



AGENDA
PLANNING BOARD VIRTUAL MEETING
DECEMBER 14, 2020, 7:30 P.M.

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Dial-in number (US): (978) 990-5000

Access code: 845506#

To access from your computer

Online meeting ID: hightstownborough

Join the online meeting: <https://join.freeconferencecall.com/hightstownborough>

Meeting called to order by Chairman 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

Approval of Minutes November 9, 2020 Regular Meeting

Public Comment

New Business

- 1) Resolution #2020-10 - Application #2016-01 – Windsor Property Associates, LLC – Site Plan Waiver, Block 48, Lot 31, Office Retail Project in Corridor Revitalization Zone in East Windsor
- 2) 2020-2021 Stormwater Ordinance – Carmela Roberts
- 3) Road and sidewalk improvements for Spring Crest, Glen Brook, Taylor Avenue and Spruce Court – Carmela Roberts
- 4) Mobility Study Proposed Amendment to Master Plan – Beverly Asselstine – view from with line: <https://public.3.basecamp.com/p/nLVFR1G5ZFEcyWTPougJ9xma>

Committee and Professional Reports

Chairman and Board Member Comments

Adjourn

Hightstown Planning Board Regular Meeting – Virtual
Hightstown Borough Planning Board Meetings

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November 9, 2020, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:33 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. Jackson	X		
Ms. Watkins	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, Carmela Roberts, Engineer, Jolanta Maziarz, Attorney and Brian Slaugh, Planner.

APPROVAL OF AGENDA

Mr. Montferrat asked for motion to approve the November 9, 2020 agenda. Motion made by Mayor Quattrone and seconded by Mr. Laudenberg to approve the November 9, 2020 agenda.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Searing, Mr. Laudenberg, Mr. Balcewicz, Mr. Cabot and Ms. Watkins. Motion passed 10-0.

Mr. Montferrat asked if there were any changes to the October 13, 2020 Meeting Minutes.

Ms. Asselstine noted one spelling correction, page 2, WickieNap should be Wickimap.

Motion made by Ms. Asselstine and seconded by Mr. Misiura to approve the October 13, 2020 minutes of the Regular Planning Board meeting as amended.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Ms. Jackson, Mr. Searing, Mr. Laudenberger, Mr. Balcewicz and Ms. Watkins. Mr. Cabot abstained. Motion passed 9-0 with one abstention.

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

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

Memorialize Resolution #2020-09

Application #2020-01 – City Line at Hightstown – Minor Subdivision and Preliminary and Final Major Site Plan, Block 8, Lot 12; Block 21, Lots 1-14, 20 & 26; Block 30, Lots 1-7 & 10-13, Borough of Hightstown

Ms. Maziarz informed the Board that Applicant's Attorney emailed some additional changes to the resolution an hour prior to this meeting.

Ms. Maziarz reviewed the Applicant's proposed changes and the Planning Board Members and Professionals discussed these changes.

Ms. Maziarz will prepare a Final Resolution which will incorporate the changes that the Planning Board approved during this meeting.

Motion made by Mr. Cabot and seconded by Mayor Quattrone to approve Resolution #2020-09 with the changes as discussed by the Planning Board and professionals.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Mr. Searing, Mr. Laudenberger, Mr. Balcewicz, Mr. Cabot and Ms. Watkins. Ms. Jackson recused. Motion passed 9-0.

New Business – None

Old Business – None

Committee and Professional Reports

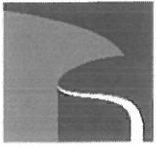
Ms. Asselstine provided an update of the Hightstown Mobility Plan - Public Information Center Virtual Meeting, November 10, 7:00 p.m. A finalized plan which will be presented at the December Planning Board Meeting.

Ms. Roberts will be submitting to the Planning Board for review plans for road and sidewalks for Springcrest, Glen Brook, Taylor Avenue and Spruce Court have been submitted.

