

**Meeting Minutes  
Hightstown Borough Council  
January 18, 2022  
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:31 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.

	PRESENT	ABSENT
<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, Police Chief Frank Gendron, and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

**APPROVAL OF AGENDA**

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Agenda approved 6-0.

**PRESENTATIONS**

**Musial Group – Municipal Facilities**

Noel Musial, Jr. gave a history of the purchase of the YMCA. He also presented the current set of plans which are attached hereto and made part thereof (Attachment “A”). The current cost estimated for what was presented is approximately \$4,800,000.00. Mr. Musial stated that they anticipate the construction documents being completed in May, 2022. Awarding the job and notice to proceed estimated August, 2022. Construction of the project should be approximately 18 months. The building should be ready to be occupied March 20024. The presentation will be posted to the website for the public. Council liaisons should speak with their boards and committees and forward any comments to the architects.

**PUBLIC COMMENT**

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

**Sneah - Captain, First Aid Squad** - Stated that the squad has been able to acquire a new vehicle and would like to insure it in the Borough's name. This was purchased with donations made to the Squad directly. Mr. Musing stated that in order to insure the vehicle under the Borough's policy, the title will be need be in the Borough's name. By a unanimous straw vote, Council supported this purchase.

**Jim McDade, 125 South Street** - Stated that he is in support of the proposed ordinance for home-based businesses referring to the detached garage. He wanted to confirm that the detached garages could also be used for study, fitness and recreational use. George Chin responded that this can be added to the ordinance with the stipulation that is be for recreational use only, no commercial use.

**Nancy Laudenberg, 632 South Main Street** - Requesting a public meeting for the Ward Street Bridge Project. If this projects happens, it will impact many neighborhoods in town and would impact traffic on Ward Street.

**Wendy McDade - 125 South Street** - Requested a public meeting for the West Ward Street Bridge. The residents need to be heard.

**Eugene Sarafin, 628 South Main Street** - Stated that we all use the Ward Street Bridge to bypass downtown to get to the Turnpike. The Borough can place signs for weight restrictions. The County owns the bridge and they have the right to build it to accommodate all vehicles. A public meeting is a waste of time for the few residents who don't want this. Complained about federal government regarding voter rights legislation.

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

**RESOLUTIONS**

**Resolution 2022-31 Authorizing Payment of Bills**

Moved by Councilmember Montferrat; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2022-31

*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 \$1,055,478.86 from the following accounts:

Current		\$924,681.22
W/S Operating		69,107.51
General Capital		43,118.39
Water/Sewer Capital		666.95
Grant		11,223.77
Trust		200.00
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Escrow		<u>6,481.02</u>
Total		<u>\$1,055,478.86</u>

**Resolution 2022-32 Authorizing Payment # 3 and Change Order #2 – Earle Asphalt Company - Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-32

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

**AUTHORIZING PAYMENT #3 AND CHANGE ORDER #2– 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. 2 in the amount of \$625,840.01 for partial work performed through December 3, 2021, traffic control, soil erosion and sediment control, excavation, decommissioning the existing sanitary lift station, sanitary sewer improvements, stormwater improvements, water main improvements, concrete curb and sidewalk, driveway repair, detectable warning surfaces, milling and paving and lawn restoration; and

**WHEREAS**, the contractor has submitted Change Order No. 2 an adjustment to asbuil quantities as well as a number of supplemental pay items; and

**WHEREAS**, Change Order No. 2 reduces the contract by \$414.82; and

**WHEREAS**, the Borough Engineer has recommended approval of Change Order No. 2; and

**WHEREAS**, the Borough Engineer has recommended approval of Payment Request No. 3 to the contractor in the amount of \$625,840.01; 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. 2 and Payment Request No. 3 to Earle Asphalt Company of Wall, New Jersey for \$625,840.01, is hereby approved as detailed herein, and the CFO is authorized to issue same.

**Resolution 2022-33 Authorizing a Shared Services Agreement with Robbinsville Township for Automotive Services**

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

Resolution 2022-33

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP  
FOR AUTOMOTIVE REPAIR SERVICES**

**WHEREAS**, the Borough of Hightstown desires to contract with the Township of Robbinsville for the provision of Automotive Repair services for the period of January 1, 2022 to December 31, 2022; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

**WHEREAS**, funds for this expenditure will be made available in the 2022 budget; and

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

1. That the Mayor is hereby authorized to execute and the Borough Clerk to attest the Shared Services Agreement on behalf of Hightstown.
2. That, in accordance with the aforementioned agreement, Hightstown hereby designates Frank Gendron, Police Chief, or his appointee, to schedule and be responsible for all repairs to police vehicles and Ken Lewis, Superintendent of Public Works, to schedule and be responsible for all repairs to all other Borough-owned vehicles.
3. That, in accordance with the aforementioned agreement, no repair in excess of \$350 shall be made by Robbinsville unless specifically authorized by the designated Hightstown Borough Representative.
4. That the continuation of this agreement is contingent upon the availability of adequate funding in the Borough's 2022 budget.

**Resolution 2022-34 Amending Resolution 2020-109 – Authorizing Employment Agreement with William Searing, AWWTP Superintendent**

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 2022-34

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

**AMENDING RESOLUTION 2020-109 - AUTHORIZING EMPLOYMENT AGREEMENT WITH WILLIAM SEARING, AWWTP SUPERINTENDENT**

**WHEREAS**, on May 4, 2020, Hightstown Borough Council adopted Resolution 2020-109, which authorized the Borough to enter into an Employment Agreement with William Searing to serve as AWWTP Superintendent; and

**WHEREAS**, the parties now wish to amend the Agreement in certain limited respects, in accordance with the 1<sup>st</sup> Amendment to Employment Agreement, a copy of which is attached hereto and made a part thereof.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Hightstown that the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached 1<sup>st</sup> Amendment, on behalf of the Borough.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

1. William Searing, AWWTP Superintendent
2. Nicolette Devish, Hightstown Borough Payroll
3. George Lang, CFO
4. Dimitri Musing, Borough Administrator

**Resolution 2022-35 Resolution Authorizing In Rem Foreclosure Proceedings Relating to Certain Properties Located Within the Borough of Hightstown, New Jersey**

Moved by Councilmember Bluth; Seconded by Councilmember Montferrat.

Mr. Musing explained the in rem procedure. Council questioned why this took so long to happen and asked if there are other municipal liens out there. They feel that we need to have a better handle on this going forward so we can move in on foreclosures as soon as we can.

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

Resolution adopted 6-0.

Resolution 2021-35

*BOROUGH OF HIGHTSTOWN*

*COUNTY OF MERCER  
STATE OF NEW JERSEY*

**RESOLUTION AUTHORIZING  
IN REM FORECLOSURE PROCEEDINGS  
RELATING TO CERTAIN PROPERTIES LOCATED WITHIN THE  
BOROUGH OF HIGHTSTOWN, NEW JERSEY**

**WHEREAS**, the Borough of Hightstown (the “Borough”) obtained Municipal Liens relating to various properties through a tax sale held on December 3, 2009, and the four (4) properties identified below and in the attached are eligible for In Rem tax foreclosure proceedings pursuant to N.J.S.A. 54:5-104.29 and N.J.S.A. 54:5-104.55; and

**WHEREAS**, the property located on Grant Ave, more commonly known and designated as Block 9, Lot 39 on the Borough’s Tax Map, bearing Certificate No. 09-00016, was struck off to the Borough at the tax sale in the amount of \$3,375.59, at 18% interest, as recorded in Book No. 10457, Page No. 026, with a current redemption amount of \$112,025.15, as set forth in more detail in Schedule 1 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located at 175 N. Main Street, more commonly known and designated as Block 26, Lot 14 on the Borough’s Tax Map, bearing Certificate No. 09-00033, was struck off to the Borough at the tax sale in the amount of \$4,464.72, at 18% interest, as recorded in Book No. 10457, Page No. 0323, with a current redemption amount of \$122,013.36, as set forth in more detail in Schedule 2 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located at 246 Academy Street, more commonly known and designated as Block 40, Lot 27 on the Borough’s Tax Map, bearing Certificate No. 09-00040, was struck off to the Borough at the tax sale in the amount of \$648.29, at 18% interest, as recorded in Book No. 10457, Page No. 0283, with a current redemption amount of \$76,224.62, as set forth in more detail in Schedule 3 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located on Mercer Street, more commonly known and designated as Block 61.01, Lot 36 on the Borough’s Tax Map, bearing Certificate No. 09-00056, was struck off to the Borough at the tax sale in the amount of \$5,495.47, at 18% interest, as recorded in Book No. 10457, Page No. 0249, with a current redemption amount of \$106,542.70, as set forth in more detail in Schedule 4 of the attached In Rem Foreclosure List.

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

1. That the Borough Attorney, the Tax Collector, the Chief Financial Officer and any other relevant Borough officials are hereby authorized to pursue In Rem foreclosure proceedings relating to the properties referenced above and in the attached In Rem Foreclosure List, including the institution of necessary actions before the Superior Court of New Jersey.
  
2. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Dimitri Musing, Borough Administrator;
  - b. George Lang, Chief Financial Officer;
  - c. Pamela Lewis, Tax Collector; and
  - d. Frederick C. Raffetto, Esq., Borough Attorney.

**Resolution 2022-36 Amending Resolution 2022-05 – Designating Official Borough Newspapers**

Moved by Councilmember Jackson; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-36

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

**AMENING RESOLUTION 2022-05 - DESIGNATING OFFICIAL BOROUGH  
NEWSPAPERS**

**WHEREAS**, on January 3, 2022, Borough Council adopted Resolution 2022-05 Designating Official Borough Newspapers for the year 2022; and

**WHEREAS**, the Borough Attorney and the Borough Clerk, feel it beneficial to designate an additional official newspaper for Hightstown Borough; and

**WHEREAS**, *The Star Ledger* shall be added as an additional official newspaper for Hightstown Borough.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the *Trenton Times, The Star Ledger* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2022.

**DISCUSSION**

**Amendment to Height and Use of Accessory Structure Ordinance**

George Chin, Construction Official stated that this ordinance is allowing to increase the maximum height for detached garages and allowing usage for home based business. This cannot be used as additional dwelling space. He will also add that detached garages can be used for studies, fitness and recreation uses. After discussion, Council supports the ordinance and asked that it be forwarded to Planning Board for their comments.

**Proposed Revision of the Municipal Garbage Dumpster Ordinance**

Mr. Musing stated that the businesses on Main Street are not breaking down their cardboard and are not placing their garbage in the dumpster. These changes will give the ordinance more strength for enforcement. Notices have been sent to the businesses regarding issuance of summonses if the ordinance is not being followed.

**Purchase and Installation of Cameras for Stockton Street Municipal Parking Lot**

Mr. Musing explained that Housing Inspector/Zoning Officer, Dave Bell has been investigating the use of a cameras in the Stockton Street Parking lot to help with the enforcement of illegal dumping. Discussion ensued. Council asked if there were legal ramifications for surveillance in this location. Mr. Raffetto did not think there would be an issue with the installation of a camera provided that there are signs posted. We should check with Chief Gendron and our Insurance. Council agreed that they would like to see cameras in this location.

### **Proposed Revisions for a Setback for Treehouses**

Mr. Chin stated that restrictions needed to be placed on where you can locate a treehouse. This restriction would have no regulations on how the treehouse was built, this would have to do with giving neighbors privacy in their backyards. The treehouse cannot be placed on the property line. He used the same setback as pools and gazebos. Discussion ensued. Council agreed that this is justifiable and reasonable. Ms. Riggio will forward this to the Planning Board for their comments before introduction.

