

Meeting Minutes
Hightstown Borough Council
September 21, 2020
6:30 p.m.

The meeting was called to order by Mayor Quattrone at 6:31 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 on the Borough Website.”

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>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Debra Sopronyi Borough Clerk/Administrator; Carmela Roberts, Borough Engineer and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

August 25, 2020 – Budget Meeting

Moved by Council President Musing; Seconded by Councilmember Jackson.

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

Minutes approved 5-0 with 1 abstention.

August 31, 2020 – Public Session

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes approved 6-0.

August 31, 2020 – Executive Session

Moved by Council President Musing; Seconded by Councilmember Jackson.

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

There being no one coming forward, Mayor Quattrone closed the public comment period.

ORDINANCES

Ordinance 2020-10 Public Hearing and Adoption – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration”, Subsection 2-19.19. Entitled “Engagement of Services of Off-Duty Police Officers”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Mayor Quattrone opened the public hearing and the following individuals spoke:

There being no one coming forward, Mayor Quattrone closed the public hearing.

Moved for adoption by Council President Musing; Seconded by Councilmember Stults.

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

Ordinance adopted 6-0.

RESOLUTIONS

Resolution 2020-181 Authorizing Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

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

Resolution adopted 6-0.

Resolution 2020-181

*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 \$1,239,831.21 from the following accounts:

CONSENT AGENDA

Council member Jackson moved Resolutions 2020-182; 2020-183; 2020-184; 2020-185 and 2020-186 as a Consent Agenda; Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Current		\$953,136.85
W/S Operating		77,828.20
General Capital		195,157.87
Water/Sewer Capital		0.00
Grant		0.00
Trust		555.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		150.00
Escrow		<u>13,003.29</u>
Total		<u>\$1,239,831.21</u>

Resolution 2020-182

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

AUTHORIZING RECEIPT OF BIDS FOR 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 Chemicals for the Water and Waste Water Treatment Plants, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2020-183

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

AMENDING RESOLUTION 2020-170 CONFIRMING PROSECUTOR

WHEREAS, Resolution 2020-170 adopted September 8, 2020, confirmed a Prosecutor for municipal court. It has been found that was an error in the appointment.

BE IT RESOLVED that the following appointment is hereby confirmed by the Mayor and Council of the Borough of Hightstown:

Prosecutors

Christopher K Koutsouris	December 31, 2020
Patrick Varga	December 31, 2020
Timothy McNichols	December 31, 2020
Kelsey Anthony-McGuckin	December 31, 2020
Robert E Ulaky	December 31, 2020

Resolution 2020-184

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

AMENDING RESOLUTION 2020-171 CONFIRMING PUBLIC DEFENDER

WHEREAS, Resolution 2020-171 adopted September 8, 2020, confirmed a Public Defender for municipal court. It has been found that was an error in the appointment.

BE IT RESOLVED that the following appointment is hereby confirmed by the Mayor and Council of the Borough of Hightstown:

Public Defenders

John W. Hartmann	December 31, 2020
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Resolution 2020-185

*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	189,000.00	2,353,226.00	2,542,226.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	47,000.00	1,244,015.00	1,291,015.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	236,000.00	3,597,241.00	3,833,241.00

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.

Borough of Hightstown

Emergency Temporary

9/21/2020

Current Fund

Mayor and Council

Salaries and Wages 3,000.00

Municipal Clerk

Salaries and Wages 11,000.00

Financial Administration

Salaries and Wages 12,000.00

Tax Collector

Salaries and Wages 2,500.00

Tax Assessor	
Salaries and Wages	2,000.00
Planning Board	
Salaries and Wages	1,200.00
Police	
Salaries and Wages	110,000.00
Emergency Medical	
Other Expenses	1,000.00
Municipal Prosecutor	
Other Expenses	300.00
Streets and Roads	
Salaries and Wages	8,000.00
Sanitation/Solid Waste	
Salaries and Wages	5,000.00
Buildings and Grounds	
Salaries and Wages	4,000.00
Parks and Recreation	
Salaries and Wages	2,000.00
Maintenance of Parks	
Salaries and Wages	1,000.00
Construction Code	
Salaries and Wages	12,000.00
Housing	
Salaries and Wages	4,000.00
Electricity	5,000.00
Social Security	5,000.00
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	189,000.00
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Water-Sewer Utility Fund

Salaries and Wages	40,000.00
Social Security	7,000.00
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Total Water-Sewer Utility	47,000.00
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	236,000.00
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Resolution 2020-186

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

RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER, STATE OF NEW JERSEY, SUPPORTS THE TOWNSHIP OF EAST WINDSOR’S GRANT APPLICATION TO THE DELAWARE VALLEY REGION PLANNING COMMISSION’S (DVRPC) CONGESTION MANAGEMENT/AIR QUALITY (CMAG) GRANT PROGRAM

WHEREAS, the Township of East Windsor has submitted a Grant Application to the Delaware Valley Region Planning Commission (DVRPC) for funding through the Congestion Management/Air Quality (CMAG) Grant Program); and,

WHEREAS, the Township of East Windsor is seeking funding through the CMAG to implement infrastructure improvements in the area of Route 133 and Wyckoff Mills Road; and

WHEREAS, the improvements proposed by the Township of East Windsor include a newly constructed Route 133/Wyckoff Mills Road and Route 133/Cranbury Station Road interchange; and

WHEREAS, A new interchange would allow freight vehicles to access the area directly from New Jersey Turnpike Interchange 8 and New Jersey Route 133, essentially bypassing New Jersey Route 33 and Probasco Road; and

WHEREAS, the significant benefits of constructing this bypass include diverting freight traffic away from residential areas, providing a direct and efficient route directly between the New Jersey Turnpike and the warehouses on Wyckoff Mills Road; and

BE IT RESOLVED, that the governing body of the Borough of Hightstown, County of Mercer, State of New Jersey supports the Township of East Windsor’s Grant Application to the Delaware Valley Region Planning Commission (DVRPC) for funding through the Congestion Management/Air Quality (CMAG) Grant Program); and,

BE IT FURTHER RESOLVED, that the Borough Clerk shall forward a certified copy of this Resolution to: The Municipal Clerk of the Township of East Windsor.

