



**AGENDA**  
**PLANNING BOARD REORGANIZATION AND REGULAR**  
**VIRTUAL MEETING**  
**JANUARY 11, 2021 7:30 P.M.**

[www.freeconferencecall.com](http://www.freeconferencecall.com)

**To access from your telephone**

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

Nominations: Chairperson and Vice Chairperson

Oath of Office: Steve Misiura, Class III – December 31, 2021  
Bill Searing, Class II – December 31, 2021  
Beth Watkins, December 31, 2024  
Raymond Cabot – Alternate #2 – December 31, 2022

Approval of Minutes December 14, 2020 Regular Meeting

Public Comment

Public Hearing: Hightstown Borough Mobility Master Plan Amendment

Capital Project: East Windsor Regional School District – Hightstown High School –  
New Tennis Courts – Capital Project - Summer 2021

## Resolutions

- 2021-01 - Meeting Schedule 2021
- 2021-02 - Newspaper Designation
- 2021-03 - Appointing the Planning Board Secretary
- 2021-04 – Appointing the Planning Board Engineer
- 2021-05 - Appointing the Planning Board Attorney
- 2021-06 - 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

## Committee and Professional Reports

## Chairman and Board Member Comments

## Adjourn

# Oath of Office

BOROUGH OF HIGHTSTOWN

156 Bank Street  
Hightstown, NJ 08520

I, Steve Misiura, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office of the Planning Board according to the best of my ability. (So help me God.)

Signature

\_\_\_\_\_

Street Address

352 South Main Street

City, State

Hightstown, New Jersey 08520

Term of Office

1 Year Term – December 31, 2021

Sworn and subscribed to before me on this 11<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Mayor Larry Quattrone

# Oath of Office

BOROUGH OF HIGHTSTOWN

156 Bank Street  
Hightstown, NJ 08520

I, William Searing, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office of the Planning Board according to the best of my ability. (So help me God.)

Signature

\_\_\_\_\_

Street Address

121 Bennett Street

City, State

Hightstown, New Jersey 08520

Term of Office

1 Year Term – December 31, 2021

Sworn and subscribed to before me on this 11<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Mayor Larry Quattrone



# Oath of Office

BOROUGH OF HIGHTSTOWN

156 Bank Street  
Hightstown, NJ 08520

I, Beth Watkins, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office of the Planning Board according to the best of my ability. (So help me God.)

Signature

\_\_\_\_\_

Street Address

314 Lincoln Avenue

City, State

Hightstown, New Jersey 08520

Term of Office

4 Year Term – Expires 12/31/2024

Sworn and subscribed to before me on this 11<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Mayor Lawrence Quattrone

# Oath of Office

BOROUGH OF HIGHTSTOWN

156 Bank Street  
Hightstown, NJ 08520

I, Raymond Cabot, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office of the Planning Board according to the best of my ability. (So help me God.)

Signature

Street Address

City, State

Term of Office

\_\_\_\_\_

337 South Main Street

\_\_\_\_\_

Hightstown, New Jersey 08520

\_\_\_\_\_

2 Years – December 31, 2022

Sworn and subscribed to before me on this 11<sup>th</sup> day of January 2021.

\_\_\_\_\_

Mayor Larry Quattrone

**Hightstown Planning Board Regular Meeting – Virtual  
December 14, 2020, 7:30 p.m.**

[www.freeconferencecall.com](http://www.freeconferencecall.com)

**To access from your telephone**

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>

**OPEN SESSION**

Fred Montferrat, Chairman, called the meeting to order at 7:31 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 December 14, 2020 agenda. Ms. Asselstine asked that the agenda be amended to have the Mobility Presentation first and the Resolution approval last. Motion made by Ms. Asselstine and seconded by Mr. Laudenberg to approve the November 9, 2020 agenda.

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

Mr. Montferrat asked if there were any changes to the November 9, 2020 Meeting Minutes.

Motion made by Mayor Quattrone and seconded by Mr. Cabot to approve the November 9, 2020 minutes of the Regular Planning Board meeting.

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

## PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

Pam Lewis introduced herself as the new Deputy Tax Collector for Hightstown Borough.

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

## New Business

- 1) Mobility Study Proposed Amendment to Master Plan – Ms. Asselstine gave a brief overview of the project. This is the type of technical assistance and expertise that Hightstown has needed to tackle some of our ongoing traffic problems. Thanked our partners NJDOT, NV5 and Stokes Creative Group for all their assistance with this project. With the Coronavirus the community outreach process was more difficult. Also, dealing with students with this outreach. Will be presenting an overview and specific recommendations. Detailed recommendations and tough choices had to be made. Another grant DVRPC circulation study for the Redevelopment Area.

## Project Team:

Bill Riviere, NJDOT Liaison to the project

Rachana Sheth, NV5 – Project Manager – leading the project from planning side and author of the documents.

Mike Dannemiller, NV5 – Principal Engineer

Rob Gates, NV5 – Instrumental in helping with the Plan.

Nicole Pace-Addeo, Stokes Creative Group – Public Outreach Activities

Community Advisory Board – engaged since the beginning of the project. Involved in the initial discussion identifying all the factors involved in the project. Wide range of business, local group/businesses and community were part of the Community Advisory Board.

Rachana Sheth gave an overview of the Plan.

Nicole Pace-Addeo – Outreach in Pandemic environment requires creativity:

## Tools used:

Everything on Borough Website – great traffic

Google form for people to provide input on the Vision Statement.

Survey – Both in English and Spanish

Wikimap – interactive tool – pin-point key locations and areas

Two virtual meetings in May and November

Visioning Workshop – May – 170 people viewed presentation: unique users 110.

Public Information – November - 31 different people participated and 22 views.

Summary – key words from vision and goal survey – community, sidewalks, residents and walking – Themes safety, accessibility, recreation and regional connectivity

Draft Vision Statement:

Rachana Sheth reviewed the following:

Existing Conditions

Key Destinations

Field Visit

Draft Bicycle and Pedestrian Network

Existing Problems

County Improvements

Priority Corridors

Network Links

Priority Corridors:

- a) Bank Street
- b) Summit Street
- c) East & West Ward Streets
- d) NJ Route 33/Franklin Street

Improvements that make bicycling easier and safer.

Mike Dannemiller – Engineering Recommendations/Priority Intersections

- a) NJ Route 33 & South Academy Street/W. Ward/Maxwell Ave.
- b) Maxwell & E. Ward St
- c) Stockton Street/Dutch Neck/Harron Ave.

Improvements that make walking easier and safer/some safety enhancements:

- a) Cross walks
- b) Curb ramps
- c) Curb extensions
- d) Traffic Islands – center of road
- e) Signs/signals/countdown light
- f) Lighting
- g) Vertical elements to help visibility

Reviewed Proposed Concepts at Certain Intersections:

Academy and Ward Streets – additional crosswalks and center island.

Maxwell and Franklin Streets – difficult to cross.

Ms. Sheth reviewed the next steps:

Adopt this Mobility Plan as part of the Borough's Master Plan  
Adopt the latest Complete and Green Street Models  
Pilot Projects/NJDOT Projects

Ms. Asselstine – received preliminary feedback from Mercer County regarding Stockton Street – prefer roundabout alternative to the traffic signal – (1) maintenance expense with traffic signal; (2) signal would potentially back up traffic to Route 130.

Mr. Montferrat thanked all the presenters and Ms. Asselstine for their detailed report on this project.

Mr. Misiura – Thanked the Department of Transportation and the consultants involved in this detailed project – great community input. Need to implement this plan.

Bill Riviere NJDOT informed the Board that these studies have an extensive shelf life and may be utilized at any time.

Mayor Quattrone thanked the entire team and hope to implement these ideas.

Motion made by Ms. Asselstine and seconded by Mayor Quattrone to forward the Mobility Plan to the Borough Council and schedule Public Hearing for the January 11, 2021, Planning Board Meeting to adopt the Mobility Study as an Amendment to the Master Plan.