### **Proposed Revisions of Construction Permit and Zoning Fees**

Mr. Chin explained that the Construction and Zoning fees need to be increased to be in line with other municipalities throughout the State. Our auditor suggested the increase several years ago. Councilmember Montferrat stated that the proposed fees are in line with other municipalities. After discussion, Council instructed Ms. Riggio to prepare the ordinance for introduction at the March 7th meeting.

### **Complete Streets Committee Recommendations to Improve Pedestrian and Bicycle Safety in the Borough of Hightstown**

The Complete Streets Committee requested Council pass ordinances establishing no passing on the shoulder or bike lanes and establishing a 25 mile per hour speed limit Borough wide. Discussion ensued. It was decided that the Complete Streets Committee will need to work with Chief Gendron to see if these types of ordinances are something that can be done.

### **Rapid Covid Test Purchase**

Mr. Musing questioned if the Borough should purchase a large quantity of Covid self-test kits for employees to self-test. 180 tests would cost approximately \$1,800. During discussion, it was stated that the Government is sending 4 tests to all residents if requested. Mayor Quattrone stated that this is something that should be looked into.

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

### **Councilmember Fowler**

Environmental Commission - Planning events for April; Arbor Day, Tree Planting and Stream Cleanup. They are working on creating an internship program that will hire 4 Peddie students and 4 Hightstown students.

### **Councilmember Misiura**

Municipal Facilities Presentation – Requested that Council liaisons speak with their boards and commissions to review and comment on the plans presented tonight for the municipal facilities.

Planning Board – At the last Planning Board meeting, Beverly Asselstine was voted as Chair; Joanna Jackson voted as Vice Chair. Two new members were sworn in. The Board is moving forward with the Affordable Housing Master Plan with the Planner. The Cannabis Subcommittee has many questions still. They will have a recommendation at the next meeting. They are looking to the Planner and Attorney for their input. Both the Planner and Planning Board Attorney are up to speed with what is going on in the State. Planning Board hopes to present a recommendation to Council at the February 22nd meeting.

### **Councilmember Montferrat**



Construction Office - The Construction office is working on many things.

### **Councilmember Cicalese**

Parks and Rec - The new Chair is now Joran Adler. Stacey Judge will be Vice Chair for 2022. They are moving forward with phase 2 of the Dawes Park Improvements.

Board of Health - After the holidays, there were 211 positive Covid Cases in 14 days. One of the big challenges is lack of testing capabilities. There was a rabies clinic provided at the First Aid Squad in December. Several inspections were conducted, including Dunkin Donuts. Most of their efforts have been focused on vaccination clinics and spreading good information to the public. If anyone has any questions, they can reach out to the West Windsor Department of Health.

### **Councilmember Jackson**

HPC – Next meeting is this Thursday at 6:30.

Public Works – Thanked Ken Lewis and Public Works Staff for keeping the streets clear during snow storms.

### **Council President Bluth**

Cultural Arts Commission - Next meeting is tomorrow night. Asked that the commission pages be updated on the website.

### **Peggy Riggio, Borough Clerk**

Dog & Cat License Renewals – All licenses up to date. If a resident has mailed or dropped off their renewal in December or January, it has been processed and mailed back to them. They will continue to be processed as they are received.

Food Licenses – Currently receiving 2022 food licenses renewals. They are being processed and sent to the Health Department so annual inspections can be performed.

Taxi Licenses - All 5 company licenses have been accounted for. Individual drivers are bringing in their applications to be processed by the clerk's office and forwarded to the Police Department.

Recycling Bid - Bid opening for curbside recycling was December 29th. No bids were received. Bid specifications have been rewritten and the new bid opening is now scheduled for March 10th at 11:00.

### **Dimitri Musing, Borough Administrator**

Everyone is working hard under these crazy conditions. We received good news from the Green Acres Program. After a recent inspection of Dawes Park, the report was that the park is clean, well maintained and in compliance. The next inspection will be 2025.

### **George Lang, CFO**

Finance is working on year end reports and tax forms. Edmunds was rolled over today to 2022.

### **Mayor Quattrone**

Flags were placed downtown in observance of Martin Luther King Day

Public Works is all set with sand and salt for upcoming winter storms. They are still short staffed, but they are doing a great job with the people they have.

Thanked the Musial Group for their presentation.

Thanked Borough Administrator, Dimitri Musing for the excellent job he is doing.

Downtown Hightstown is looking wonderful, as always.

Thanked Council for the wonderful job they are doing. Could not ask for a better Council.

### **EXECUTIVE SESSION**

#### **Resolution 2022-37 Authorizing a Meeting that Excludes the Public**

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 2022-37  
*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 January 18, 2022, 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 – Shared Services East Windsor Senior Center

Attorney Client Privilege

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 April 18, 2022, 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 8:36 p.m.; Councilmember Fowler seconded. All ayes.

Council returned to public session.

**ADJOURNMENT**

Councilmember Montferrat moved to adjourn at 9:11 p.m.; Councilmember Jackson seconded. All ayes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Margaret Riggio". The signature is written in a cursive, flowing style.

Margaret M. Riggio  
Borough Clerk

Approved by Hightstown Borough Council: **March 21, 2022**

**Attachment "A"**



# AGENDA

Background/History

Project Timeline

Initial Design

Substation Design

# BACKGROUND/HISTORY

2004 Main Street Redevelopment Plan is adopted.

- Includes the Hightstown municipal building property as part of the Bank Street redevelopment sub-area, in order to be redeveloped as mixed-use residential and retail.

2011 Hurricane Irene Flooding causes major damage to the existing municipal building making it unoccupiable.

- Municipal functions are relocated to 156 Bank Street
- Police facilities are relocated to leased space at 415 Mercer Street
- Courts and jails are relocated to Robbinsville as part of a shared services agreement.
- Intent was that these relocations were to be temporary.

2012 Borough Council turns down opportunity to purchase 415 Mercer Street property.

2013 Borough Council adopts bond ordinance to rebuild municipal facilities in the same location.

- Citizen petition in opposition to the bond ordinance is successful and the ordinance is rescinded.

# BACKGROUND/HISTORY

2014-2017 Various options explored, including:

- Shared services for police, dispatch and courts.
- Other locations within the Borough.
- Lease vs. purchase options.
- Upper floor of the Firehouse.

2016 Borough enters into a Redevelopers Agreement with R. Black Global, which includes the purchase of the Borough Hall Property as part of the rug mill redevelopment.

2017-2018 YMCA approaches the Borough regarding the purchase of their facility at 230 Mercer Street.

- Feasibility report prepared by Clark Canton Hintz to determine the suitability of the site for a municipal, police and court facility.

# BACKGROUND/HISTORY

2018 Borough of Hightstown purchases the former YMCA Building at 230 Mercer Street.

2019 Borough of Hightstown retains the Musial Group Architects to prepare architectural drawings for the renovation and addition to the former YMCA building for municipal and police functions.

- Hightstown enters into an agreement with Robbinsville for a Shard Municipal Court.

2020 The Borough adopts a revised Redevelopment Plan for the rug mill property which still includes the former municipal property.

- PRC Group purchases the Rug Mill from R.Black Global and is named conditional redeveloper.
- PRC obtains planning board approval for the redevelopment of the rug mill and municipal property.
- Former municipal site to be purchased and redeveloped for Main Street commercial, residential and a multi-story parking garage.



# BACKGROUND/HISTORY

2020-2021 Borough of Hightstown enters into negotiations with Robbinsville Township for a shared services agreement for the new construction of a police station, court building and jail, located in Robbinsville.

- Design of the municipal /police facilities put on hold pending the outcome of those negotiations.

2021 Hightstown enters into a shared service agreement.

- The Musial Group is directed to redesign the Hightstown Municipal facility to eliminate the jails and redesign the police station as a police sub-station, since many of the functions will be located in the shared facility.

# PROJECT TIMELINE

01/22/2019	Musial Group hired to design Municipal Building & Police Station on 230 Mercer St site.
03/20/2019	Musial Group conducted Programming exercise by interviewing key end users and taking inventory of existing facility elements.
03/28/2019	Musial Group conducted a Public Visioning Meeting to gain insight & input from the community.
07/01/2019	Musial Group presents Schematic Design before community .
10/28/2019	Musial Group proceeds to Design Development Phase.
11/15/2019	At the end of Design Development Phase, Musial Group advised to hold on the project pending agreement with Robbinsville Police Department to provide shared services.
01/24/2020	The Musial Group notified to proceed with substation design.
03/13/2020	Musial Group Prepares alternate "Sub-Station" design, which reduces size of Police Department functions on -site.
06/18/2021	Musial Group receives comments relative to Railroad Avenue connection and incorporates comments into site design.

# PROGRAMMING EXERCISE

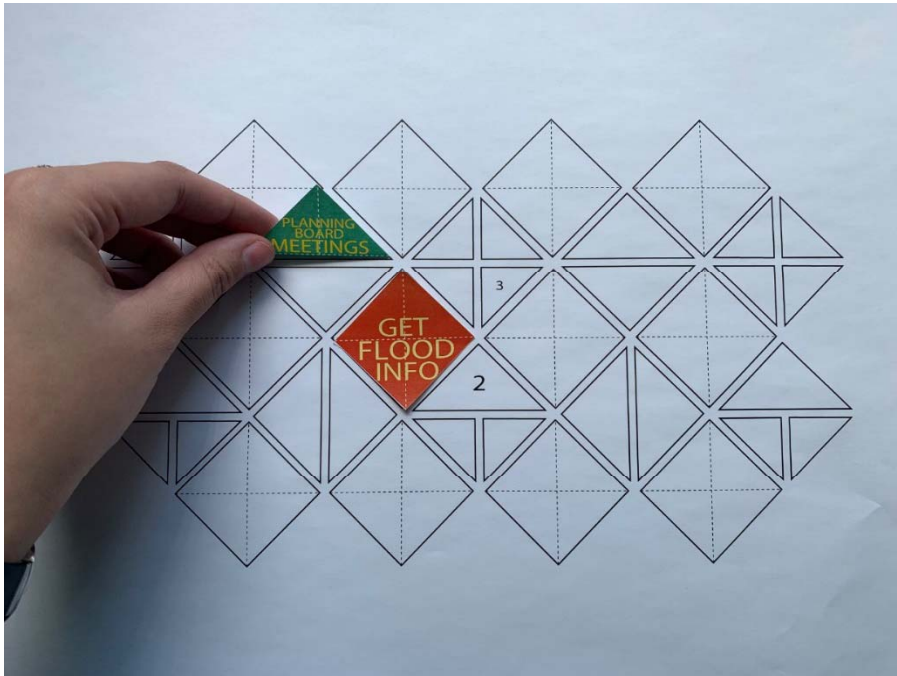
Musial Group conducted a programming exercise by interviewing key end users and taking inventory of existing facility elements.

Space requirements were established for each department.

NAME	SPACE TYPE	EXIST.	PROP.	TOTAL AREA	
		AREA	AREA	EXISTING	PROPOSED
<b>MUNICIPAL CLERK / ADMIN</b>				<b>806.00</b>	<b>1,142.00</b>
<b>POSITION/TITLE</b>					
Municipal Clerk/Admin	Private Office	120.00	180.00		
Deputy Clerk (full-time)	Private Office	120.00	110.00		
Assessor (part-time)	Shares Reception Workstation	-	-		
Receptionist (full-time)	Workstation	80.00	72.00		
<b>SPECIAL USE AREAS</b>					
Reception (seating for 4)	Can be shared with other departments	100.00	436.00		
Huddle Room	Shared by department	120.00	111.00		
<b>FILES &amp; STORAGE</b>					
(1) 4 H 36"W lateral files	Admin	6.00	6.00		
(1) 4 H 37.5"W lateral files	Admin: Fireproofed	6.00	6.00		
(1) 4 H 19.5" vert files	Clerk: Fireproofed	5.00	30.00		
(1) 3 H 36" W lateral files	Receptionist	6.00	6.00		
(1) 3 H 30" W lateral files		6.00	6.00		
(1) 5 H 30" W lateral files		6.00	6.00		
(1) 2 H 18" W vert files	Near deputy clerk	6.00	6.00		
(3) Storage Cabinets 36"w x 19"d x 72" h	Fireproof	75.00	75.00		
Copy/Mail Room	Separate Room; copier, shredder, postal machine, trash bin	150.00	92.00		
			<i>Subtotal</i>	806.00	1,142.00
			<i>35% Circulation Proposed New</i>		399.70
			<b>Total Area for Clerk/Admin</b>	<b>806.00</b>	<b>1,541.70</b>

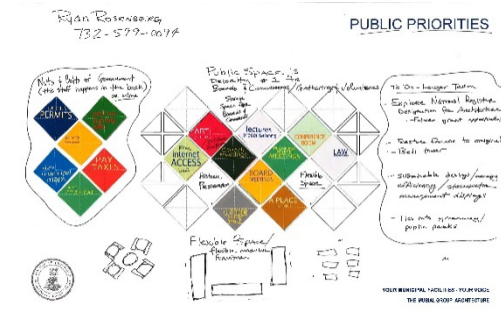
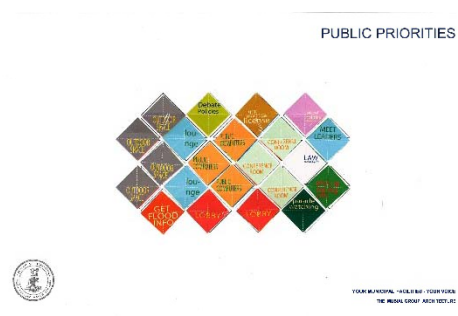
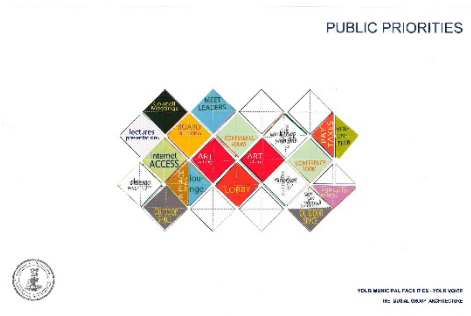
# PROGRAMMING EXERCISE

Musial Group also conducted a Public Visioning Meeting to gain insight & input of public priorities from the community.

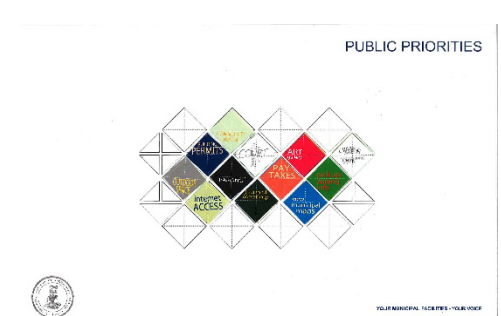
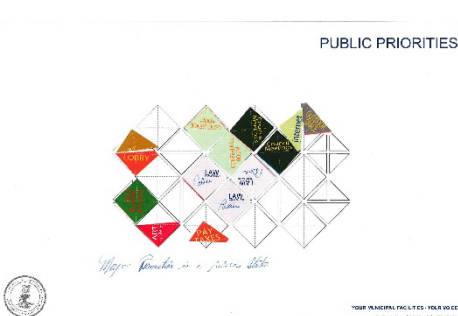
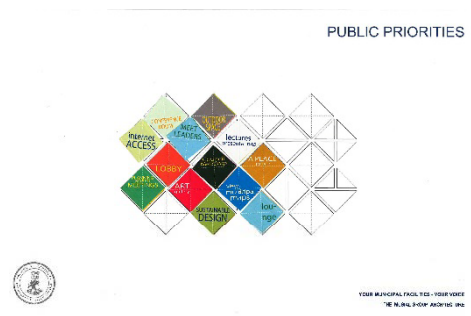
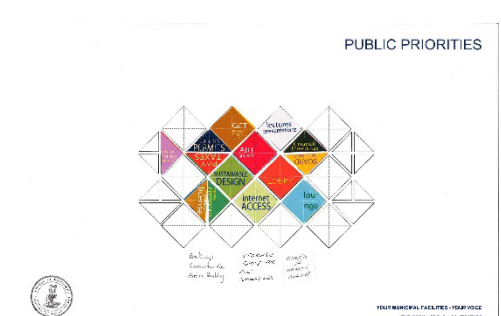
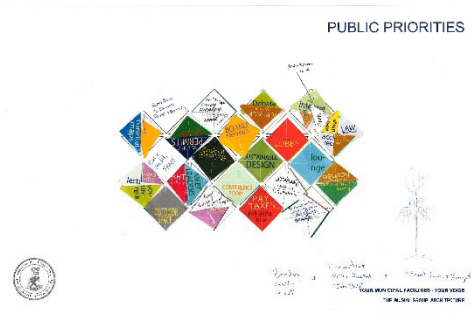


# PROGRAMMING EXERCISE

Musial Group also conducted a Public Visioning Meeting to gain insight & input of public priorities from the community.



Some of the Public Input



# SCHEMATIC DESIGN

## Site Plan

### Project Data

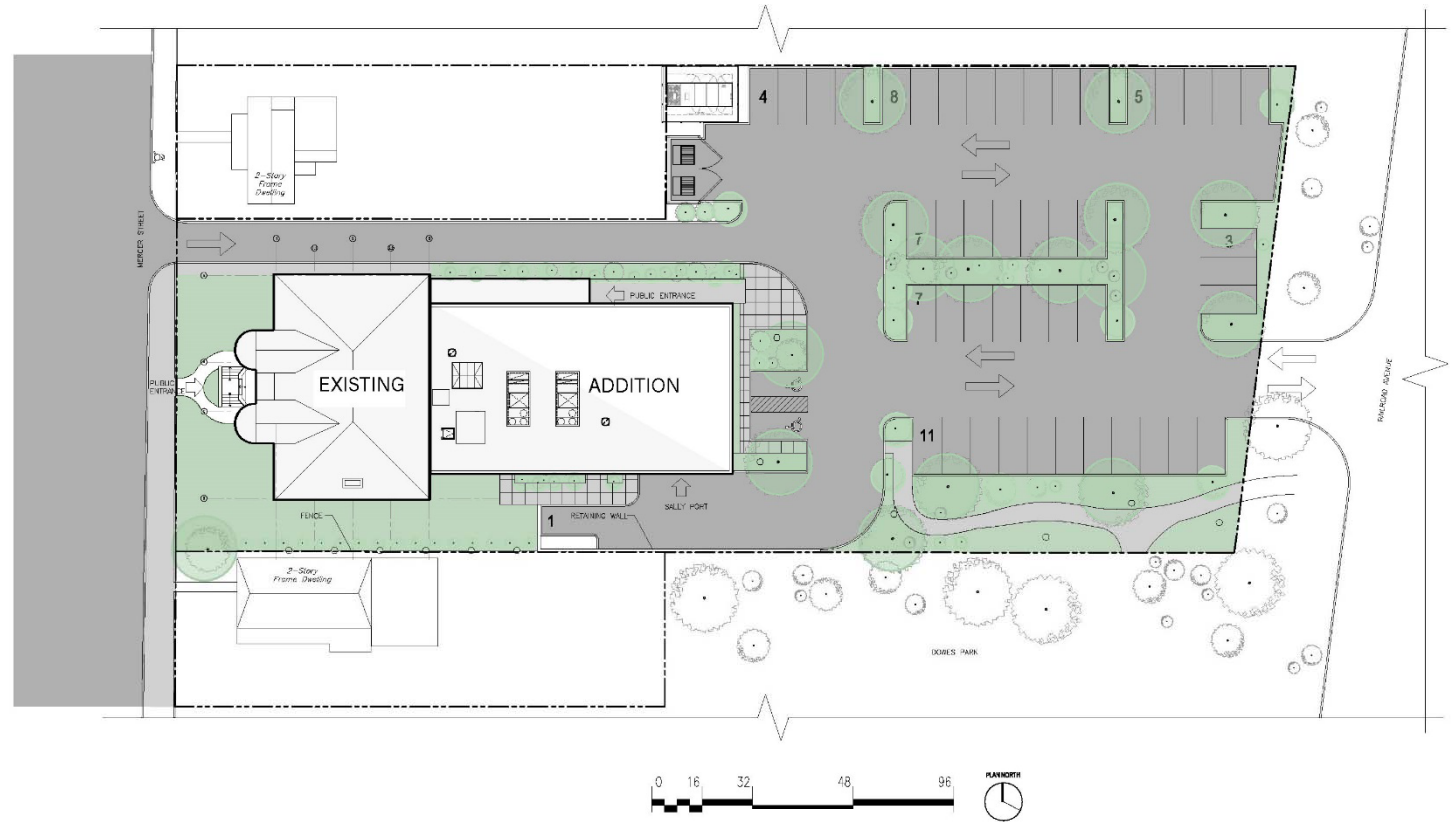
Parking: 48 Spaces

Area: 22,629 SF

1<sup>st</sup> Floor: 9,495 SF

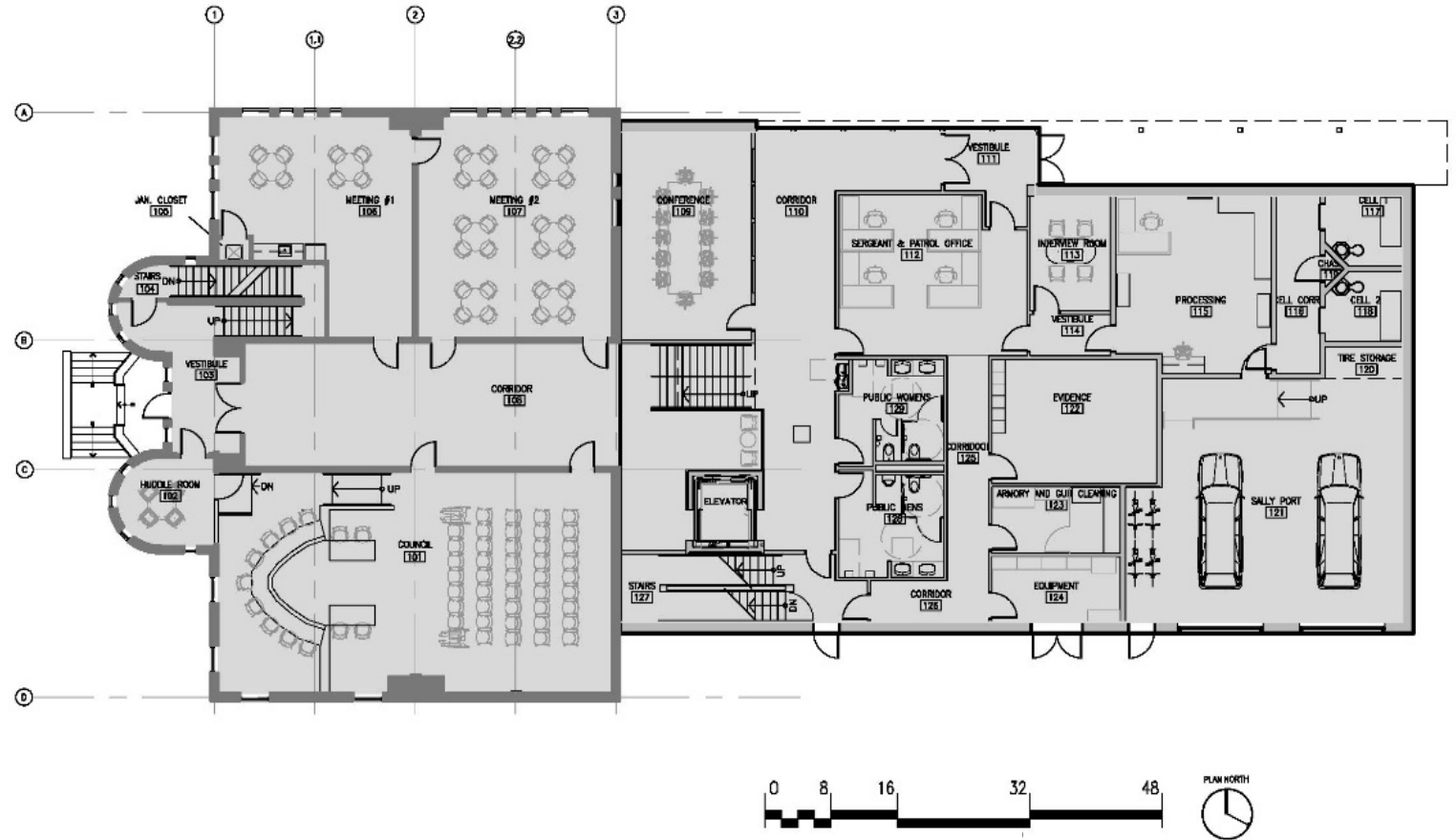
2<sup>nd</sup> Floor: 9,098 SF

Basement: 4,036 SF



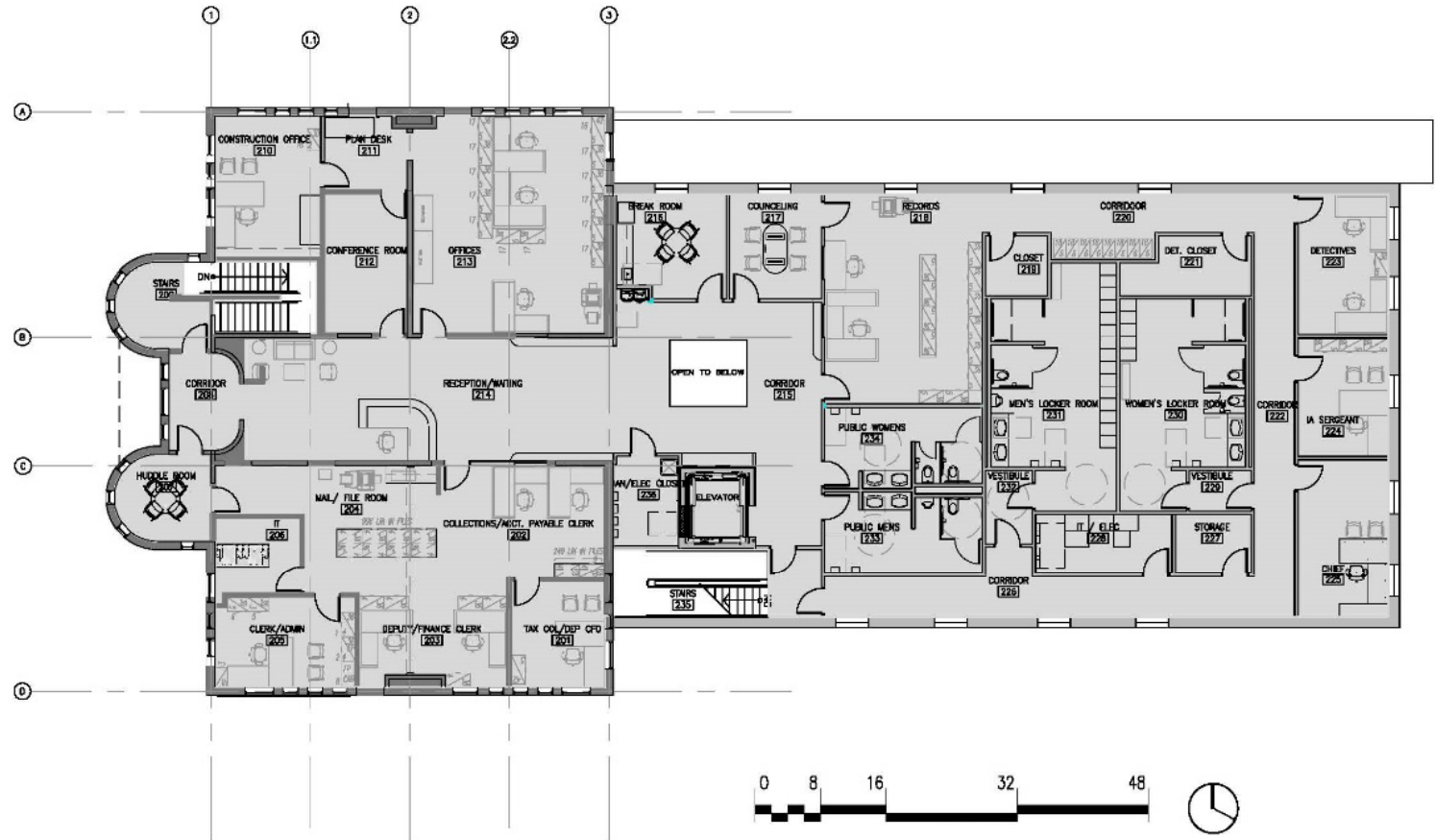
# SCHEMATIC DESIGN

## Ground Floor Plan



# SCHEMATIC DESIGN

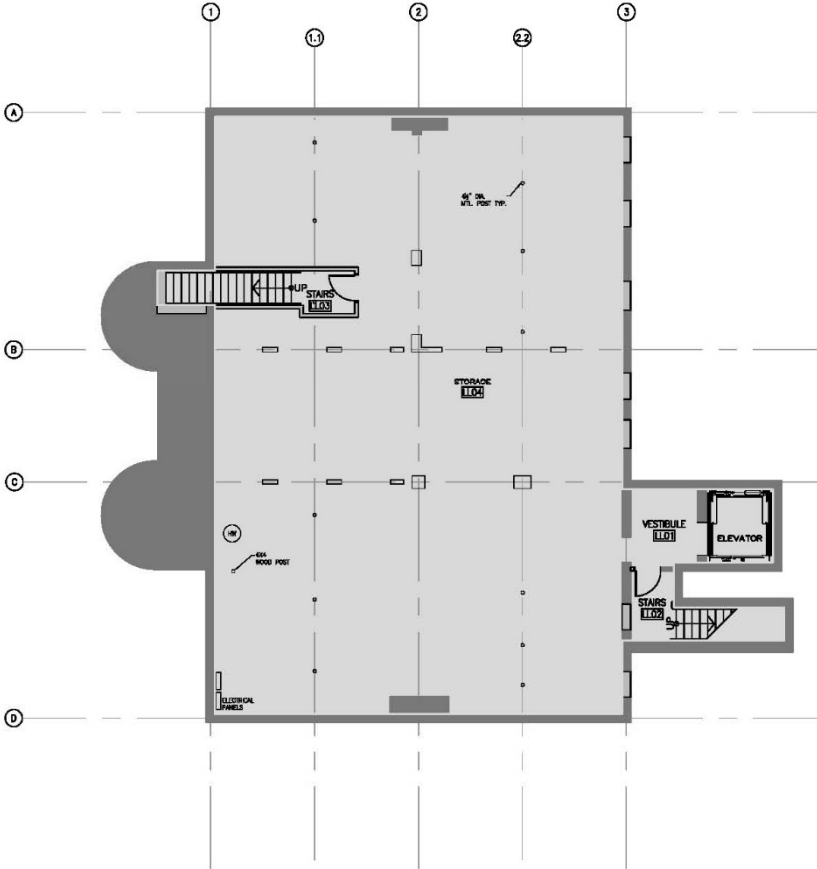
## Second Floor Plan





# SCHEMATIC DESIGN

## Basement Floor Plan



**SCHEMATIC