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

Submitted by:

Sandra Belan
Planning Board Secretary



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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Hamilton, New Jersey 08620
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

November 2, 2020

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: NJPDES Stormwater Permit
Stormwater Ordinance
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1533

Dear Mayor and Council:

As you know, the Borough maintains a Tier A MS4 New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Permit and must remain in compliance each year. On March 2, 2020, the NJDEP informed the Borough that the Stormwater Management rules at NJAC 7:8 were amended and this will require the Borough to update its Stormwater Control Ordinance in order to stay in compliance with the NJPDES Stormwater Permit.

Attached to this letter, please find a copy of the updated Stormwater Control Ordinance prepared by this office to replace the existing ordinance. The proposed Stormwater Ordinance maintains the sections regarding review of private stormwater facilities as well as small scale developments which are issued zoning permits and do not appear before the Planning Board.

The new Stormwater Control Ordinance must be adopted and effective by March 3, 2021 at the latest. After the ordinance is adopted by the Borough, Mercer County must be given time to review it and to respond within 60 days.

As of today, there are only four (4) months until the March 3rd deadline. We recommend the new Stormwater Ordinance be reviewed and adopted as soon as possible to ensure the Borough remains in compliance with the NJPDES Stormwater Permit.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Carmela Roberts, P.E., CME
Borough Engineer

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Kenneth Lewis, Public Works Superintendent
Fred Raffetto, Esq., Borough Attorney
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC



Roberts

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RECEIVED

MUNICIPAL CLERK'S OFFICE

1670 Whitehorse-Hamilton Square Rd.
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609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

November 24, 2020

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Planning Board
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Environmental Commission
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Complete Streets Committee
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: Improvements to Springcrest Drive, Taylor Avenue,
Spruce Court, and Glen Drive
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1800

Dear Mayor, Council, Planning Board and Environmental Commission:

Enclosed with this letter, please find the following:

1. Five (5) partial sets of plans entitled, "Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, and Glen Drive, Borough of Hightstown, Mercer County, New Jersey, dated November 23, 2020". These sets show conceptual layouts for Springcrest Drive, Spruce Court, Glen Drive, and the sewer main easement between Springcrest Drive and Spruce Court.
2. Five (5) sets of conceptual plans entitled, "Improvements to Taylor Avenue, Borough of Hightstown, Mercer County, New Jersey, dated November 23, 2020."

The enclosed plans are to be distributed to the Council, Planning Board, Environmental Commission, and Complete Streets Committee.

As you know, the Borough has received a grant from the NJDOT in the amount of \$600,000.00 in March 2019. This office is in the process of preparing formal bid plans and specifications for advertisement and award prior to the grant deadline of March 24, 2021.

The enclosed plans show the proposed improvements as discussed with Borough Officials over the past two months. In summary, the improvements are as follows:

Springcrest Drive

1. Replace curb as required.
2. Construct sidewalks along the north side of Springcrest Drive between Westerlea Avenue and South Main Street.
3. Decommission and remove the existing sanitary pump station.
4. Reconstruct the sanitary sewer main and sewer laterals on Springcrest Drive between Westerlea Avenue and South Main Street as well as within the utility easement between the existing pump station and Spruce Court.
5. Remove approximately 6 trees around the existing pump station in order to construct the new sewer main. We do not recommend that trees be replanted at this location as they would be over a sewer main which is not recommended.
6. Remove approximately 15 arborvitae within the Right-Of-Way at the intersection of Springcrest Drive and Westerlea Avenue in order to construct the new sidewalk. These arborvitae conflict with the new sidewalk and create an unsafe site distance to the crosswalk and oncoming traffic. This will allow for the corner curb radius to be reduced to narrow the intersection.
7. Replace water services as needed; install sanitary cleanouts and replace laterals as needed.
8. Mill and pave the roadway.

9. Council previously requested that we evaluate adding sidewalks on South Main Street where none exist. We have reviewed this area and recommend not including them in this contract. These areas are too distant from our project and will not be allowable under the NJDOT funding.

Spruce Court

1. Replace curbs and sidewalks as needed.
2. Replace water services as needed; install sanitary cleanouts and replace laterals as needed.
3. Repair the roadway.
4. Mill and pave from the intersection with Leshin Lane and the cul-de-sac.

Glen Drive

1. Replace curbs as needed.
2. Repair the roadway.
3. Mill and pave the length of Glen Drive within the Borough Right-Of-Way, approximately 150-ft.

