

**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. Laudenberg, 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. Laudenberg, 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. Laudenberg, 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. Laudenberg, 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. Laudenberg, 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 Slaugh as the Planning Board Planner 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.

Mr. Slaugh 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. Laudenberg, 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. Laudenberg, Mr. Balcewicz and Mr. Cabot. Mayor Quattrone was absent. Motion passed 9-0.

Mr. Slauch 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

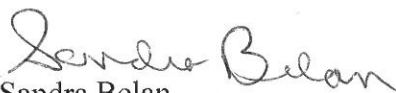
- 1) Historic Preservation Commission – Ray Cabot – Willis House – developer has given permission to the HPC to walk through and salvage items from the house. The problem is the storage of these items.
- 2) Environmental Commission – this is a voting member and needs to be filled. Member of the Environmental 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

Resolution 2021-01

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

APPROVING THE PLANNING BOARD 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.zoom.com. All relevant documents for scheduled meetings will be made available prior to the meeting at www.hightstownborough.com.

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

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

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+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>

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
Tuesday	October 12, 2021
Monday	November 8, 2021
Monday	December 13, 2021

2022

Monday	January 10, 2022
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CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 11, 2021.



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.



*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

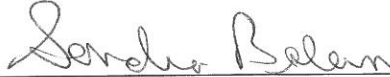
WHEREAS, it is the desire of the Planning Board to appoint Sandra S. Belan to this position; and

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.


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.



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.

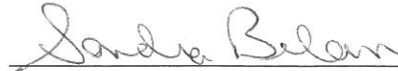
NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Planning Board of the Borough of Hightstown that the Planning Board Chairman is authorized to execute and the Planning Board Secretary to attest an agreement between the Borough of Hightstown and Law Office of Jolanta Maziarz LLC, for professional 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.



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.



Sandra Belan
Planning Board Secretary