



AGENDA
HIGHTSTOWN BOROUGH
PLANNING BOARD MEETING
Hightstown Firehouse

PLANNING BOARD REORGANIZATION/REGULAR MEETING

January 13, 2020– 7:30 P.M.

Meeting called to order by Fred Montferrat

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATIONS THAT MAY INTERFERE WITH THE RECORDING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

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 advertised in the Trenton Times and Windsor-Hights Herald as required by law and is posted in the Borough Clerk's Office.

Flag Salute

Roll Call – Planning Board

Approval of Agenda

Nominations: Chairperson and Vice Chairperson

Oath of Office: Steve Misiura, Class III
Bill Searing, Class II
Fred Montferrat, Class IV (4 years)
Beverly Asselstine, (4 years)
Joanna Jackson, Class IV (3 years)
Joseph Balcewicz, Alternate #1 (2 years)

Public Comment

Capital Improvement Review – East Windsor Regional School District

Project #1 - Grace Rogers School – New Basketball Court

Project #2 – Hightstown High School – Traffic Circulation Improvements

Resolutions 2020-01 - Meeting Schedule 2020
2020-02 - Newspaper Designation
2020-03 - Appointing the Planning Board Secretary
2020-04 – Appointing the Planning Board Engineer

2020-05 - Appointing the Planning Board Attorney
2020-06 - Appointing the Planning Board Planner

Subcommittee Appointments

- 1) Architectural Review Committee
- 2) Affordable Housing Subcommittee
- 3) Bicycle Planning Subcommittee
- 4) Liaisons:
 - a. Historic Preservation Commission
 - b. Environmental Commission

Old Business

New Business

Committee and Professional Reports

Chairman and Board Member Comments

Adjourn

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
Tuesday	May 12, 2020
Wednesday	May 13, 2020
Monday	June 8, 2020
Monday	July 13, 2020
Monday	August 10, 2020
Monday	September 14, 2020
Tuesday	October 13, 2020
Monday	November 9, 2020
Monday	December 14, 2020

2021

Monday	January 11, 2021
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CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

Sandra Belan, Planning Board Secretary

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

*Sandra S. Belan
Planning Board Secretary*

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

Sandra S. Belan
Planning Board Secretary

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

*Sandra S. Belan
Planning Board Secretary*

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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

Sandra S. Belan
Planning Board Secretary

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. Slauch, 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. Slauch 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 13, 2020.

Sandra Belan
Planning Board Secretary