Taylor Avenue

Please note that in addition to the above, we have provided four (4) concepts for the layout of Taylor Avenue. The existing roadway varies from 22-ft. wide to 34-ft. wide and does not have curbs or sidewalks for approximately half the length. In all concepts, new curbs are to be constructed on both sides of the roadway, sidewalk is constructed on one side for the entire length, water mains and services are replaced, sewer mains and sewer laterals are replaced as needed, and sewer lateral cleanouts installed where none exist. The concepts for Taylor Avenue are as follows:

Taylor Avenue - Concept 1

1. Provide a 31-ft. wide roadway from South Street to approximately 200-ft. short of the dead end. The remainder of the road will be 24-ft. wide.
 - a. This allows for the least amount of disturbance while providing consistent drive lanes.
 - b. This is similar to the existing road layout.
2. Replace/construct new sidewalk for the entire length of Taylor Avenue between South Street and the dead end.
3. Remove five (5) trees.

Taylor Avenue - Concept 2

1. Provide a 31-ft. wide roadway from South Street to the dead end.
 - a. This allows for enhanced maneuverability for emergency services and trash collection vehicles. However, trucks will still be required to back out.
2. Replace/construct new sidewalk for the entire length of Taylor Avenue between South Street and the dead end.
3. Remove six (6) trees.

Taylor Avenue - Concept 3

1. Provide a 31-ft. wide roadway from South Street to approximately 100-ft. short of the dead end. The remainder of the road will be 42-ft. wide.
 - a. This may allow for emergency services and trash collection vehicles to make a 'K' turn to turn around at the dead end, if cars are not parked in this area.
2. Replace/construct new sidewalk for the entire length of Taylor Avenue between South Street and the dead end.
3. Remove six (6) trees.

Taylor Avenue - Concept 4

1. Provide a 31-ft. wide roadway from South Street to approximately 100-ft. short of the dead end. The remainder of the road will be a 47-ft. diameter cul-de-sac.
 - a. This may allow for emergency services and trash collection vehicles to make a 'K' turn to turn around at the dead end if cars are not parked in this area.
 - b. This does not allow for on-street parking.
 - c. This will require the Borough to construct a new retaining wall on private property.

2. Replace/construct new sidewalk for the entire length of Taylor Avenue between South Street and the cul-de-sac.
3. Remove six (6) trees.

The estimated construction cost for each of the Taylor Avenue concepts increases from the prior (i.e. Concept #1 is the least costly and Concept #4 is the costliest). Concept #4 is estimated to be approximately \$50,000 more than Concept #1.

We think Concepts #1 and #2 are most viable. Concepts #3 and #4 are less viable because they limit the allowable on-street parking at the dead end and require additional impervious surface for a minor benefit to trucks.

Please note that we have not shown new tree plantings on the plan sheets. However, we will make accommodations in the bid documents to provide 13 new trees. This does not include replacement of the arborvitae that were previously planted in the Right-Of-Way by a private property owner. We request that the Borough Shade Tree Commission provide a tree planting plan with proposed species and locations to this office no later than December 17, 2020 for inclusion in the bid documents.

You may recall that the bond ordinance for this contract was adopted in July 2020. Roberts Engineering Group was authorized to move forward in August 2020. Since August, this office has completed field investigation and survey, reviewed utility requirements with Borough personnel, started preparation of plans and specifications, and completed the enclosed documentation.

The NJDOT grant being used to fund this work requires that the contract be awarded to a contractor no later than March 24, 2021. In order to meet this deadline, we must have plans, specifications, and permits completed for submission to NJDOT no later than January 3, 2021. This will allow for public advertisement in February 2021 and a bid opening in early March 2021 for award at the next available Council meeting, before the March 24, 2021 deadline.

Because of the deadlines outlined above, we would appreciate your review and comments by mid-December 2020. If you would like to meet with us or ask questions directly, please feel free to contact me.

Very truly yours,



Carmela Roberts, P.E., C.M.E.
Borough Engineer

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
Sandy Belan, Borough Planning Board Secretary
Ken Lewis, Borough Superintendent of Public Works
Bill Searing, Borough Superintendent of AWWTP
George Lang, Borough CFO
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC