



AGENDA

PLANNING BOARD REGULAR VIRTUAL MEETING

FEBRUARY 8, 2021 7:30 P.M.

Join Zoom Meeting

<https://zoom.us/j/7470887920?pwd=UkluZStlalJJVXJldHIvV2FXSk0wZz09>

Meeting ID: 747 088 7920

Passcode: 0Gz8yg

One tap mobile

+16468769923,,7470887920#,,,,*228069# US (New York)

+13017158592,,7470887920#,,,,*228069# US (Washington D.C)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 747 088 7920

Passcode: 228069

Find your local number: <https://zoom.us/u/aegB4WX1JC>

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 January 11, 2021 Regular Meeting

Public Comment

New Business

- 1) Update 2021 Capital Projects – Ms. Roberts
- 2) Proposed changes to the Generator Ordinance per Borough Council
- 3) Affordable Housing Discussion

Old Business – None

Committee and Professional Reports

Chairman and Board Member Comments

Adjourn

Hightstown Planning Board Regular Meeting – Virtual
January 11, 2021, 7:30 p.m.

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 7:34 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 that the January 11, 2021 agenda be amended to move the East Windsor Regional School District presentation before the Public Hearing on the Mobility Master Plan Amendment.

Motion made by Ms. Asselstine and seconded by Mr. Laudenberg to approve the January 11, 2021 agenda as amended.

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

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any changes to the December 14, 2020 Meeting Minutes.

Ms. Asselstine requested that the minutes on page 4 be amended to include the complete list (seven items) of the "Next Steps" as presented by Ms. Sheth and that the entire presentation made on December 14th be attached to the final minutes.

Motion made by Ms. Asselstine and seconded by Mr. Searing to approve the December 14, 2020 minutes as amended.

Roll Call Vote: Mr. Montferrat, Mr. Misiura, Ms. Asselstine, Ms. Watkins, Mr. Searing, Mr. Laudenberger, Mr. Balcewicz and Mr. Cabot. Ms. Jackson abstained. Mayor Quattrone was absent. Motion passed 8-0, one abstention.

OATH OF OFFICE

Ms. Maziarz, Planning Board Attorney, administered the Oath of Office to the following Board Members:

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

NOMINATIONS

Chairman – Planning Board

Mr. Misiura nominated Fred Montferrat to serve as Chairman of the Planning Board for 2021.
Ms. Asselstine seconded the nomination.

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

Vice Chairman – Planning Board

Mr. Montferrat nominated Beverly Asselstine to serve as Vice Chairman of the Planning Board for 2021.
Mr. Searing seconded the nomination.

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

REORGANIZATION RESOLUTIONS

#2021-01 – Meeting Schedule 2021 Planning Board

#2021-02 – Designating Official Newspapers

Motion made by Mr. Cabot and seconded by Mr. Searing to adopt Resolution 2021-01 and 2021-02.

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

#2021-03 – Appointing the Planning Board Secretary

Motion made by Ms. Asselstine and seconded by Mr. Balcewicz to appoint Sandra Belan to serve as the Planning Board Secretary for 2021.

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

#2021-04 – Appointing the Planning Board Engineer

Motion made by Ms. Asselstine and seconded by Mr. Searing to appoint Carmela Roberts, Roberts Engineering Group as the Planning Board Engineer for 2021.

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

Ms. Roberts thanked the Board for the appointment and noted that she first started as Planning Board Engineer in 1991. She has been with the Board for 30 years.

#2021-05 – Appointing the Planning Board Attorney

Motion made by Mr. Balcewicz and seconded by Ms. Jackson to appoint Jolanta Maziarz to serve as the Planning Board Attorney for 2021.

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

Ms. Maziarz thanked the Board for the appointment. Has been with the Board for six years.

#2021-06 – Appointing the Planning Board Planner

Motion made by Mr. Cabot and seconded by Ms. Asselstine to Appoint Brian Slauch as the Planning Board Planner for 2021.

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

Mr. Slauch thanked the Board members for the opportunity to serve another year.

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

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

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

Paul Todd, Business Administrator, East Windsor Regional School District – Presented overview: District Project for the High School Tennis Courts – Courts are well past their useful life – major cracks, depressions and tennis poles are bent. Courts have already been resurfaced once. Thought it would be best to start from scratch and move new tennis facility to another location on the campus. Currently have ten tennis courts; to participate in New Jersey State tennis tournaments, a minimum of five courts are required. Therefore, we are recommending only six new courts.

William B. Edwards, P.E., Edwards Engineering Group, Inc., Sommerville, NJ.

Mr. Edwards reviewed the project which is slated for the summer of 2121:

Project includes construction of six new high school competition tennis courts in an open lawn area with some trees near Leshin Lane. These courts will replace the high school's existing tennis courts that are located at the western side of the school campus. This new location will be more accessible to the school's students, public and proximity to vehicular parking stalls.

The District decided it was not practical to reconstruct ten tennis courts at this location at a greater cost, rather than constructing six new tennis courts at this new location. In the future, it will be less expensive to maintain six tennis courts instead of ten. May also stripe one/two of the courts for pickle ball use, which is popular with seniors and gym classes.

Construct six courts with fencing around all courts and wind screens to block wind and prevent disruptive play on adjacent courts.

A new barrier free (ADA) path between the school and tennis courts is also proposed, making the new courts completely handicapped accessible. Will add sidewalk link off Leshin Lane and dedicated crosswalk from the school up to the court. Everything is barrier free accessible from the High School Building to all six of the tennis courts. This is something the current courts do not have.

Courts will also include player benches built into the side of the courts, also shielded from the wind and parking lot glare via the fencing.

Project includes grading and minor drainage improvements along with a new underground and above ground stormwater management system that has been designed to comply with stringent Delaware & Raritan Canal Commission regulations and Mercer Soil Conservation District requirements. This system exceeds the Borough ordinance and the DRCC regulations.

Drainage from this facility will be discharged into East Windsor and will not impact the Borough's drainage.

Have discussed this project with Roberts Engineering Group and will provide a copy of Stormwater Management Report later this week.

Board Discussion

Lighting – At this time lights will not be installed. Will install underground conduits and boxes that would facility future sports lighting - LED smart systems that are programmable. If a lighting system is installed, we would come back to the Planning Board for review.

Trees – removed two large trees on corner. Trees will be removed/currently overhanging the courts and overhead power lines. Twelve new trees were installed last summer as part of the traffic circulation project.

Plans for current ten courts – provide additional parking since it is already a paved area.

Motions made by Mr. Misiura and seconded by Ms. Asselstine that the East Windsor School District proposed capital project for six new tennis courts is consistent with the Hightstown Borough's Master Plan.

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

PUBLIC HEARING Hightstown Borough Mobility Master Plan Amendment

Public Notice was printed in the Trenton Times on December 31, 202 as required by the Municipal Land Use Law.

Ms. Asselstine informed the Board that the Borough Council reviewed the plan and agreed by consensus that it should be incorporated into the Master Plan.

Ms. Asselstine gave a brief overview of the Mobility Plan.

Mobility Master Plan Amendment funded by technical assistance grant by the NJDOT. This mobility plan included several steps over the course of the last twelve months to gather input from community advisory board and the public. Documents published and made available for review include:

The Hightstown Borough Mobility Plan Amendment consists of the following:

- 1) Existing Conditions & Evaluation
- 2) Outreach Summary
- 3) Summary of Recommendations
- 4) Design Guidelines
- 5) Implementation and funding sources
- 6) Next Steps
- 7) Maps and exhibits summarizing the analysis of the recommendations.

PUBLIC COMMENT

Mr. Montferrat opened the Public Comment for discussion of the Mobility Plan.

There being no further comments, Mr. Montferrat closed the public portion of the meeting.

Board Discussion

Question regarding the specific recommendations outlined in the Plan?

Ms. Asselstine these are only planning level ideas/recommendations. There is an obligation on the part of the Borough to provide a progress report to NJDOT within in a year.

Mr. Slaugh – The Plan is identifying certain areas and suggesting that some action be taken. The Municipal Land Use Law allows technical appendixes to the Master Plan. This Mobility Plan is a technical appendix to the Circulation Element of the Master Plan under N.J.S.A. 40:55D-28b(11).

Motion made by Mr. Balcewicz and seconded by Mr. Asselstine to incorporate the Mobility Plan as a technical appendix to the Circulation Element of the Borough's Master Plan under N.J.S.A. 40:55D-28b(11).

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

Mr. Slaugh will organization/incorporate these elements into the Master Plan.

Discussion on Resolution 2021-01 – Discussion on Virtual Meeting update. Currently the Planning Board uses Freeconference.com. Borough Council has moved to Zoom.