NEW BUSINESS

DPW - Personnel, New Hire

Ms. Sopronyi explained that Public Works has been very short on personnel for some time. They are down two employees at this time. The plan was to hire before COVID but never got to advertise for the position. She explained that while she has the authority to hire without Council authorization, because of the budget constraints, she would like Council approval to start the hiring process. Mayor Quattrone confirmed the need to hire an additional person. Ms. Sopronyi explained that money is in the budget already. Ms. Sopronyi explained that they are looking to hire a laborer/driver starting at \$16 per hour with an increase of \$1 per hour following probation. Discussion ensued. After a unanimous straw vote, Ms. Sopronyi was directed to move forward with the hiring process.

OLD BUSINESS

NJDOT Transportation Set Aside Program.

Carmela Roberts, Borough Engineer, spoke regarding the grant that was discussed at the September 7th meeting. She needs direction from Council if we are to move forward with the application. Councilmember Cicalese stated that the Complete Streets Committee met last week to review Ms. Roberts' recommendations. Given that there are several studies underway, the Complete Streets Committee feels it is best to wait until the studies are complete before moving forward with any projects. They recommend passing on the grant at this time. Discussion ensued. After a unanimous straw vote, Council informed Ms. Roberts that the Borough would not be applying for the grant at this time.

Budget 2020

Councilmember Bluth stated that she will not be attending the meeting on September 28th for the budget hearing and adoption. She would like to review the budget before the meeting and give her comments to the Mayor. Mr. Lang recommended that the budget remain as is. Starting in November, transfers can be made between accounts. Ms. Bluth reiterated that the current budget does not provide for a police car this year. The Police car should be purchased through capital.

SUBCOMMITTEE REPORTS

Councilmember Misiura commented that the County is installing a crosswalk at South Main and Springcrest. This helps with the plans that we have for the project at Springcrest. This shows a good working relationship with the County.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Cicalese

Board of Health held a meeting last week. Covid is still the priority. Hightstown Borough has a total of 185 cases and 7 deaths. The West Windsor Health Department has been open 7 days a week. They received funding from the State to avoid additional costs to the municipalities. All health clinics were ceased until August.

Councilmember Misiura

The Planning Board held a three-night meeting for the Rug Mill Project Application. The application passed unanimously. The next step in the project is Council's approval of a Redeveloper's Agreement. Mayor Quattrone stated that he would like to participate in the upcoming subcommittee meetings.

Councilmember Stults

Stated that there are a lot of things good things happening in town. Two of the larger homes in the Borough are under contract for sale. Both have been renovated or rebuilt. This says a lot about direction that Hightstown is moving. Business owners are appreciative for the Construction office for their help with keeping the businesses open during COVID. We may see more restaurants seeking outdoor dining post COVID.

Councilmember Bluth

Cultural Arts Commission will be hosting a pumpkin carving lesson via zoom on October 16th. October 30th residents will bring their carved pumpkins to Memorial Park and pumpkins will be lit with LED tealights and placed on the wall along Peddie Lake. Environmental Commission meets tomorrow night.

Councilmember Jackson

We are doing a lot of good work in town. Hightstown is moving in the right direction. It is great to see the sidewalks on Lincoln Avenue.

Council President Musing

Questioned when the last assessment was done in the Borough. Ms. Sopronyi stated that this was done during Mayor Kirson's term. Mr. Musing stated that the Borough needs to be proactive in looking at property and assessment values. Mr. Musing stated that he would like an update from OEM Coordinator, Jim Sidelinger, regarding the Borough's Declaration of Emergency.

George Lang, CFO

Thanked Council for their support on the budget. Informed Council that our tax collection rate is over 97% at the current time.

Borough Administrator/Clerk, Debra Sopronyi

Stated that the Halloween letter will go out next week to Stockton Street residents. She will have the updated capital requests for the next Council Meeting.

Deputy Clerk, Peggy Riggio

The Census in in its last 10 day push. There will be a secure drop box for vote by mail ballots located at the Hightstown Firehouse. The Clerk/Registrar's office has recently begun taking marriage application via zoom.

Mayor Quattrone

Presented the Shining Star Awards last week. Congratulations to Councilmember Stults on receiving one of the awards. He has been informed that we are losing one member from the Board of Health. If anyone has any recommendations, please send them along to him for review. Requested an update on the Peddie Lake Walking Bridge at an upcoming meeting. Mayor Quattrone stated that he continues to receive a lot of compliments on how downtown looks. He is very proud of the work that is being done in the Borough. Please encourage neighbors to complete their Census. It is very important that everyone is counted.

EXECUTIVE SESSION

Resolution 2020-187 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Cicalese; Seconded Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2020-187

*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 September 21, 2020, via teleconference, 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 – Robbinsville
Housing Authority

Attorney Client Privilege

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 December 21, 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.

Adjourned to Executive Session at 7:52 p.m.

Reconvened into public session at 8:55 p.m.

ADJOURNMENT

Moved by 8:56 p.m. by Councilmember Jackson; Seconded by Councilmember Cicalese. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk