

**Meeting Minutes**  
**Hightstown Borough Council**  
**September 7, 2021**  
**6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:30 p.m. p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website.” Do to COVID-19 and self-distancing protocols, this meeting was held remotely through [www.zoom.com](http://www.zoom.com).

The flag salute followed Roll Call.

	<b>PRESENT</b>	<b>ABSENT</b>
<i>Councilmember Susan Bluth</i>	✓	
<i>Councilmember Joseph Cicalese</i>	✓	
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Joshua Jackson</i>	✓	
<i>Councilmember Steven Misiura</i>	✓	
<i>Councilmember Frederick Montferrat</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Borough Clerk; Dimitri Musing,; Borough Administrator; Fred Raffetto, Borough Attorney; Carmela Roberts, Borough Engineer and George Lang, CFO.

The Flag Salute followed roll call.

**APPROVAL OF AGENDA**

Moved by Councilmember Misiura; Seconded by Councilmember Fowler.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat.

Agenda approved 6-0.

**APPROVAL OF MINUTES**

**July 6, 2021 – Public Session**

Moved by Councilmember Bluth; Seconded by Councilmember Jackson

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Minutes approved 6-0.

**July 19, 2021 – Public Session**

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Minutes approved 6-0.

**July 19, 2021 – Executive Session**

Moved by Councilmember Bluth; Seconded by Councilmember Montferrat

Roll Call Vote: Councilmembers Bluth, Jackson, Misiura and Montferrat voted yes.

Minutes approved 4-0 with 1 abstention.

**July 26, 2021 – Budget Workshop**

Moved by Councilmember Fowler; Seconded by Councilmember Montferrat.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Minutes approved 6-0.

**ENGINEERING ITEMS**

Mr. Musing explained the Borough Engineer's, Carmela Roberts, letter dated September 2, 2021. Ms. Roberts recommends declaring an emergency for repairs to the Peddie Dam and awarding a contract to a specialist. Mr. Musing is looking into insurance to see if this can be covered under environmental insurance. He is awaiting an answer. CFO, George Lang, confirmed there are funds to cover this emergency repair. Councilmember Montferrat stated that this has been a problem for some time and he is familiar with the ongoing problems with the dam. He is happy to help with the insurance claim. Mr. Musing stated that we need to start budgeting yearly maintenance for the dam and the lake stating that the lake is one of the most significant assets in the Borough. Discussion ensued. It was stated that while the Borough owns the dam, we are tightly controlled over what can be done due to DEP requirements. Ms. Roberts stated that the contractor works on historic structures, and she is confident that they will make the repair so it blends with the age and fit of the existing structure. Mayor Quattrone stated that we need to continue to look for funding from DEP or maybe the Watershed. Council instructed Mr. Musing to move forward with beginning the claim with Statewide Insurance. Ms. Roberts will reach out to the Dam Safety section of DEP; Mr. Musing will reach out to the Watershed.

**Resolution 2021-139 Authorizing and Emergency Repair to the Peddie Lake Dam**

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-139

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

**AUTHORIZING AN EMERGENCY REPAIR TO THE PEDDIE LAKE DAM**

**WHEREAS**, the Peddie Lake Dam piers and stonework have suffered damaged by the remnants of Hurricane Henri and a major rainstorm Hightstown experienced three weeks prior; and

**WHEREAS**, the Borough Engineer has inspected the damage which includes leaks in the dam and missing stones from the stone piers and wingwalls resulting in the dam not being able to provide proper channeling of flood water; and

**WHEREAS**, the Borough Engineer finds that this is an extremely dangerous condition that must be addressed immediately; and

**WHEREAS**, the Borough Clerk/Purchasing Agent concurs that the dangerous condition of the Peddie Lake Dam affects the health, safety and welfare of the community and qualifies as an emergency; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and

**WHEREAS**, the Hightstown Borough Mayor and Council wish to have immediate repairs made to the Peddie Lake Dam to protect the health, safety and welfare of the public.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Hightstown hereby concur with the Borough Engineer and Borough Clerk/Purchasing Agent that the repairs noted above are dangerous in nature and require immediate “emergency” repair.

