “checklist.” Suggested Green Development Practices Review. Instead of yes/no questions would be more open ended - how you will address or achieve specific goals.

Ms. Wright – Noted that the standards would need to be concrete if they are required and adopted by the ordinance.

COMMITTEE AND PROFESSIONAL REPORTS

Ms. Asselstine – Resolution will go to Council next week authorizing application to NJDOT for local bicycle and pedestrian assistance program for technical assistance in preparing a Mobility Master Plan; request to Boards, Commissions and local organizations to provide letter of support for this application.

Contacted by Greater Mercer TMA regarding Silver Level recognition of Hightstown's Safe Routes to Schools Recognition Program.

Downtown Hightstown will hold a "Meet and Greet" January 28 at 7 p.m. at 12 Farms. Mr. Montferrat encouraged Board members to attend.

Mr. Misiura gave the Board an update on the Rug Mill Redevelopment; Mayor and Councilman Misiura will be meeting Tuesday, January 15 with the new developer. Budget 2019 – rezoning Westerlea Apartments (create overlay zone), Fair Share Housing, Gateway Rezoning. Board asked Mr. Slauch to provide a budget for these proposed projects.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Jackson and seconded by Mr. Balcewicz. All ayes. Meeting adjourned at 8:36 p.m.

Respectfully submitted,



Sandra Belan
Planning Board Secretary