Consensus of the Board that Zoom would be more efficient for the Planning Board. The Resolution will be changed to reflect the new log on information for the Zoom account when the account is established.

SUBCOMMITTEE APPOINTMENTS

- 1) Architectural Review Committee – coordinate with the Historic Preservation Commission to review architectural design aspect.
- 2) Affordable Housing Subcommittee – Steve Misiura and Fred Montferrat
- 3) Bicycle Planning Subcommittee – Bev Asselstine and Joe Balcewicz

BOARD LIAISONS

- 1) Historic Preservation Commission – Ray Cabot – Willis House – developer has given permission to the HPC to walk through and salvage items from the house. Problem is the story of these items.
- 2) Environmental Commission – this is a voting member and needs to be filled. Member of the Environmental Commission could also be a member of the Planning Board. Mr. Montferrat will discuss this further with the Mayor.

COMMITTEE AND PROFESSIONAL REPORTS

Ms. Roberts would like to review and summarize the Borough's 2021 capital projects at the February Meeting.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Ms. Asselstine and seconded by Mr. Misiura. All ayes. Meeting adjourned at 9:00 p.m.

Submitted by:

Sandra Belan
Planning Board Secretary



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

February 1, 2021

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

Re: 2021 Capital Improvements
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1759

Dear Sandy:

I am writing this letter to provide the Planning Board with a list of capital improvements anticipated by the Borough in 2021. The anticipated improvements are as follows:

1. Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive, and Schuyler Avenue:

Estimated Cost: \$1,450,000.00

Funding: \$600,000.00 NJDOT Grant

Scope and Status:

This contract is designed and will be advertised for bid by mid-February. We anticipate a contract award before March 25, 2021. Construction will start in Spring 2021.

Springcrest Drive - Replace curbs as needed, provide new sidewalk on north side of road, milling paving of pavement, replacement of sanitary sewer and laterals, decommissioning of existing sanitary lift station.

Taylor Avenue - Provide new curbs on both sides of road, provide new sidewalk on west side of road, milling paving of pavement, replacement of existing water main.

Spruce Court - Replace existing curb and sidewalk as needed, milling paving of pavement.

Glen Drive - Replace existing curb and sidewalk as needed, milling paving of pavement.

Schuyler Avenue - Replace existing water main and water service.

2. Improvements to Railroad Avenue and Dey Street:

Estimated Cost: \$500,000.00

Funding: \$529,632.00 NJDOT Grant

Scope and Status:

This contract has been awarded funding through the NJDOT for construction and inspection. We anticipate authorization to design by the end of 2021.

The improvements include new curbs and sidewalks as well as a driveway entrance to the new Borough Hall facility that is planned at the old YMCA site.

3. Improvements to Bennet Place, Hausser Avenue, and Prospect Drive:

Estimated Cost: \$950,000.00

Funding: \$500,000.00 NJDOT Grant

Scope and Status:

This contract has been awarded funding through the NJDOT for construction and inspection. We anticipate authorization to design by the end of 2021.

The improvements include new sidewalks, curb replacement as necessary, and replacement of water mains.

4. Water Treatment Plant Lagoon Liner Replacement:

Estimated Cost: \$39,900.00

Funding: Borough Funds

Scope and Status:

Quotes have been revised and an award will be made by mid-February.

These improvements include replacement of the liner within the Water Treatment Plant lagoon.

This is the lagoon that sits adjacent to and is visible from Purdy Street.

5. Water Treatment Plant Emergency Generator and Flood Gates:

Estimated Cost: \$440,000.00

Funding: FEMA

Scope and Status:

This contract is in the design phase and is anticipated to be advertised for bid in Spring 2021 with construction completion before the end of 2021.

The improvements include a new elevated emergency generator at the Water Treatment Plant and flood gates at all doorways. This project is a result of flooding at the site during Hurricane Irene and is being funded by FEMA as a flood mitigation contract.

6. Elevated Water Tank Rehabilitation:

Estimated Cost: \$810,500.00

Funding: NJ IBank or USDEA

Scope and Status:

We received authorization to begin design in Spring 2021 with advertisement soon thereafter.

The improvements include cleaning and rehabilitation to the three (3) water storage tanks in the Borough; 400,000 gallons at Leshin Lane, 300,000 gallons at First Avenue, and 500,000s gallon at Cranbury Station Road.

7. Peddie Lake Dam Stone Face Repairs:

Estimated Cost: Not yet known.