**Resolution 2021-140 Awarding a Contract for Emergency Repair to the Peddie Lake Dam -A. Pennacchi & Sons, Inc.**

Moved by Councilmember Montferrat; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-140  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AWARDING A CONTRACT FOR AN EMERGENCY REPAIR PEDDIE LAKE DAM –  
A. PENNACCHI & SONS, INC.**

**WHEREAS**, Pursuant to resolution 2021-139 the Peddie Lake Dam is in dangerous condition and requires emergency repair; and

**WHEREAS**, the Borough Clerk/Purchasing Agent concurred that the dangerous condition of the Peddie Lake Dam affects the health, safety and welfare of the community and qualified as an emergency; and

**WHEREAS**, the Borough Engineer secured the services of A. Pennacchi & Sons, Inc. of Hamilton, New Jersey to perform the necessary emergency repairs at a cost of not to exceed \$50,900.00; and

**WHEREAS**, the Borough Council must award the contract for said emergency services; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown that an emergency contract is hereby awarded to A. Pennacchi & Sons, Inc. of Hamilton, New Jersey in the amount not to exceed \$50,900.00 for the emergency repairs noted above and in resolution 2021-139.

**Resolution 2021-141 Authorizing Payment No. 1 and Change Order No. 1 – Earle Asphalt Company – Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive and Schuyler Avenue**

Ms. Roberts explained the change order. This formalizes direction Council approved several months ago, adding roadway, curbs and sidewalks to Schuyler Avenue. Council President Bluth questioned the total amount of the project. The awarded grant amount is \$600,000. The project is not over \$1.3 million. Ms. Roberts explained the additional costs to the project. 1. Removing the pump station at Springcrest. 2. Removing asbestos pipes 3. Adding Schulyer to the project to replace the watermain was requested by Public Works 4. The residents requested that the roadway on Schuyler be improved. All of these changes are needed, and Council approved all work previously.

Moved by Councilmember Jackson; Seconded by Councilmember Misiura.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-141

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

**AUTHORIZING PAYMENT #1 AND CHANGE ORDER #1– EARLE ASPHALT  
COMPANY – IMPROVEMENTS TO SPRINGCREST DRIVE, TAYLOR AVENUE,  
SPRUCE COURT, GLEN DRIVE & SCHUYLER AVENUE**

**WHEREAS**, on March 15, 2021, the Borough Council awarded a contract for the Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue to Earle Asphalt Company of Wall, New Jersey at the price of \$1,370,813.13; and

**WHEREAS**, the contractor has submitted a request for payment No. 1 in the amount of \$307,226.59 for partial work performed through August 2, 2021 for mobilization, clearing site, uniform traffic directors, tree removal, wet tap and valve, watermain and fire hydrant assemblies; and

**WHEREAS**, the contractor has submitted Change Order No. 1 which includes modification in the water main size on Schuyler Avenue; and

**WHEREAS**, Change Order No. 1 also includes the addition of curbs, sidewalk, driveway and curb ramps on Schuyler Avenue as previously authorized by Council; and

**WHEREAS**, Change Order No. 1 increases the contract by \$45,417.00 (3.31%); and

**WHEREAS**, the Borough Engineer has recommended approval of Change Order No. 1; and

**WHEREAS**, the Borough Engineer has recommended approval of Payment Request No. 1 to the contractor in the amount of \$307,226.59; and

**WHEREAS**, the CFO has certified that funds are available for this expenditure.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change Order No. 1 and Payment Request No. 1 to Earle Asphalt Company of Wall, New Jersey for \$307,226.59, is hereby approved as detailed herein, and the CFO is authorized to issue same, which will close out the project.

Ms. Roberts left the meeting at this point.

## **2021 BUDGET**

### **Resolution 2021-142 Authorizing the Budget to be Read by Title Only**

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-142

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

### **AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY**

**WHEREAS**, pursuant to 40A:4-10, as amended by Chapter 95, P.L.2015, provides that the budget may be by title when procedures required by N.J.S.40A:4-8 and N.J.S.40A:4-9 or section 12 of P.L.1995, c.259 (C.40A:4-6.1), as applicable, have been followed; and

**WHEREAS**, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body; and

**WHEREAS**, the Borough Council finds that the budget for 2020 shall be read by title only.

**NOW, THEREFORE BE IT RESOLVED** that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain	Absent
<b>Ms. Bluth</b>	✓		✓			
<b>Ms. Cicalese</b>			✓			
<b>Ms. Fowler</b>		✓	✓			
<b>Mr. Jackson</b>			✓			
<b>Mr. Misiura</b>			✓			
<b>Mr. Montferrat</b>			✓			

#### **Public Hearing for the 2021 Budget**

Mayor Quattrone opened the Public Hearing for the 2021 Budget and the following individuals spoke:

**Eugene Sarafin, 628 South Main Street** - Stated he would like to see an easier budget for the public to understand. Would like to see a breakdown by department.

**Joe Balcewicz, 413 Stockton Street** - Questioned why it took so long to approve the budget. Asked how the Borough paid bills.

**George Lang, CFO** - stated that many factors caused the delay.

There being no further comments, Mayor Quattrone closed the public hearing.

#### **Resolution 2021-143 Adoption of 2021 Budget**

Moved by Councilmember Misiura; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

**Attached hereto and made part thereof.**

#### **PUBLIC COMMENT I**

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

**Eugene Sarafin, 628 South Main Street** - Stated that the Pledge of Allegiance should go away. There has never been liberty and justice for all. Spoke against the republican party. Reiterated the storm water management problems in the Borough. People continually get water in the basements. It is affecting everyone, and we need to solve the problem.

**Joe Balcewicz, 413 Stockton Street** - Stated that he has a concern about the roundabout proposal on Stockton Street. He believes additional analysis needs to be done.

There being no further comments, Mayor Quattrone closed the public comment period.

## **ORDINANCES**

### **Ordinance 2021-10 Final Reading and Public Hearing Amending Section 3(a) of Bond Ordinance 2017-09 of the Borough of Hightstown, in the County of Mercer, Jersey, Finally Adopted August 21, 2017 in Order to Replace the Construction of a Retaining Wall with the Replacement of Curbs and Sidewalks**

Mayor Quattrone opened the Public Hearing for Ordinance 2021-10 and the following individuals spoke:

**Eugene Sarafin, 628 South Main Street** - Stated that he supports the ordinance.

There being no further comments, Mayor Quattrone closed the public hearing.

Moved for adoption by Councilmember Bluth; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Ordinance adopted 6-0.

Ordinance 2021-10

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

### **ORDINANCE AMENDING SECTION 3(a) OF BOND ORDINANCE #2017-09 OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, FINALLY ADOPTED AUGUST 21, 2017 IN ORDER TO REPLACE THE CONSTRUCTION OF A RETAINING WALL WITH THE REPLACEMENT OF CURBS AND SIDEWALKS.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section One. Section 3(a) of Bond Ordinance #2017-09 of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"), finally adopted August 21, 2017 is hereby amended to read as follows:

"The improvement hereby authorized and the purpose for the financing of which the bonds are to be

issued is various capital improvements, including the replacement of curbs and sidewalks on Stockton Street (C.R. 571) between Oak Lane and the Borough limits to the west and improvements to First Avenue, including all work and materials necessary therefor and incidental thereto.”

Section Two. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

Section Three. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Ordinance 2021-11 First Reading and Introduction An Ordinance Authorizing the Purchase of Certain Real Property Known and Designated as Block 60, Lot 15 on the Official Tax Map of the Borough of Hightstown, Located at 240 Mercer Street in the Borough of Hightstown, County of Mercer and State of New Jersey**

Moved for introduction by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Ordinance introduced 6-0. Public Hearing scheduled for September 25, 2021.

Ordinance 2021-11

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

**AN ORDINANCE AUTHORIZING THE PURCHASE OF CERTAIN REAL PROPERTY KNOWN AND DESIGNATED AS BLOCK 60, LOT 15 ON THE OFFICIAL TAX MAP OF THE BOROUGH OF HIGHTSTOWN, LOCATED AT 240 MERCER STREET IN THE BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER AND STATE OF NEW JERSEY.**

**WHEREAS**, pursuant to the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, *et seq.*, a municipality may acquire any real property for public use; and

**WHEREAS**, the Borough of Hightstown (the “Borough”) has determined that the purchase of certain real property located at 240 Mercer Street in the Borough, which is more commonly known and designated as Block 60, Lot 15 on the Official Tax Map (the “Property”) would be beneficial to the public, in that it will allow the Borough to expand the size of the site of the proposed new municipal building and associated facilities at the adjacent property (which is located at 230 Mercer Street - Block 60, Lots 16 and 17); and

**WHEREAS**, the Borough and Property’s owners, Jesus R. and Carmen M. Ortiz, have reached a meeting of the minds relating to the sale of the Property to the Borough, which understanding is set forth in more detail in a Contract for the Sale of Real Estate (the “Contract”); and



**WHEREAS**, the Contract contains all of the terms and conditions associated with the Borough's acquisition of the Property, including the purchase price of One Hundred Ninety Thousand Dollars (\$190,000.00); and

**WHEREAS**, a copy of the Contract is on file in the office of the Borough Clerk; and

**WHEREAS**, the "Local Lands and Buildings Law," specifically at N.J.S.A. 40A:12-5(a), requires a municipality to adopt an Ordinance in order to provide for the acquisition of any real property; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the purchase of the Property through the adoption of the within Ordinance.

**NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED**, by the Mayor and Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

Section 1. That, in accordance with N.J.S.A. 40A:12-1, et seq., the Borough of Hightstown hereby authorizes the acquisition of the property located at 240 Mercer Street in the Borough, more commonly known and designated as Block 60, Lot 15 on the Official Tax Map, so that the Property may be utilized in connection with the proposed new municipal building and associated facilities at the adjacent parcel which is located at 230 Mercer Street (Block 60, Lots 16 and 17).

Section 2. That the terms and conditions associated with the Borough's purchase of the Property are set forth in the Contract, a copy of which is on file for public inspection at the office of the Borough Clerk.

Section 3. That the purchase price for the Property shall be One Hundred Ninety Thousand Dollars (\$190,000.00).

Section 4. That funding for the down payment and purchase of the Property shall be certified by the Borough's Chief Financial Officer and shall be withdrawn from the following account number: Reserve for Municipal Building-FEMA/C-04-55-999-905-100.

Section 5. That the Mayor or Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, any documents deemed necessary to effectuate the purchase of the Property, so long as said documents are in a form satisfactory to the Borough Attorney.

Section 6. That all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Ordinance and the Contract.

Section 7. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 8. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 9. That, in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

**Ordinance 2021-12 First Reading and Introduction An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown**

Moved for introduction by Councilmember Cicalese; Seconded by Councilmember Misiura.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Ordinance introduced 6-0. Public Hearing scheduled for September 25, 2021.

Ordinance 2021-12  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown, as follows:

**Section 1.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor (	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Clerk	\$40,000.00	\$87,000.00
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Part-Time Treasurer	\$15,000.00	\$32,000.00
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	\$22,000 .00

**RANGING FROM:      TO:**

	<b>RANGING FROM:</b>	<b>TO:</b>
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
Municipal Magistrate	\$30,000.00	\$54,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$59,000.00
Planning Board Secretary	\$1,000.00	\$27,000.00
Technical Assistant	\$28,000.00	\$43,000.00
Construction Code Official	\$18,000.00	\$38,000.00
Fire Subcode Official	\$3,500.00	\$9,000.00
Building Subcode Official	\$3,500.00	\$9,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
Supervising AWWTP Operator	\$44,000.00	\$60,000.00
Superintendent of AWWTP	\$50,000.00	\$114,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Secretary Board of Health	\$100.00	\$2,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Health Officer	\$8,000.00	\$16,000.00
OEM Coordinator	\$2,000.00	\$ 6,000.00
Borough Administrator	\$30,000.00	\$96,000.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Police Chief	\$120,000.00	\$167,000.00

**Section 2.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Administrative Assistant/Payroll Clerk	\$10.00	\$32.00
Public Health Nurse	\$25.00	\$48.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00
Clerical Assistant	\$10.50	\$22.00
Administrative Assistant	\$13.50	\$32.00
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	\$15.00	\$38.00

**RANGING  
FROM:**

**TO:**

Public Works Laborer	\$14.00	\$38.00
Public Works Municipal Building Maintenance	\$8.00	\$38.00
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	\$10.00	\$22.00
Assistant Water Plant Operator	\$15.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	\$54.00
AWWTP Maintenance	\$16.00	\$32.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$22.00

	<b>RANGING FROM:</b>	<b>TO:</b>

AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$32.00
Recreation Director (part-time)	\$20.00	\$43.00
Assistant Recreation Director (part-time)	\$8.00	\$22.00
Junior Recreation Counselor (part-time)	\$6.00	\$16.00
Housing Inspector	\$14.00	\$38.00
Fire Inspector	\$14.00	\$38.00
Building Inspector	\$14.00	\$38.00
Code Enforcement Officer	\$15.00	\$38.00
Fire Officer	\$14.00	\$38.00
Zoning Official	\$14.00	\$38.00
Electric Subcode Official	\$14.00	\$54.00
Plumbing Subcode Official	\$14.00	\$54.00

**Section 3.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on a daily basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
School Crossing Guard	\$50	\$75

**Section 4.** This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2021, except for the salaries for Mayor and Council Members which will be retroactive to July 1, 2021



**Section 5.** The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

**RESOLUTIONS**

**Resolution 2021-144 Authorizing Payment of Bills**

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-144

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

**AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,355,711.99 from the following accounts:

Current		\$1,096,698.48
W/S Operating		85,105.39
General Capital		93,565.89
Water/Sewer Capital		4,000.00
Grant		1,250.37
Trust		7,302.45
Unemployment Trust		0.00
Animal Control		28.20
Law Enforcement Trust		0.00
Tax Lien Trust		67,761.21
Public Defender Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$1,355,711.99</u>

**Resolution 2021-145 Resolution Authorizing the Borough to Enter into a Contract for the Purchase of Certain Real Property Known and Designated as Block 60, Lot 15, Located at 240 Mercer Street, Hightstown, New Jersey and Authorizing the Waiver of Borough Inspection, Permit and Other Fees Associated Therewith**

Moved by Councilmember Misiura; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-145

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

**RESOLUTION AUTHORIZING THE BOROUGH TO ENTER INTO A CONTRACT  
FOR THE PURCHASE OF CERTAIN REAL PROPERTY KNOWN AND  
DESIGNATED AS BLOCK 60, LOT 15, LOCATED AT  
240 MERCER STREET, HIGHTSTOWN, NEW JERSEY,  
AND AUTHORIZING THE WAIVER OF BOROUGH INSPECTION,  
PERMIT AND OTHER FEES ASSOCIATED THEREWITH.**

**WHEREAS**, the former municipal building for the Borough of Hightstown (the “Borough”), located at 148 North Main Street, and more commonly known and designated as Block 30, Lots 10, 11 and 12 on the Borough’s Official Tax Map, was severely damaged and rendered inoperable as a result of Hurricane Irene which struck in August of 2011; and

**WHEREAS**, since then, the Borough has relocated most of its administrative staff to the Borough’s Public Works building located at 156 Bank Street, and has relocated its Police Department and associated operations to the property located at 415A Mercer Street pursuant to a Lease Agreement with the private owner(s) of said property; and

**WHEREAS**, the operations at both of the aforementioned sites have been undertaken on a temporary basis, while the Borough pursues plans and construction of its new municipal facilities at the property located at 230 Mercer Street, more commonly known and designated as Block 60, Lots 16 and 17 on the Official Tax Map (the “former YMCA Property”); and

**WHEREAS**, the Mayor and Borough Council have determined that the purchase of an additional property situated immediately adjacent to the former YMCA Property would be advantageous to the Borough given its proximity to the proposed new municipal facilities and the fact that the acquisition of this parcel would expand the overall site of the proposed new municipal facilities; and

**WHEREAS**, the adjacent property is located at 240 Mercer Street, and is more commonly known and designated as Block 60, Lot 15 on the Official Tax Map (the “Property”); and

**WHEREAS**, the Borough and the Property’s owners, Jesus R. and Carmen M. Ortiz, have negotiated a proposed Contract for the Sale of Real Estate, which contains all of the terms and conditions associated with the Borough’s proposed acquisition of the Property; and

**WHEREAS**, a copy of the proposed Contract is attached hereto and made a part hereof; and

**WHEREAS**, the Mayor and Borough Council have determined that it would be in the best interests of the Borough to move forward to acquire the Property for use as a portion of the site of the new municipal facilities and for associated municipal purposes, pursuant to the terms and conditions set forth in the attached Contract; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the wavier of Borough inspection, permit and other fees associated with the purchase of the Property.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown, as follows:

1. That the Mayor or Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, the attached Contract (and any other documents deemed necessary by the Borough Attorney) in order for the Borough to acquire the property located at 240 Mercer Street within the Borough (Block 60, Lot 15) in connection with the new municipal facilities to be constructed at the former YMCA Property.
2. That the Borough's acquisition of the Property is subject to and contingent upon the contingencies set forth in the Contract, including the adoption of an authorizing Ordinance pursuant to the N.J. "Local Lands and Buildings Law," N.J.S.A. 40A:12-1, *et seq.*
3. That funding for the down payment and purchase of the Property shall be certified by the Borough's Chief Financial Officer and shall be withdrawn from the following account number: Reserve for Municipal Building-FEMA/C-04-55-999-905-100.
4. That all Borough inspection, permit and other fees associated with the purchase of the Property are hereby waived.
5. That at all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Resolution and the Contract;
6. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Jesus R. Ortiz and Carmen M. Ortiz;
  - b. Dimitri Musing, Borough Administrator;
  - c. George Lang, Borough CFO;
  - d. Ken Pacera, Borough Tax Assessor; and
  - e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

**Resolution 2021-146 Amending Resolution 2021-026 Authorizing Depositories and Signatures for Borough Accounts**

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-146

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

**AMENDING RESOLUTION 2021-026 AUTHORIZING**

**DEPOSITORIES AND SIGNATURES  
FOR BOROUGH ACCOUNTS**

**WHEREAS**, resolution 2021-026 authorized officers of the Borough of Hightstown to sign for the payment of money from the accounts that the Borough if Hightstown; and

**WHEREAS**, it is necessary to amend resolution 2021-026 by removing the name of Debra L. Sopronyi as a designated officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown; and

**WHEREAS**, it is necessary to further amend resolution 2021-026 by adding the names Dimitri Musing and Margaret Riggio as designated officers who are authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2021; and

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator

Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Lawrence Quattrone, Mayor

Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED**, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

## **NEW BUSINESS**

### **Towing Companies**

Councilmember Misiura recused himself from this discussion and departed the meeting at this time.

Council reviewed the procedure regarding complaints for fees charged by towing companies in the Borough.

Mr. Musing received complaints from two residents regarding towing charges. Borough Attorney, Fred Raffetto, stated that he believes it would be appropriate to move forward with a public hearing. Discussion ensued. Council agreed that scheduling a hearing shows that we take the enforcing of the ordinance seriously. Mr. Musing was instructed to send a letter to the company notifying them that a hearing will be scheduled.

Councilmember Misiura returned at this time.

### **ARP Funding – Recodification of Borough Code**

Borough Clerk, Peggy Riggio, stated that our current code is out of date and unsearchable online. There are also many inconsistencies. She reviewed a quote from ecode360. Borough Administrator, Dimitri Musing stated that this is an eligible expense under the ARP Funding. Discussion ensued. Council all agreed that the code does need to be updated and recodified, but a larger discussion needs to take place on how best to use the remainder of the ARP funding. Mayor Quattrone stated that our code is part of our infrastructure and transparency and needs to

be updated. CFO, George Lang, was instructed to look for proper funding for the codification.

### **New Phone System**

Borough Administrator, Dimitri Musing, spoke about the number of times the Borough phone system has gone down recently. This affects both the Municipal Offices and the Police Department. Our phone system still operates through cooper wire which are affected with heavy rain. Mr. Musing explained the need for reliability and redundancy. A quote has been received from Red Arrow Technologies.

Mike McCully of Red Arrow explained the new system. He explained that the 9-1-1 calls go through East Windsor. There would be four independent systems (Police, Borough offices, Water/Sewer and Fire). On the occasion of a system failure (power or internet outage), there would be a rollover to a cloud auto attendant which would email the proper department. Once the system is back up and running, it would automatically roll back over.

Discussion ensued. Council questioned competitive pricing and if this could be put off until 2022. Borough Clerk, Peggy Riggio, was directed to look at competitive pricing.

### **Housing Ordinance and Inspection Fees**

Construction/Zoning Official, George Chin, reviewed changes to the ordinance regarding the adjustment of inspection fees and changing the definition of common area. After discussion, Council directed the Borough Clerk to refer this to the Planning Board for their comments.

## **MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

### **Councilmember Misiura**

Planning Board interviewed attorneys to fill the vacancy left by Jolenta Maiziar. Parker McCay was selected to complete the year as Planning Board Attorney.

### **Councilmember Fowler**

Downtown Hightstown - September 23rd will be the last walking tour of the year.

### **Councilmember Jackson**

HPC - Meeting has been rescheduled from the 16th to the 23rd

### **Councilmember Cicalese**

Complete Streets - The committee has seen a lot of public participation recently. Residents from North Main Street have been calling in to talk about traffic problems.

Board of Health and Parks and Rec both meet next week.

### **Council President Bluth**

Cultural Arts Commission - Next meeting September 21st. They are currently selling the 300th Anniversary historic calendars.

**Borough Clerk, Peggy Riggio**

Explained that she will be establishing new processes for Temporary Food Permits to ensure that vendors have the proper permits for events being held in town.

**Borough Administrator, Dimitri Musing**

Feels that the Borough is continuing to move forward in a positive direction.

**Borough Attorney, Fred Raffetto,**

Colvell OPRA - The Government Records Council has closed the case and found in favor of the Borough.

**CFO, George Lang**

He will get the adopted budget to the State and tax bills will be mailed out.

**Mayor Quattrone**

Congratulated Mr. Musing and Ms. Riggio on a great first meeting in their new roles. Keep up the good job.

Requested a Moment of Silence for the 20th anniversary of 9/11.

Stockton Street - now that the road is smooth, there are a lot more people speeding.

Heros of the weekend, Our Public Works Department. They did a fantastic job through both recent storms. Hats off to Kenny and his crew. They are short staffed, and it is amazing on what they get done.

**EXECUTIVE SESSION**

**Resolution 2021-147 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler. All ayes.

Roll Call Vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 6-0.

Resolution 2021-147

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

**AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on September 7, 2021, via [www.zoom.com](http://www.zoom.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:



Contract Negotiations – Police/Court Facilities

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public December 7, 2021, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Council President Bluth moved to adjourn to executive session at 9:27; seconded by Councilmember Montferrat. All ayes.

Council returned to open session at 9:54 p.m.

**ADJOURNMENT**

Councilmember Jackson moved to adjourn at 9:55 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,



Margaret M. Riggio  
Borough Clerk

Minutes approved by Council: **11/01/2021**