All ayes.

Consensus of the Planning Board that the Mobility Study be forwarded to the Borough Council for their review and a Public Hearing will be scheduled for the January 11, 2021 Planning Board Meeting.

- 2) 2020-2021 Stormwater Ordinance Update – Ms. Roberts reviewed – 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. 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.

Consensus of the Planning Board that the Stormwater Ordinance be amended and adopted as recommended by Ms. Roberts and be forwarded to the Borough Council for their action.

- 3) Road and sidewalk improvements for Spring Crest, Glen Brook, Taylor Avenue and Spruce Court – Ms. Roberts reviewed her memorandum dated November 24, 2020.



Consensus of the Planning Board to approve the proposed Road and Sidewalk Improvements as presented by Ms. Roberts and recommend concept #3 for the Taylor Street.

- 4) 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

Ms. Maziarz reviewed the proposed resolution.

Motion made by Ms. Asselstine and seconded by Mr. Balcewicz to approve Resolution 2020-10 – Application #2016-01 – Windsor Property Associates, LLC approving the Site Plan Waiver.

**Roll Call Vote:** Mr. Montferrat, Mayor Quattrone, Ms. Asselstine, Mr. Searing, Mr. Laudenberg, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Jackson was absent. Mr. Misiura and Ms. Watkins were not eligible to vote. Motion passed 7-0.

#### Committee & Professional Reports

Ms. Roberts – Start engineering work for improvements to Railroad Avenue and Summit. Received \$500,000 through DOT for Hauser Avenue, Bennet Place and Prospect Drive late next year.

#### Board and Committee Reports

##### Board Members

Mr. Misiura reported that Mercer County approved the PRC LLC Site Plan Application with the following conditions:

- 1) Traffic Study be conducted.
- 2) Surety Bond in the amount of \$50,000 to provide for traffic and transportation improvements relating to the development project.

Ms. Asselstine added that the County Planner sent a Public Information Center link from the NJDOT regarding redesign of the Cranbury Circle and Brickyard Road. Ms. Asselstine will share the link with Board Members.

Mayor Quattrone thanked the Planning Board members for their service, especially during the pandemic. The Council Reorganization will be held during the first Council Meeting scheduled for January 4, 2021.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Searing and seconded Ms. Watkins. All ayes. Meeting adjourned at 9:30 p.m.

Submitted by:

Sandra Belan  
Planning Board Secretary





# EXECUTIVE SUMMARY



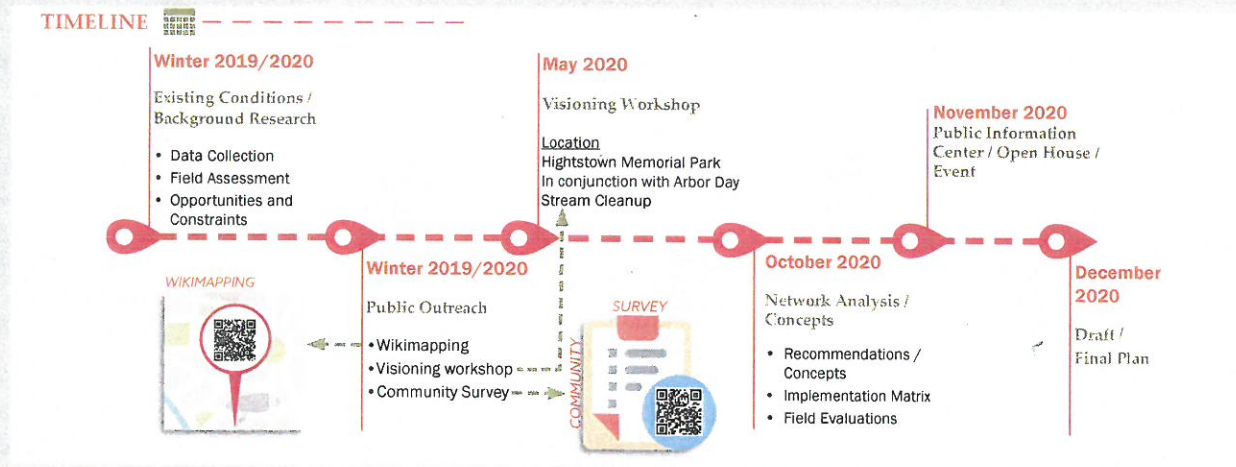




## OVERVIEW

In 2019, the Borough of Hightstown was selected to participate in the New Jersey Department of Transportation’s Office of Bicycle and Pedestrian Programs Local Technical Assistance Program. The goal of the program is to foster the development of active transportation in communities throughout New Jersey by providing technical assistance and professional services to municipalities. This plan builds upon past efforts within the Borough to create an integrated and connected multi-modal transportation network that provides safe and accessible bicycle and walking facilities for people of all ages and abilities. To achieve the vision of a safe, accessible and complete transportation network, the plan will:

- Develop and build consensus for a Community Vision for bicycling and walking in Hightstown
- Evaluate the Borough’s bicycle and pedestrian network, identify needs and opportunities focusing on access to key destinations and the central business district
- Identify a Priority Bicycle and Pedestrian Network, including both on- and off-road opportunities
- Develop typical improvement Concepts, focused on major linkages to the central business district and travel along and across State Route 33 and major county roads



In 2014, the Borough adopted a Complete Streets Policy to further support the development of safe streets for everyone. This plan incorporates the recently completed Mercer County Bicycle Plan recommendations for Hightstown and hopes to complement that plan.

The recommendations in this plan are developed at the planning level and per the most current design standards. Advancing these recommendations will require detailed analysis, community consensus, plan development, preliminary and final design and right-of-way assessment.

## VISION & GOALS

A vision statement and goals were developed for the Hightstown Mobility Master Plan. They were developed through a community-wide outreach effort. The vision for the Hightstown Mobility Master Plan is below:

*Hightstown Borough is a community with a multi-modal network for all users that provides safe choices for walking, bicycling, public transit, and recreation. The Borough has a complete sidewalk and bicycle network to access key destinations within the Borough such as the downtown, schools, parks/ greenways and commercial areas and has a robust network of trails for local and regional connectivity.*





## GOALS

Goals help identify what needs to be accomplished to realize the overall vision. Four goals were identified by the community for the Mobility Master Plan:



### SAFETY

Develop a safe and continuous bicycle and pedestrian network



### ACCESSIBILITY

Improve access and mobility for people of all ages and abilities to connect to local destinations



### RECREATION

Provide recreation options to encourage walking and bicycling in Hightstown Borough



### REGIONAL CONNECTIVITY

Improve connectivity to/with adjacent communities

## PLAN ORGANIZATION

This report is organized into seven chapters as follows:

Chapter 1: Introduction

Chapter 2: Existing Conditions & Evaluation

Chapter 3: Outreach Summary

Chapter 4: Recommendations

Chapter 5: Design Guidelines

Chapter 6: Implementation & Funding

Chapter 7: Next Steps

## STUDY AREA

Hightstown Borough is a 2.1 square mile municipality located in eastern Mercer County, New Jersey. The community was settled in the mid-1700's and underwent a period of sustained growth and prosperity during the 19<sup>th</sup> century as a vital transportation hub along the Camden and Amboy Railroad. Hightstown is home to many historic homes and properties from this era that contribute to the character of the community.

Hightstown boasts of a well-connected and lively downtown central business district with a number of local businesses, restaurants, and attractions centered around Peddie Lake.







## COMMUNITY ADVISORY BOARD

The Community Advisory Board guided the project team throughout the development of this plan. The project team facilitated two community advisory board meetings including the kick-off meeting, and a network and concepts review meeting. The Community Advisory Board members are listed on page iii of this plan.



- Community Advisory Board Kick-Off Meeting
- Visioning Workshop (virtual)
- Vision and Goals Survey
- Wikimapping
- Community Survey (Online and paper)
- Concept Review Community Advisory Board Meeting (virtual)
- Public Information Center (virtual)

The input from the community helped develop the plan and was supplemented by the existing conditions analysis and evaluation. Due to the COVID-19 pandemic, the project team employed innovative methods to engage the public including a “Virtual Visioning Workshop” that provided opportunities for the community to participate virtually and provided in-person opportunities with safety protocols to those unable to participate virtually.

The project team presented draft concepts and a draft network to the Community Advisory Board that were refined based on input received. The preliminary concepts were presented to the public at a “Virtual” Public Information Center.

## COMMUNITY OUTREACH

The project team developed a multi-prong approach to involve the community in developing the plan. To engage the public, the project team developed project flyers and outreach tools/materials that were posted on the Borough’s Complete Streets Committee webpage.

The following outreach tools were utilized and two public meetings and two community advisory board meetings were conducted throughout the project:

## PUBLIC MEETINGS



## VIRTUAL VISIONING WORKSHOP

175  
PEOPLE LOADED/  
WATCHED VIDEO

NUMBER OF  
UNIQUE USERS: 110  
DURING A SINGLE DAY







# COMMUNITY OUTREACH SUMMARY

## WIKIMAPPING



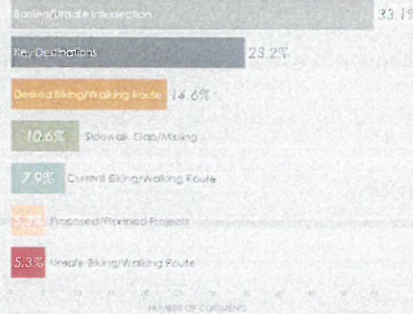
Total Number of Comments:

151

Number of Barriers Identified:

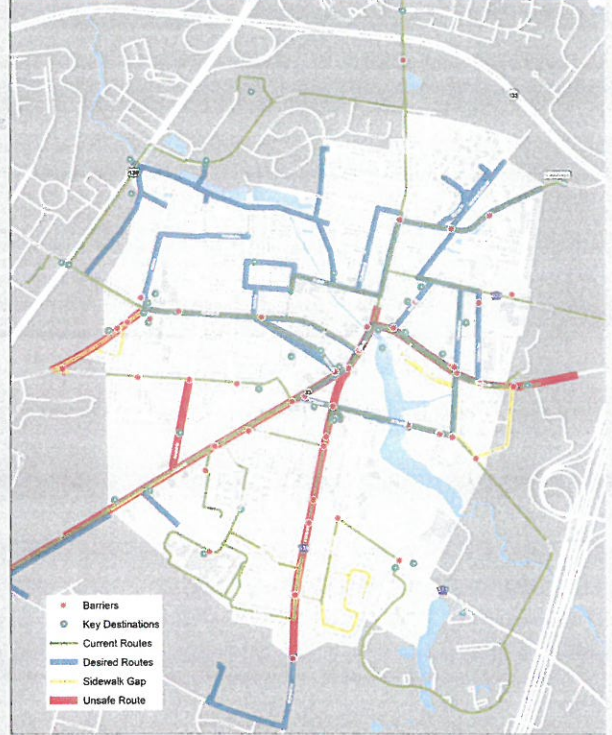
49

Responses by Category Type



## HIGHTSTOWN MOBILITY MASTER PLAN

Wikimapping Feedback



## KEY TAKEAWAYS

The majority of the current walking/biking routes identified are located in the southern portion of the borough whereas, most "Desired Routes" are in the north with a fair amount within the downtown area. Routes marked as "Unsafe" were primarily located in the southern portion of the borough most notably RT 33 (Mercer Street), CR-539 (South Main Street), Dutch Neck Road, and Summit Street.



## COMMUNITY SURVEY

236 TOTAL RESPONSES

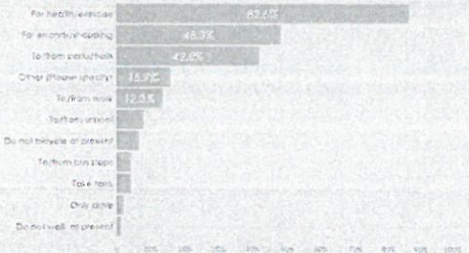


INCLUDING 50 SPANISH LANGUAGE RESPONSES

### DO YOU WALK OR BIKE IN HIGHTOWN?

ONLY WALK - 64.9%  
YES BOTH - 41.8%  
ONLY DRIVE - 3.6%  
TAKE TAXI - 3.4%  
ONLY BIKE - 3.0%  
NO - 1.3%

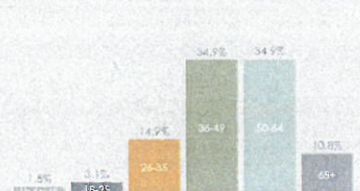
### Why do you walk or bicycle?



### Respondent's Connection to Hightstown



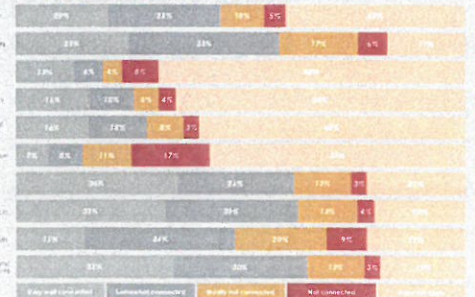
### Age of Survey Respondents



50% WALK OR BICYCLE DAILY DURING WARM WEATHER



### How connected/walkable/bikeable are the following types of destinations from your home?



### TOP-5 DESIRED IMPROVEMENTS

- Safe pedestrian crossings
- Continuous sidewalk network
- On-road bicycle facilities
- Off-road/protected bicycle facilities
- Curb extensions (or other traffic calming measures) to slow vehicular traffic

### TOP-5 BARRIERS TO WALKING/BICYCLING

- Incomplete sidewalk network
- Streets feel unsafe for cycling
- Lock of crosswalks and crossings feel unsafe
- Lack of adequate bicycle facilities
- Road surfaces are poor





## EXISTING CONDITIONS AND EVALUATION

The project team conducted an assessment of the existing conditions which included a demographic profile of Hightstown, existing bicycle and pedestrian environment, crash data analysis, a list of key destinations, review of related plans and studies, field visits and a summary of findings.

Based on the results of the data collection efforts, field visits, and stakeholder input, the project team identified initial focus areas (corridors and intersections) to be analyzed. The Complete Streets Committee provided feedback on the initial focus areas and recommended priority corridors and intersections for this plan.

## PRIORITY CORRIDORS

Bicycle facility recommendations for the priority corridors were identified based on the available roadway width, speed, and traffic volume data. These will require additional design and analysis prior to implementation. Improvements along key county roadways identified by the Mercer County Bicycle Plan were incorporated into the overall bicycle and pedestrian network.

The bicycle improvements identified for the priority corridors include shared lane markings, bicycle lanes (striped and buffered), advisory bicycle lanes and shared use paths.

The following priority corridors were evaluated further and the project team developed recommendations to improve the bicycle and pedestrian environment for all users:

- NJ Route 33 / Mercer Street / Franklin Street
- Summit Street
- East and West Ward Street
- Bank Street

## PRIORITY INTERSECTIONS

The intersection improvements shown on the following pages provide planning level concepts that will require additional design and analysis prior to implementation. The improvements focus primarily on low-cost and easy to implement strategies. In locations where improvements are expensive and are longer term, an alternate low-cost option has been provided.

The following intersections were prioritized because they link key destinations, have multiple crashes, were identified during field investigation, and prioritized based on the stakeholder input from the WikiMap, community survey and the Complete Streets Committee.

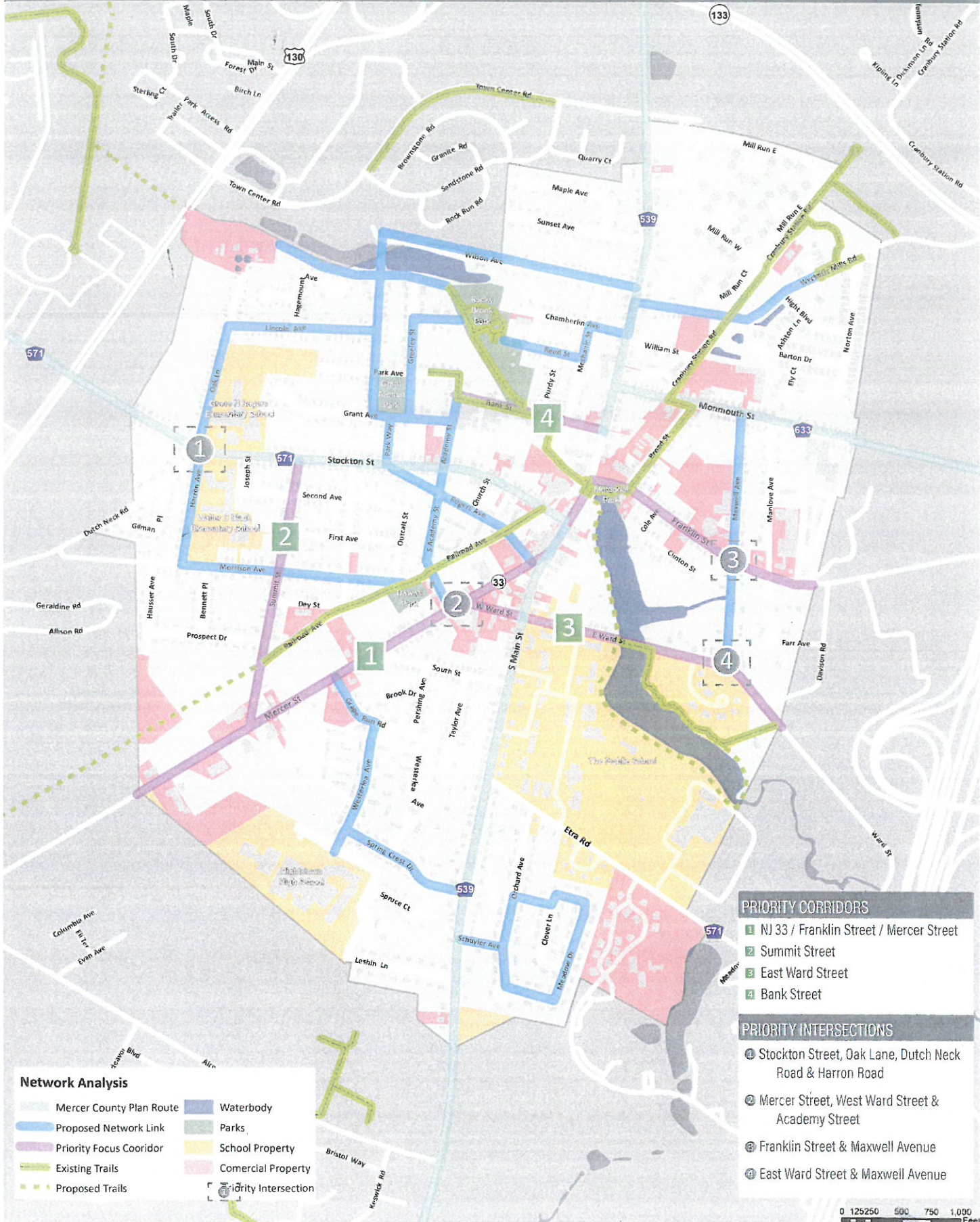
- NJ Route 33/Mercer Street, West Ward Street & S. Academy Street
- NJ 33/Franklin Street and Maxwell Avenue
- Maxwell Avenue and East Ward Street
- Stockton Street, Oak Lane, Dutch Neck Road, Harron Avenue near the elementary schools

## RECOMMENDATIONS

Based on the latest design guidance from NJDOT, National Association of City Transportation Officials (NACTO) and Federal Highway Administration (FHWA), the team developed concept level recommendations for each of the priority corridors and intersections to improve the walking and bicycling environment. The recommendations primarily focus on routes and intersections that connect key bicycle and pedestrian destinations. A borough-wide bicycle and pedestrian network was also identified, for future consideration outside of this Mobility Master Plan effort, that will build on the existing (and planned) network of greenways and trails with additional network links along key routes (See Map 16: Proposed Bicycle and Pedestrian Network).



# PROPOSED BICYCLE AND PEDESTRIAN NETWORK MAP



## Network Analysis

- Mercer County Plan Route
- Proposed Network Link
- Priority Focus Corridor
- Existing Trails
- - - Proposed Trails
- Waterbody
- Parks
- School Property
- Commercial Property
- Priority Intersection

## PRIORITY CORRIDORS

- 1 NJ 33 / Franklin Street / Mercer Street
- 2 Summit Street
- 3 East Ward Street
- 4 Bank Street

## PRIORITY INTERSECTIONS

- 1 Stockton Street, Oak Lane, Dutch Neck Road & Harron Road
- 2 Mercer Street, West Ward Street & Academy Street
- 3 Franklin Street & Maxwell Avenue
- 4 East Ward Street & Maxwell Avenue

0 125250 500 750 1,000 Feet





The recommendations are categorized into engineering recommendations or physical infrastructure improvements and programmatic recommendations that include the four “E”s (Education, Evaluation/Planning, Encouragement and Enforcement) measures recommended for the Mobility Master Plan. When implemented together, these measures will improve the travel for users of all ages and abilities in the Borough.

Engineering recommendations include built environment concepts that can be considered for future final design and construction to enhance and expand the existing Hightstown infrastructure.

Programmatic recommendations include strategies that aim to educate all users, foster a safe walking and bicycling culture and measure progress related to the bicycling and walking environment. The programmatic recommendations include educational programs, speeding campaigns, training programs, bicycling programs and events, evaluation metrics and policies.

## PROPOSED BICYCLE & PEDESTRIAN NETWORK

The compact size of Hightstown makes it an excellent candidate for bicycling and walking to key destinations within the Borough. There already exists off-road greenway/paths in the Borough and there are several planned/existing bicycle improvements on County Roads per the recently completed Bicycle Master Plan. This network of greenway/paths and the recent County Road improvements provides opportunity to develop a borough-wide network that provides bicycle and pedestrian access to the key destinations in the Borough.

Based on the team’s analysis of existing roadway network and the DVRPC’s Bicycle Level of Stress analysis, the project team identified additional links that could provide a complete bicycle and pedestrian network within and around the Borough. (See Proposed Bicycle and Pedestrian Network Map).

## DESIGN GUIDANCE

The report also includes design guidelines from the latest guidance from the NJDOT Complete Streets Design Guide. The recommendations of this plan are supplemented by a set of design guidelines containing descriptions and illustrations of all the recommended design treatments. All facilities that are developed need to be MUTCD and AASHTO compliant. In addition, all recommendations should incorporate the guidance and recommended treatments in the 2020 Mercer County Bicycle Plan. Design Guidance is developed for the following improvements:

### ROADWAY / CORRIDOR IMPROVEMENTS

Sidewalks and Curb Ramps

Pedestrian-Scale Lighting

Parklets

Mid-Block Crossings

Gateways

### INTERSECTION IMPROVEMENTS

Crosswalks

Mini-Traffic Circles

Curb Extensions

Pedestrian Refuge Islands

RRFB (Flashing warning lights)

In-Street Crossing Sign

HAWK Signals

Pedestrian Countdown Signals

### BICYCLE NETWORK IMPROVEMENTS

Shared Lanes

Traditional Bicycle Lanes

Protected Bicycle Lanes

Shared Use Paths

Advisory Bicycle Lanes





## IMPLEMENTATION MATRIX

An implementation matrix that describes the overall level of effort, estimated costs, responsibility and time-frame for the priority intersection concepts was developed for the Mobility Master Plan. The implementation table should be utilized in conjunction with the Typical Units Costs Matrix (Appendix B), which includes an average unit cost for facility types.

## FUNDING SOURCES

The plan also includes a general compilation of funding sources that have been, or could be used to fund improvements in Hightstown Borough. The list is not exhaustive, but identifies a selection of federal, state, and private/non-profit funding sources for pedestrian and bicycle planning, project development, and construction. For each source, links are provided to program websites that contain additional information related to: how to apply for funding, typical grant amounts, application deadlines, and eligible activities. Some funding sources may also be used to fund programmatic activities, related to safety, enforcement, and education.

## NEXT STEPS

The recommendations in this plan include engineering, education, evaluation, encouragement and enforcement strategies to improve the walking and bicycling conditions in the Borough. The Borough should first focus on the priority corridors and intersections in conjunction with NJDOT and Mercer County, then work towards the rest of the recommended network and any other locations throughout the Borough.

The following actions can be undertaken to implement the recommendations of this plan:

- ✓ *Adopt the plan as an element of the Master Plan*
- ✓ *Develop initial concepts of the recommendations in the plan based on more detailed data collection, analysis, survey, community preference and coordination with Mercer County and NJDOT where needed. Consider conducting "pilot" projects / temporary installations to test recommendations and gather community feedback*
- ✓ *Obtain funding for the recommendations*
- ✓ *Adopt the latest Complete & Green Street Model policy*
- ✓ *Develop and adopt a community-focused traffic calming policy*
- ✓ *Advance recommendations on state roadways in this plan as problem statements prepared in coordination with NJDOT and DVRPC*
- ✓ *Provide a status update to NJDOT within a year of adoption of the plan*





0810M  
November 25, 2020

Ms. Sandy Belan, Secretary  
Hightstown Borough Planning Board  
156 Bank Street  
Hightstown, NJ 08520

Re: East Windsor Regional School District - Hightstown High School  
Capital Project - Summer 2021  
New Tennis Courts  
Planning Board Capital Project Review

Dear Ms. Belan:

As per our conversation on November 12, 2020, I am hereby submitting to the Hightstown Borough Planning Board a set of Site Plans in electronic (Adobe pdf) format for a summer 2021 site construction project that is planned at the Hightstown High School. These plans are being submitted on behalf of the East Windsor Regional School District in accordance with N.J.S.A. 40:55 D31(a), which requires public school districts to submit capital projects to the local planning board for review and commentary. The project includes the following scope of work:

**New High School Tennis Courts:**

This project includes the construction of 6 new high school competition tennis courts in an open lawn area near Leshin Lane. These courts are intended to replace the high school's existing tennis courts that are located at the western side of the school campus. The courts will be used as part of the physical education curriculum at the high school, and for interscholastic sports. This new location will be more accessible to the school's students, general public, and proximity to vehicular parking stalls. A new barrier free (ADA) path between the school and tennis courts is also proposed, making the new courts completely handicapped accessible. The project includes grading and minor drainage improvements, along with a new storm water management system that has been designed to comply with stringent Delaware & Raritan Canal Commission regulations and Mercer Soil Conservation District (NRCS) requirements. The increase in impervious coverage is only 42,450 square feet (0.97 Acres), which is defined as a minor project according to Chapter 25 of the Hightstown Borough storm water management ordinance.

0810M  
East Windsor Regional School District  
Summer 2021 Capital Project  
New Tennis Courts  
Planning Board Review  
November 25, 2020  
Page 2

As we discussed, the planning board hearing will be held “virtually” during the current COVID-19 pandemic. We would like for this project to be scheduled for the first available hearing in January, which may be held on January 11, 2021. Kindly confirm the availability of this date at your earliest convenience.

I thank you in advance for your assistance with this request and look forward to hearing from you at your earliest convenience. Please let me know if you require anything further prior to the hearing.

Sincerely,



William B. Edwards, PE  
President

xc: Paul Todd, EWRSD  
file

Enclosures: Sent electronically with drawings in Adobe pdf format

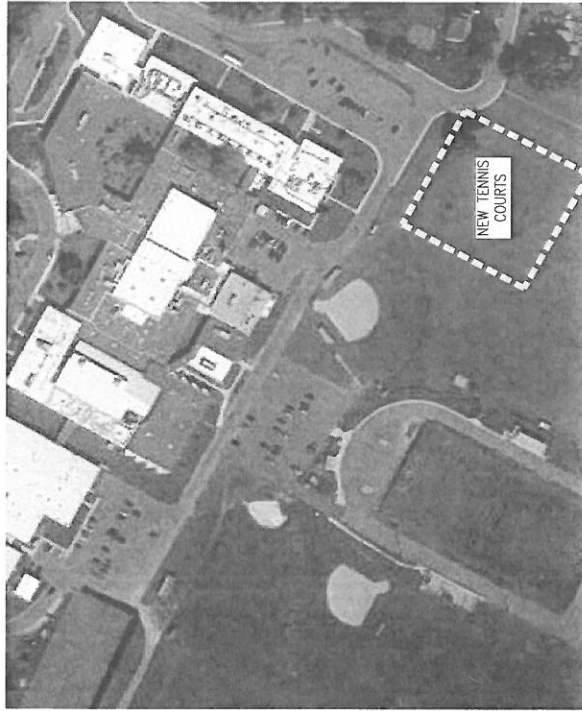
# NEW TENNIS COURTS & SITE WORK AT HIGHTSTOWN HIGH SCHOOL

BOROUGH OF HIGHTSTOWN  
Block 61.01 - Lots 46 & 47  
Block 62.01 - Lot 7  
TOWNSHIP OF EAST WINDSOR  
Block 48 - Lots 16, 17 & 19  
MERCER COUNTY - NEW JERSEY

EAST WINDSOR REGIONAL SCHOOL DISTRICT  
25A LESHIN LANE, HIGHTSTOWN, NJ



KEY MAP NOT TO SCALE



PROJECT LOCATION MAP NOT TO SCALE

## EAST WINDSOR REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

- Mr. Ram K. Ramachandran - President
- Ms. Christina Lands- Vice President
- Ms. Jeanne Bourjaily
- Mr. Christian Saez
- Ms. Jenna Drake
- Mr. Bertrand Fougneis
- Ms. Nicole LaRusso
- Mr. Robert Laverty
- Ms. Colleen Murphy

- Superintendent
- Mr. Mark Daniels

- Assistant Superintendents
- Ms. Erin Servillo
- Ms. Sandy Small

Business Administrator/Board Secretary  
Mr. Paul Todd

CIVIL ENGINEER  
EDWARDS ENGINEERING GROUP, INC.  
20 WEST END AVENUE, SUITE 200  
HIGHTSTOWN, NJ 08520  
TEL: (609) 221-6699

NJ DEPARTMENT OF EDUCATION  
PROJECT NUMBER: 21-1245-050-21-1000

NO.	DESCRIPTION	DATE
C-01	PRELIMINARY PLAN	10/15/2020
C-02	CONTRACT PLAN	10/15/2020
C-03	CONTRACT PLAN	10/15/2020
C-04	CONTRACT PLAN	10/15/2020

**GENERAL CONTRACTOR'S OBLIGATIONS:**

- CONSTRUCTION OF A NEW TENNIS COURTS INCLUDING ALL UTILITIES, DRAINAGE, ANCHORS, COURT CONTROL, AND SURFACE FINISHES.
- INSTALLATION OF ALL UTILITIES AND CONSTRUCTION OF STORM WATER MANAGEMENT SYSTEMS & EROSION CONTROL.
- INSTALLATION OF NEW PESTICIDE MANAGEMENT SYSTEMS AND BARRIERS (SEE 1000 NOTES).
- INSTALLATION OF NEW PESTICIDE MANAGEMENT SYSTEMS AND BARRIERS (SEE 1000 NOTES).
- INSTALLATION OF ALL UTILITIES AND CONSTRUCTION OF STORM WATER MANAGEMENT SYSTEMS & EROSION CONTROL.
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<p>EDWARDS ENGINEERING GROUP, INC. 20 WEST END AVENUE, SUITE 200 HIGHTSTOWN, NJ 08520 TEL: (609) 221-6699</p>	<p>NEW TENNIS COURTS &amp; SITE WORK AT HIGHTSTOWN HIGH SCHOOL PROJECT NUMBER: 21-1245-050-21-1000 DATE: 10/15/2020</p>
<p>COVER SHEET</p>	<p>William B. Edwards WILLIAM B. EDWARDS, P.E. 11/20/2020</p>

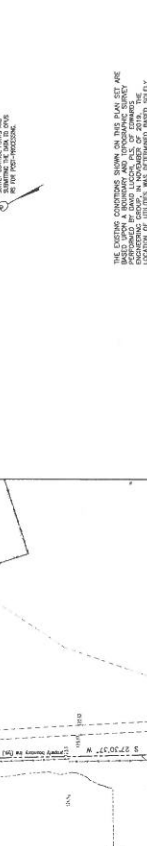
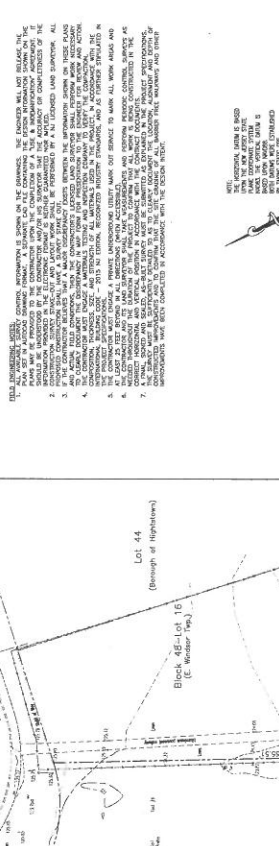
THIS DRAWING IS FOR PLANING BOARD CAPITAL PROJECT REVIEW ONLY NOT FOR CONSTRUCTION

**SOILS INFORMATION:**

- Soil Moisture:** A 3 to 4 inch thick layer of loess is encountered in the upper part of the profile.
- The soil is composed of brown silt with various amounts of iron, manganese and aluminum oxide, and is silty. The soil is dark brown to black with iron and manganese nodules. A soil depth of 42 inches was encountered at P-6. A soil depth of 45 inches was encountered at P-7. A soil depth of 48 inches was encountered at P-8. A soil depth of 51 inches was encountered at P-9. A soil depth of 54 inches was encountered at P-10. A soil depth of 57 inches was encountered at P-11. A soil depth of 60 inches was encountered at P-12. A soil depth of 63 inches was encountered at P-13. A soil depth of 66 inches was encountered at P-14. A soil depth of 69 inches was encountered at P-15. A soil depth of 72 inches was encountered at P-16. A soil depth of 75 inches was encountered at P-17. A soil depth of 78 inches was encountered at P-18. A soil depth of 81 inches was encountered at P-19. A soil depth of 84 inches was encountered at P-20. A soil depth of 87 inches was encountered at P-21. 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A soil depth of 318 inches was encountered at P-98. A soil depth of 321 inches was encountered at P-99. A soil depth of 324 inches was encountered at P-100.

Block 62-Lot 8-02  
Block 62-D1-Lot 7 (Righttown Spore)  
Block 48-Lot 17 (E. Windsor Twp.)  
Lot 44 (Remnant of Rightstown)  
Block 48-Lot 16 (E. Windsor Twp.)

lot line (typ.)



- LEGEND OF SYMBOLS & ABBREVIATIONS:**
- | SYMBOL | DESCRIPTION |
|--------|-------------|
| ...    | BRUSH       |
| ...    | CONCRETE    |
| ...    | GRAVEL      |
| ...    | ROCK        |
| ...    | SILT        |
| ...    | SAND        |
| ...    | CLAY        |
| ...    | PEAT        |
| ...    | ICE         |
| ...    | WATER       |
| ...    | UNDERGROUND |
| ...    | FOUNDATION  |
| ...    | ANCHOR      |
| ...    | PILE        |
| ...    | POST        |
| ...    | RAILROAD    |
| ...    | ROAD        |
| ...    | TRAIL       |
| ...    | UTILITY     |
| ...    | WATER       |
| ...    | WELL        |
| ...    | WINDMILL    |
| ...    | WOOD        |

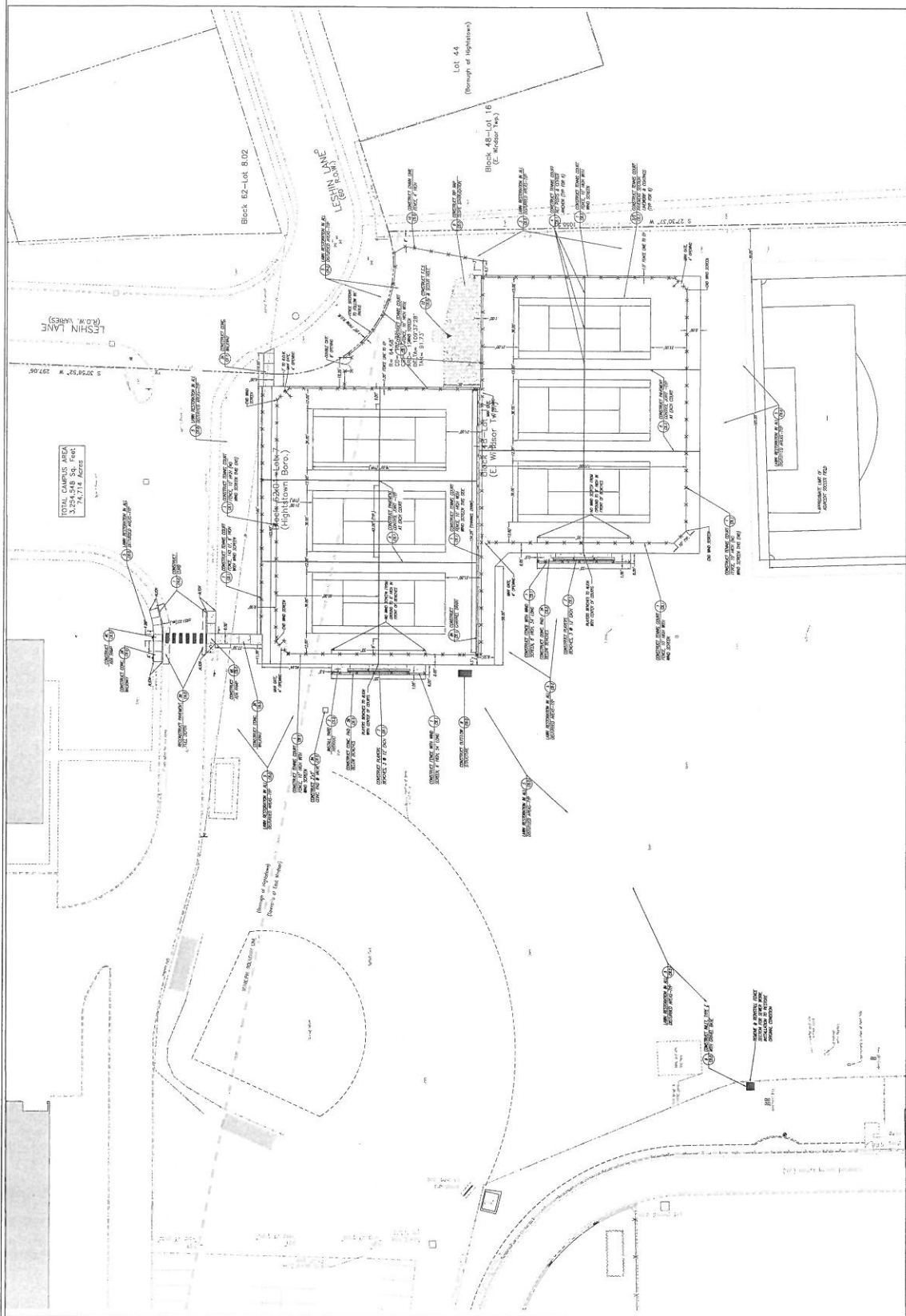
SYMBOL	DESCRIPTION
...	BRUSH
...	CONCRETE
...	GRAVEL
...	ROCK
...	SILT
...	SAND
...	CLAY
...	PEAT
...	ICE
...	WATER
...	UNDERGROUND
...	FOUNDATION
...	ANCHOR
...	PILE
...	POST
...	RAILROAD
...	ROAD
...	TRAIL
...	UTILITY
...	WATER
...	WELL
...	WINDMILL
...	WOOD