Funding: Borough Funds

Scope and Status:

We anticipate design to begin in early 2021 with construction completion in Summer 2021.

The improvements include repairs and repointing of the dam's stone face.

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

Very truly yours,



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

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

Revised 1/29/21 – Comments from George Chin, Zoning office in blue.

Subsection 28-10-19 Permanently Installed Standby Generators.

- a. Standby generators shall be permitted as accessory uses ~~in the following Residential Districts: R-1, R-2, R-3, and R-4,~~ and shall be located in the rear yard **and side yard** only and not project beyond the ~~side~~ **front** building lines of the principal structure. All generators shall be installed on a concrete pad or other pre-formed pad designed to meet the generator's specifications. The generator shall be screened so it is not visible from adjacent properties or from any street or public way. ~~For corner lots, generators may be located in the side yard with approval from the Zoning Officer.~~ Screening shall consist either of plantings or an opaque fence of sufficient size and height to completely screen the generator from adjacent properties or from any street or public way. **Generators located in the side yard require six (6') foot solid fencing to completely enclose the generator. A solid gate shall be required.** Screening shall be maintained by the owner or occupant of the property. **All screening or fencing shall be placed in accordance with the generator manufacturer's installation instruction and clearance requirements.** The location of the generator, the type of screening and the size of the screening shall be approved by the Zoning Officer.

1/29/21- Generator expanded to be allowed in all zones. A local business asked about installing a generator. Restaurants and some businesses need to protect their inventory when there is a blackout. They are required to throw away all products in the refrigerators and freezers when the power goes out. Other businesses could use a generator to allow them to continue to operate and to process transactions. Hightstown appears to experience more blackouts than other areas. This is another way to help protect our businesses from financial losses. If the generator is not allowed, businesses would be required to go before the Planning Board for a variance.

Enchantment is located in the AA, Active Adult Age-Restricted Housing, zone. They were not included in the original ordinance. I have heard from many residents who want to install a generator. Some of them have medicine which needs to be refrigerated, so they cannot lose power.

There are at least three residents in the R-4 zone who will need to get a variance in order to install the generator in the side yard.

Some points on why they need to install the generator in the side yard:

- 1. The R-4 zone is the zone with the smallest lots and the smallest houses. This creates a hardship in locating the generators in the rear yard since the rear yards are small and the space is limited.*

2. *The houses are narrow, which restricts the available location for the generator along the back of the house. The living spaces, such as patios and decks, are usually right behind the house.*
3. *If there is a play area behind the house, the generator could also be a safety issue.*

The cost of the variance also needs to be considered. There is no set cost for the variance, since an escrow account is required. How can a resident decide if the cost of the variance for the generator is worth it if they do not know what the total cost would be? Or if it would even be approved?

After the blackout from Hurricane Sandy, people started to install generators or even gas fireplaces as a heat source. I know that there were some generators installed in the R-4 side yard before the generator ordinance restricted them. I had recommended a sound barrier of a fence or planting and told them that a neighbor will not complain about the noise if you give them power during a blackout. I know that you cannot require the owner to give power to the neighbor, but a generator is another way to foster closer bonds between neighbors. It is neighbors helping neighbors. One of the residents who wants to install a generator has an elderly woman, who lives alone, as a neighbor. He says he intends to give her power during a blackout.

The code enforcement office hears many types of complaints. We have yet to receive a complaint concerning generator noise.

- b. Standby generators may only be used when electric power to the property has been interrupted for reasons beyond the control of the property owner or resident, or for routine testing. Routine testing is permitted for a thirty minute period once a month during weekdays between 9:00 a.m. and 4:00 p.m., subject to air quality restrictions. Routine testing shall not take place on days in which the air quality is classified as unhealthy for sensitive groups, unhealthy, very unhealthy, or hazardous in accordance with N.J.A.C. 7:27-19.2(d) as it may be amended from time to time.
- c. Notwithstanding anything to the contrary, generators shall not generate noise levels in excess of 68 dB at twenty-three feet when operating at one hundred percent. Generators shall be operated at all times with a muffler, and any factory-installed enclosure for the generator may not be removed for any reason except for maintenance or repair.
- d. Supplemental diesel and gasoline fuel storage tanks powering generators shall not be permitted in any residential zone. If the generator is powered by propane gas, the propane gas tank shall be completely screened so as not to be visible from adjacent properties or from any street or public way and shall obtain all applicable regulatory approvals.

(Ord. No. 2014-18)