

Hightstown Planning Board  
 Regular Meeting  
 January 13, 2020, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:37 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	
Ms. Jackson	X		
Mr. Rosenberg	X		
Mr. Searing	X		
Mr. Laudenberg		X	
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2	X		

Also in attendance: Sandy Belan, Planning Board Secretary, Robyn Wright, Planning Board Attorney Cameron Corini, Engineer and Brian Slaugh, Planning Board Planner.

APPROVAL OF AGENDA

Mr. Montferrat asked for motion to approve the agenda. Motion made by Mr. Cabot and seconded by Mayor Quattrone to approve the January 13, 2020, agenda.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

NOMINATIONS:

Planning Board Chairman:

Mr. Misiura nominated Fred Montferrat to service as Chairman, seconded by Mayor Quattrone.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

Planning Board Vice Chairman:

Mr. Montferrat asked for nominations for Vice Chairman. Motion made by Mr. Misiura to nominate Beverly Asselstine to serve as Vice Chairman, seconded by Mayor Quattrone.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

#### OATH OF OFFICE

Mayor Quattrone swore in the following Planning Board Members:

Steve Misiura, Class II – expires 2020  
Bill Searing, Class II – expires 2020  
Fred Montferrat, Class IV (4 years) – expires 2023  
Beverly Asselstine, (4 years) – expires 2023  
Joanna Jackson, Class IV (3 years) – expires 2022  
Joseph Balcewicz, Alternate #1 (2 years) – expires 2021

#### PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

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

#### CAPITAL IMPROVEMENT REVIEW – East Windsor Regional School District

Project #1 – Grace N. Rogers School – New Basketball Court  
Project #2 – Hightstown High School – Traffic Circulation Improvements

Ms. Wright swore in Paul Todd, East Windsor School District.

Project #1 – Grace N. Rogers School New Basketball Court

Mr. Todd gave the Board an overview of the project: Several years ago, the district reconfigured changed from an independent K5 elementary school to K2 3/5. This request came from the Building Administrator as it moved to 3-5 grades, requested to add another basketball court.

Ms. Wright swore in William B. Edwards, Edwards Engineering Group, Inc., Somerville, New Jersey. Principal in the Edwards Engineering Group and the School District's Engineer of record. Licensed professional engineer in New Jersey, appeared before numerous Planning Boards throughout the State. Licensed engineer for 30 years. Board accepts Mr. Edwards as an expert witness.

Project Overview:

Grace N. Rogers School, New Basketball Court

Mr. Edwards reviewed the plans.

Project includes the construction of a new outdoor paved basketball court in a lawn area alongside an existing basketball court. New barrier free (ADA) paths between the school and the basketball court. Project includes grading and minor drainage improvements, along with a modification of the school's existing stormwater management detention basin outflow structure. The plans have been submitted to the Delaware & Raritan Canal Commission and the Mercer Soil Conservation District for their review and approval.

The increase in impervious coverage is only 6,100 square feet, which is defined as a minor project according to the Hightstown Borough stormwater management ordinance.

#### Discussion:

- a) Existing court will be resurfaced (no change in size)
- b) No lighting – court will only be used during the day for students
- c) Surface material – asphalt

#### Project #2 – Hightstown High School – Traffic Circulation Improvements

Mr. Edwards reviewed the proposed project:

Eliminate some of the turning movements that occur; passing of cars, cross traffic - creating a “Tee” intersection instead of the cross. Second thing under-utilized drop-off lane and some parallel parking along a portion of Leshin Lane. Eliminate this and add a straight curve line and pedestrian sidewalk, which will eliminate some of the turning movements and cars parking along the roadway and help streamline traffic flow. Reviewed page 2 of plans.

Project includes modifications to the high school's main entrance driveway at the intersection of Leshin Lane and Westerlea Drive.

#### New Signage

- a) New dedicated sign at Main Entrance “Welcome to Hightstown High School”
- b) Parent drop off will turn left
- c) Student parking and Main entrance traffic will turn right

#### Drop Off

- a) New parent drop-off lane will be on the side of the school

Temporary control gate at outlet of parking lot (swing gate operated by a crossing guard). When buses depart, the gate will be temporarily closed, and traffic will be temporarily held in the parking lot until the buses depart and gate will reopen.

#### New Main Entrance to High School

- a) More focal point to direct people to the campus
- b) New lighting
- c) Restriping handicapped stalls
- d) Dedicated sidewalk with dedicated crosswalk;

- e) Clear and defined ADA crosswalks and barrier free parking;
- f) Improved signage on the school entrance for barrier free entrance;
- g) Westerlea end of the campus – eliminate the confusing turn and creating one singular turn with better directional signs: Administration and parking;
- h) Improve traffic signage – through traffic and yield traffic
- i) Internally – better signage – traffic direction – eliminate confusion at the main entrance

#### Stormwater Management Work:

- a) Project will be submitted to Delaware & Raritan Canal Commission and the Mercer Soil Conservation District for approval.
- b) Reducing impervious coverage on this project site with the new layout. Because of the size of the project, it does trigger the water quality standards. Will be adding some water quality treatment devices to meet the State's stormwater management regulations. Everything will be designed in accordance with current codes.
- c) Drainage improvements along the roadway: add one inlet along the public streets to improve water collection along the gutter.

Once plans are completed, we will send the revised plan to the Borough Engineer. Everything will be to Borough standards.

#### Lighting

- a) Add new LED lighting in parking lot and new sidewalks

#### Board Questions/Discussion:

- a) Buses will come directly from the Bus Yard – reviewed bus entrance and exit
- b) Crosswalk – all will be ADA accessible
- c) Reviewed the curbing to channel traffic – signage – dedicated left turn lane and through lanes
- d) All Borough signs will remain; only removing school signs

Ms. Asselstine - Next summer the Borough will be going out to bid for a project on Spring Crest to add sidewalks. New crosswalk on South Main at Spring Crest and sidewalks all the way up Spring Crest to Westerlea. Spruce Court is also part of this project. The Borough will be doing a lot of work in this area – crosswalks, ADA ramps leading to this intersection. Need to coordinate with the Borough on the design of what happens because this will be part of the Borough's infrastructure.

Discussion on crosswalks – Board suggested adding marked crosswalk on Westerlea (where the Iron Pin is located) - four feet ahead of the stop bar. Mr. Edwards agreed to add a marked crosswalk at this location. Revised plans will be provided to the Borough Engineer.

Mr. Corini – Mercer County Department of Engineering considers every corner a crosswalk.

#### Signage

Message Sign – digital message with color and illuminated.

- a) Per Borough Ordinance digital message signs are not permitted.

Mr. Slaugh – School District is not subject to Borough ordinances. The facilities proposed for both the Grace N. Rogers School and Hightstown High School are consistent with the Master Plan designation of land use.

Parking – student and street

- a) Adding some parking with the reconfiguration of the island – 4 spaces
- b) Down total of 4 spaces
- c) Student spaces remain the same
- d) Parents and driving schools use the parallel parking on weekend to teach parallel parking

Ms. Asselstine requested that the School District coordinate with the Borough through the Complete Streets Committee on these projects to make sure they dovetail with the plan and other Borough projects. We have had great success over the last few months with Mercer County – installing several new crosswalks on South Main Street and North Main Street.

Mr. Misiura – One of the main purposes of this committee is to make it safer for students to walk to the Hightstown High School.

Mayor Quattrone - The Environmental Commission is looking for additional shade trees. Has there been any discussion to add trees as part of this project?

Mr. Edwards – We are looking to add some trees along the main walkway to create a promenade as you approach the High School and a few on the lawn. Trees would mostly be ornamental.

Mayor Quattrone expressed concern over the number of buses that backup on Grape Run Road. Buses sit on a slight grade as they line up to turn. Suggested buses use Leshin Lane where the road is flat and better line of site for oncoming traffic. Mr. Todd will investigate this matter.

Mr. Slaugh suggested that the color temperature of lights for the digital sign be within 3,000-4,000 would be agreeable.

Mr. Misiura asked that the school provide the Planning Board with additional information on the digital message sign.

Motion made by Ms. Jackson and seconded by Ms. Asselstine to approve the East Windsor Regional School District Capital Projects (Grace N. Rogers School – New Basketball Court and Hightstown High School – Traffic Circulation Improvements) with the following (4) conditions. The Planning Board also finds these capital projects to be consistent with the Hightstown Borough Master Plan.

- a) Crosswalk on the eastern side of Leshin Lane at Westerlea Avenue
- b) Submit project(s) to the Complete Street Committee for comments
- c) Explore buses using Grape Run Road
- d) Provide additional information on the digital message sign

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

REORGANIZATION RESOLUTIONS

1) Resolution 2020-01 – Meeting Schedule 2020

Requesting additional meeting dates in May for the Rug Mill presentation.

Motion made by Ms. Asselstine and seconded by Mr. Misiura to approve the Meeting Schedule for 2020.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

Resolution 2020-01

*BOROUGH OF HIGHTSTOWN PLANNING BOARD  
COUNTY OF MERCER, STATE OF NEW JERSEY*

**2020 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 2020 and for the first meeting in 2021, 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:

**2020**

Monday	February 10, 2020
Monday	March 9, 2020
Monday	April 13, 2020
Monday	May 11, 2020
<b>Tuesday</b>	May 12, 2020
<b>Wednesday</b>	May 13, 2020
Monday	June 8, 2020
Monday	July 13, 2020
Monday	August 10, 2020
Monday	September 14, 2020
<b>Tuesday</b>	October 13, 2020
Monday	November 9, 2020

Monday

December 14, 2020

**2021**

Monday

January 11, 2021

2) Resolution 2020-02 – Newspaper Designation

Motion made by Ms. Jackson and seconded by Mr. Balcewicz to approve Newspaper Designation.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

**Resolution 2020-02**

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

**DESIGNATING OFFICIAL NEWSPAPERS**

**BE IT RESOLVED** by the Planning Board of the Borough of Hightstown that the *Trenton Times* and the Princeton Packet (formerly referred to as the *Windsor-Hights Herald*) are hereby designated as the official newspapers for the year 2020.