**EDWARDS**

*William & Edward*

Professional Engineer

License No. 12345



SCALE: 1"=20'

WORKSHEET NOS. WILL INCREASE BY 0.00 SQUARE FEET (0.97% INCREASE) AS NECESSARY TO COMPLY WITH THE MINIMUM WORKSHEET AREA REQUIREMENTS AND TO BE SUBJECT TO ANY FEET OR DECIMAL REGULATIONS FOR WATER QUALITY STANDARDS.

EDWARDS	EDWARDS ENGINEERING & ARCHITECTURE
1000 W. 10TH AVENUE	1000 W. 10TH AVENUE
DENVER, CO 80202	DENVER, CO 80202
TEL: 303.733.1100	TEL: 303.733.1100
FAX: 303.733.1101	FAX: 303.733.1101
WWW.EDWARDS-ENGINEERING.COM	WWW.EDWARDS-ENGINEERING.COM

THIS DRAWING IS FOR PLANNING BOARD CAPITAL PROJECT REVIEW ONLY - NOT FOR CONSTRUCTION

THE ARCHITECTURE, ENGINEERING AND PLANNING CONSULTANTS HAVE CONDUCTED VISUAL ANALYSIS OF THE PROPOSED PROJECT AND THE SURROUNDING AREA. THE VISUAL ANALYSIS IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE CONSULTANTS. THE VISUAL ANALYSIS IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE CONSULTANTS MAKE NO REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE CONSULTANTS MAKE NO REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.

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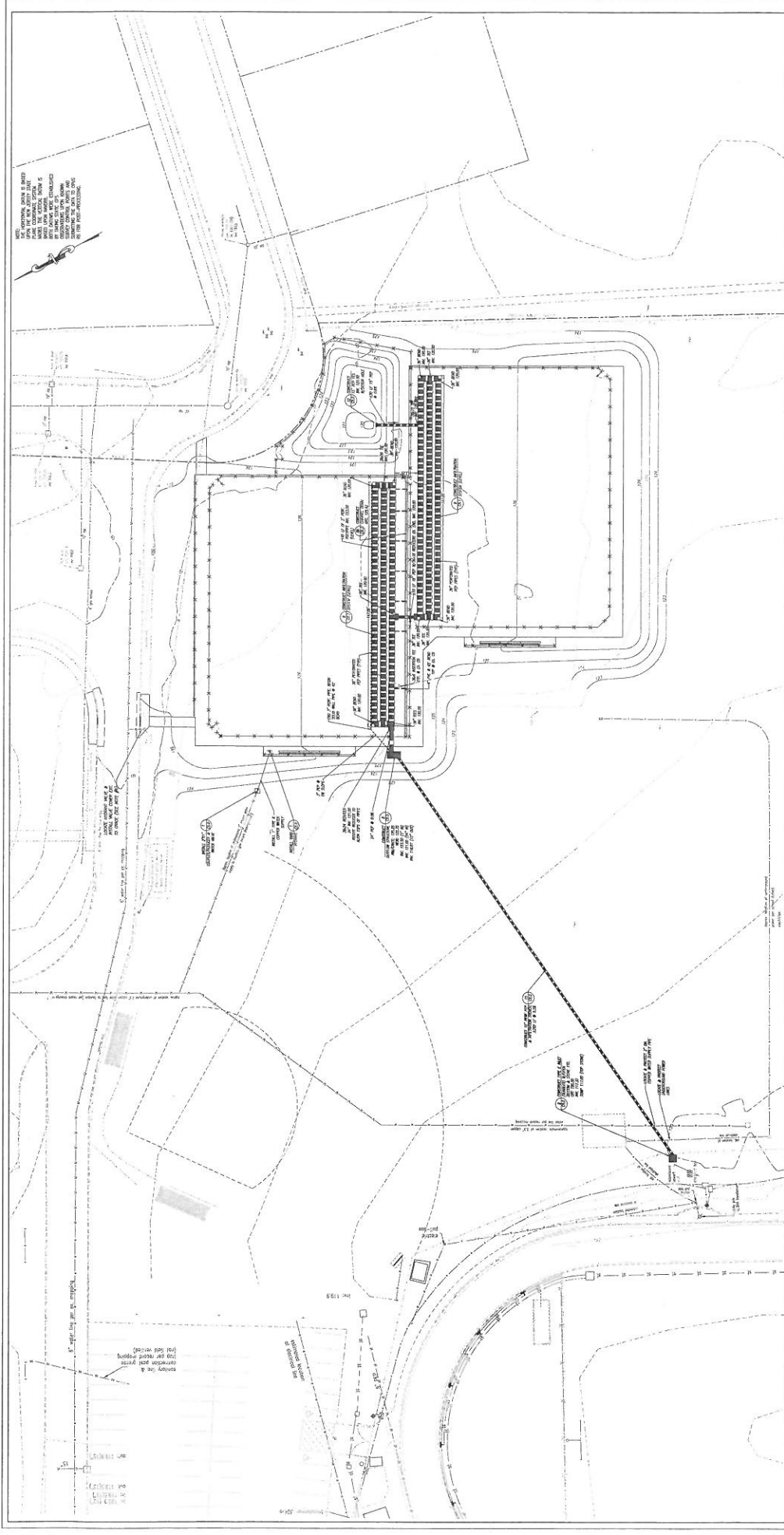
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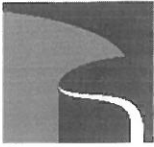
UTILITY PLAN - EAST

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<b>EDWARDS</b> NEW HAVEN COURTESY & SITE WORK AN AFFILIATE OF EDWARDS & KELCEY 1000 WEST MAIN STREET, SUITE 200 NEW HAVEN, CT 06510 TEL: 203.333.1111 FAX: 203.333.1112 WWW.EDWARDSANDKELCEY.COM		<b>EDWARDS</b> NEW HAVEN COURTESY & SITE WORK AN AFFILIATE OF EDWARDS & KELCEY 1000 WEST MAIN STREET, SUITE 200 NEW HAVEN, CT 06510 TEL: 203.333.1111 FAX: 203.333.1112 WWW.EDWARDSANDKELCEY.COM
<b>GRADING &amp; UTILITY PLAN</b>		William B. Edwards LICENSED PROFESSIONAL ENGINEER LICENSE NO. 112020020

THIS DRAWING IS FOR PLANNING BOARD CAPITAL PROJECT REVIEW ONLY - NOT FOR CONSTRUCTION

SYMBOL	DESCRIPTION	PROPOSED	EXISTING
[Symbol]	NEW WATER MAIN 12" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW SEWER MAIN 12" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW GAS MAIN 12" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW STORM MAIN 12" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW WATER SERVICE LINE 1/2" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW SEWER SERVICE LINE 1/2" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW GAS SERVICE LINE 1/2" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW STORM SERVICE LINE 1/2" DIA. @ 10' DEPTH	[Symbol]	[Symbol]
[Symbol]	NEW WATER VALVE	[Symbol]	[Symbol]
[Symbol]	NEW SEWER VALVE	[Symbol]	[Symbol]
[Symbol]	NEW GAS VALVE	[Symbol]	[Symbol]
[Symbol]	NEW STORM VALVE	[Symbol]	[Symbol]
[Symbol]	NEW WATER METER	[Symbol]	[Symbol]
[Symbol]	NEW SEWER METER	[Symbol]	[Symbol]
[Symbol]	NEW GAS METER	[Symbol]	[Symbol]
[Symbol]	NEW STORM METER	[Symbol]	[Symbol]
[Symbol]	NEW WATER MAIN CROSSING	[Symbol]	[Symbol]
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[Symbol]	NEW GAS MAIN CROSSING	[Symbol]	[Symbol]
[Symbol]	NEW STORM MAIN CROSSING	[Symbol]	[Symbol]



November 30, 2020

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

Re: Hightstown High School – New Tennis Courts  
Borough of Hightstown, Mercer County, New Jersey  
Our File No.: H1759

Dear Sandy:

Roberts Engineering Group, LLC has received and reviewed the following:

1. One cover letter submitted by Edwards Engineering Group, Inc dated November 25, 2020 which summarizes the above referenced improvements at the Hightstown High School.
2. One partial set of plans entitled, "New Tennis Courts and Site Work at Hightstown High School, Borough of Hightstown, Block 61.01 - Lots 46 and 47, Block 62.01 – Lot 7, Township of East Windsor, Block 48 – Lots 16.01, 17, and 19, Mercer County, New Jersey, dated November 25, 2020." The set consists of plan sheets C-0.0, C-1.0, C-2.0, and C-3.0.

We offer the following comments:

1. The plans appear to reference construction details. However, details are not shown on the provided plan sheets. Please provide a full set of plans.
2. The cover letter and plans indicated that impervious coverage is increased by 42,450 sq. ft. (0.97 ac) and is defined as a minor project per Chapter 25 of the Borough Ordinances.

However, Chapter 25 of the Borough ordinances define a major project as:

Any new development and/or redevelopment which meets the definition of "major development" under state law, in N.J.A.C. 7:8-1.2 (Definitions), i.e. one-quarter acre of new impervious cover and/or one acre of disturbance, shall be required to comply with the non-structural point system and/or the construction of structural stormwater management measures, as specified in Section 25-4 of the Revised General Ordinances of the Borough of Hightstown.

As the proposed improvements create more than 0.25 ac. of new impervious surface, please provide all items as required by Borough Ordinance Section 25-4.

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

Very truly yours,

Carmela Roberts, P.E., CME  
Borough Engineer

cc: Hightstown Planning Board Members  
Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk  
Jolanta Maziarz, Esquire, Planning Board Attorney  
Brian Slaugh, PP, AICP, Clark, Canton, Hintz, Planning Board Planner  
Cameron Corini, PE, CME, Roberts Engineering Group, LLC

# Resolution 2021-01

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

## MEETING SCHEDULE FOR THE YEAR 2021

**BE IT RESOLVED** by the Planning Board of the Borough of Hightstown that the meetings of the Planning Board for 2021 and for the first meeting in 2022 will be held virtually via [www.freeconferencecall.com](http://www.freeconferencecall.com).

Members of the public may attend and participate during the public participation portion of the meeting by phone or computer as follows:

### **To access from your telephone**

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

Access code: 845506#

### **To access from your computer**

Online meeting ID: hightstownborough

[www.freeconferencecall.com](http://www.freeconferencecall.com)

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

All relevant documents for scheduled meetings will be made available prior to the meeting at [www.hightstownborough.com](http://www.hightstownborough.com).

## 2021

Monday	February 8, 2021
Monday	March 8, 2021
Monday	April 12, 2021
Monday	May 10, 2021
Monday	June 14, 2021
Monday	July 12, 2021
Monday	August 9, 2021
Monday	September 13, 2021
<b>Tuesday</b>	October 12, 2021
Monday	November 8, 2021
Monday	December 13, 2021

**2022**

Monday

January 10, 2022

**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 11, 2021.

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Sandra Belan, Planning Board Secretary

# Resolution 2021-02

*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 2021.

## **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 11, 2021.

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*Sandra S. Belan  
Planning Board Secretary*

# Resolution 2021-03

*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 2021 at the rate of \$26.00 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 2021 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 11, 2021.

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Sandra S. Belan  
Planning Board Secretary

# Resolution 2021-04

*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 2021 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 2021 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 2021 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 11, 2021.

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*Sandra S. Belan  
Planning Board Secretary*



# Resolution 2021-05

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

## **APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LEGAL SERVICES – LAW OFFICE OF JOLANTA MAZIARZ LLC**

**WHEREAS**, there exists the need for specialized legal services for the Planning Board during 2021; and

**WHEREAS**, it is the desire of Planning Board to appoint **Jolanta Maziarz, Esq., Law Office of Jolanta Maziarz LLC, Warren, New Jersey**, as Planning Board Attorney for the year 2021; and

**WHEREAS**, the cost for the proposed services shall be as stated in the “2021 Hourly Fee Schedule” as approved by the Planning Board; and

**WHEREAS**, funds for this purpose will be made available in the 2021 budget; and,

**WHEREAS**, the anticipated term of this contract is for the 2021 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 Law Office of Jolanta Maziarz LLC, for professional legal services for the year 2021.

**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, Law Office of Jolanta Maziarz LLC, 79 Mount Horeb Road, Warren, New Jersey 07059.
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 11, 2021.

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Sandra S. Belan  
Planning Board Secretary

## PROFESSIONAL SERVICES AGREEMENT

### Legal Services – Planning Board

**THIS AGREEMENT**, made this 11th day of January 2021, by and between the Planning Board of the Borough of Hightstown, County of Mercer, State of New Jersey, hereinafter referred to as the Planning Board, and Jolanta Maziarz, Esq., Law Office of Jolanta Maziarz LLC, 79 Horeb Road, Warren, New Jersey 07059; and

**WHEREAS**, the Planning Board requires the services of an Attorney at Law of New Jersey to serve in the capacity of Planning Board Attorney; and

**WHEREAS**, the Planning Board has authorized the appointment of Jolanta Maziarz, Jolanta Maziarz, Esq., Law Office of Jolanta Maziarz LLC, 79 Horeb Road, Warren, New Jersey 07059, to serve as Planning Board Attorney during the Calendar Year 2021 as memorialized by adoption of Resolution 2021-05.

**NOW, THEREFORE, BE IT HEREBY AGREED** by the Planning Board and the Attorney that the Attorney will perform legal services for the Board and the Board will compensate the Attorney for such legal services as follows:

- |    |   |                      |
|----|---|----------------------|
| 1. | Attendance at all Planning Board meetings and work sessions | \$450.00 per meeting |
| 2. | All other legal services, including court time              | \$140.00 per hour    |
| 3. | Paralegal   | \$60.00 per hour     |
| 4. | Clerical  | \$15.00 per hour     |
| 5. | Any out-of-pocket disbursements                             | actual cost          |

**IN WITNESS WHEREOF**, the Board and the Attorney have executed this Agreement as of the date first above written.

Attest by:

Hightstown Planning Board

\_\_\_\_\_  
Sandra Belan, Secretary  
Planning Board

\_\_\_\_\_  
Fred Montferrat, Chairman  
Planning Board

\_\_\_\_\_  
Jolanta Maziarz, Attorney

# Resolution 2021-06

*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 2021; 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 2021; and

**WHEREAS**, funds for this purpose will be made available in the 2021 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 2021 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 2021 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 11, 2021.

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Sandra Belan  
Planning Board Secretary