3) Resolution 2020-03 – Appointing the Planning Board Secretary

Motion made by Mayor Quattrone and seconded by Ms. Asselstine to appoint Sandra Belan to serve as Planning Board Secretary for 2020.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

**Resolution 2020-03**

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

**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 2020 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.

This Resolution is contingent upon the provision of funding in the Borough's 2020 budget, where funds are being made available

4) Resolution #2020-04 – Appointing the Planning Board Engineer

Motion made by Mr. Rosenberg and seconded by Ms. Jackson to appoint Roberts Engineering Group, LLC to serve as Planning Board Engineer.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

**Resolution 2020-04**

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

**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 2020 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 2020 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 2020 budget, where funds are being made available.

5) Resolution 2020-05 – Appointing the Planning Board Attorney

Motion made by Mr. Balcewicz and seconded by Mr. Cabot to appoint Jolanta Maziarz, Ventura, Miesowitz, Keough & Warner, PC to serve as the Planning Board Attorney.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudenberg were absent. Motion passed 9-0.

Resolution 2020-05

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

**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 2020; 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 2020; and

**WHEREAS**, the cost for the proposed services shall be as stated in the “2020 Hourly Fee Schedule” as approved by the Planning Board; and

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

**WHEREAS**, the anticipated term of this contract is for the 2020 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 agreement between the Borough of Hightstown and Ventura, Miesowitz, Keough & Warner, P.C., for professional legal services for the year 2020.

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

1. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with Jolanta Maziarz, Ventura, Miesowitz, Keough & Warner, P.C., 783 Springfield Ave., Summit, New Jersey 07901-2322.
2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law, (N.J.S.A. 40A:11-5(a)) as a contract for services to be performed by a person authorized by law to practice a recognized profession that is regulated by law.
3. A copy of this Resolution and Contract shall be placed on file in the Office of the Borough Clerk.
4. Notice of Adoption of this Resolution should be published in an official Borough newspaper.

6) Resolution 2020-06 – Appointing the Planning Board Planner

Motion made by Ms. Asselstine and seconded by Mr. Misiura to appoint Brian M. Slaugh, PP, AICP, Clarke Caton Hintz as Planning Board Planner.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Rosenberg, Mr. Searing, Mr. Balcewicz and Mr. Cabot. Ms. Colavecchio and Mr. Laudemberger were absent. Motion passed 9-0.

**Resolution 2020-06**

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING SERVICES – BRIAN M. SLAUGH**

**WHEREAS**, there exists the need for specialized planning services for the Planning Board during 2020; and

**WHEREAS**, it is the desire of Planning Board to appoint Brian M. Slaugh, PP, AICP of the firm Clarke Caton Hintz, 100 Barrack Street, Trenton, New Jersey, as Planning Board Planner for the year 2020; and

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

**WHEREAS**, the anticipated term of this contract is for one (1) 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 IT RESOLVED** by the Planning Board of the Borough of Hightstown, as follows:

1. Brian M. Slaugh is hereby appointed Planning Board Planner for the 2020 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 2020 budget, where funds are being made available.

**SUBCOMMITTEE APPOINTMENTS**

Architectural Review Committee	Dodie Colavecchio, Raymond Cabot, Ryan Rosenberg (George Chin, Zoning Officer)
Affordable Housing	Fred Montferrat, Steve Misiura
Bicycle Planning Subcommittee	Beverly Asselstine, Joe Balcewicz

Historic Preservation Commission	Raymond Cabot
Environmental Commission (voting member)	Tabled (Mr. Montferrat will attend meetings as a liaison until appointment is made.)

Discussion regarding Architectural Review for applications. Consensus of the Planning Board that all applications should be reviewed by the Architectural Review Committee.

Will continue the Ordinance Review Subcommittee – Mr. Montferrat, Mr. Searing and George Chin

#### OLD BUSINESS

Mr. Misiura updated the Board on the Rug Mill project. A group has been meeting regularly with the developer. Continue to work on the Redevelopment Plan. Planning Board will review redevelopment plan for Master Plan consistency is tentatively scheduled for the March 9<sup>th</sup> meeting.

Mr. Slauch reviewed the schedule going forward. Redevelopment plan will establish parameters regarding density, number of units, sizes, parking, traffic, etc. Planning Board to determine consistency with the Master Plan.

#### NEW BUSINESS

#### COMMITTEE AND PROFESSIONAL REPORTS

Ms. Asselstine reported that the Mobility Plan Project kicked off in mid-December with a Community Advisory Board, great turnout and we are officially in the data collection mode. There will be public visioning meeting in late March or April.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Searing and seconded by Mr. Balcewicz. All ayes. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

  
Sandra Belan  
Planning Board Secretary