LOWER FLOOR PLAN**  
SCALE: 1/16" = 1'-0"



# SCHEMATIC DESIGN

## Elevations



# DESIGN DEVELOPMENT DESIGN

## Site Plan

### Project Data

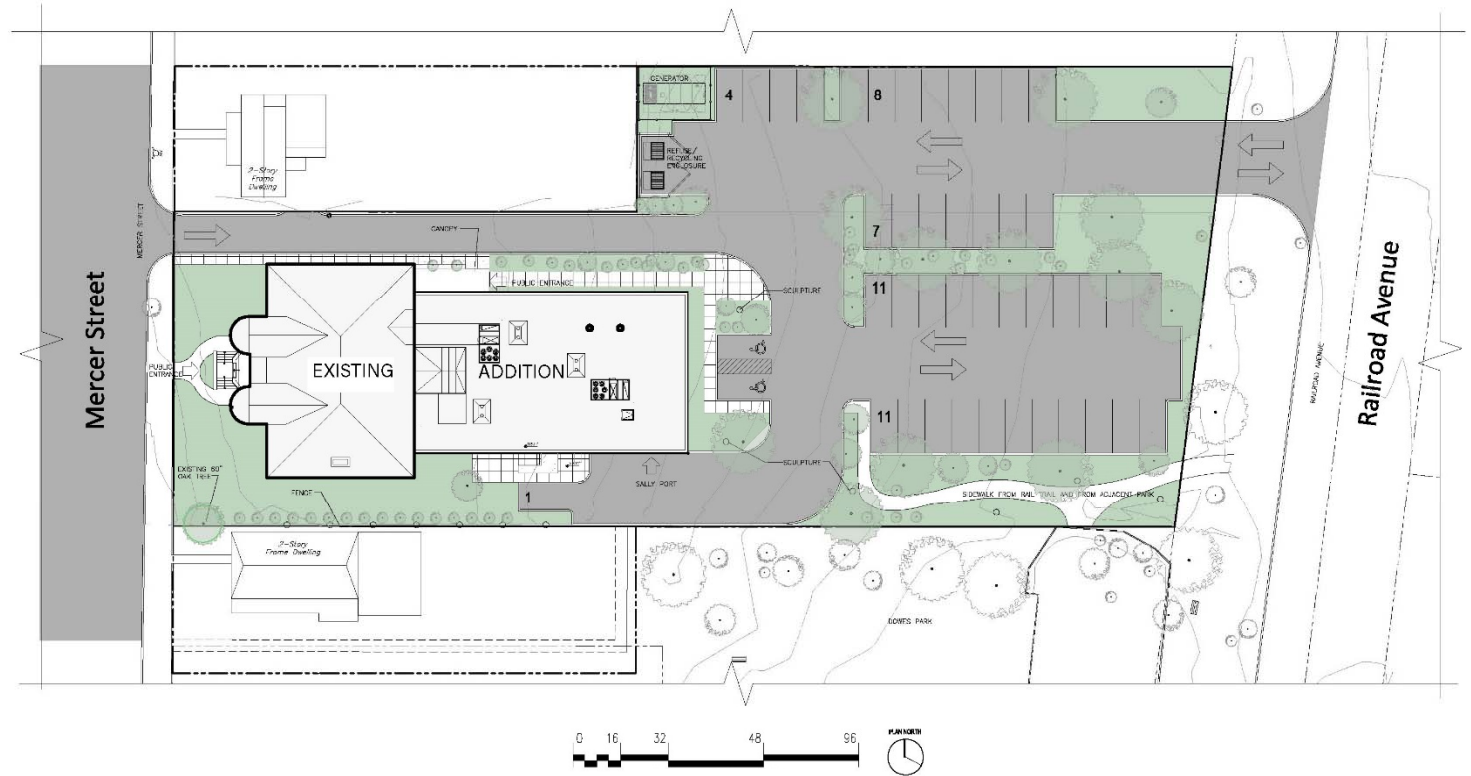
Parking: 44 Spaces

Area: 21,562 SF

1<sup>st</sup> Floor: 8,984 SF

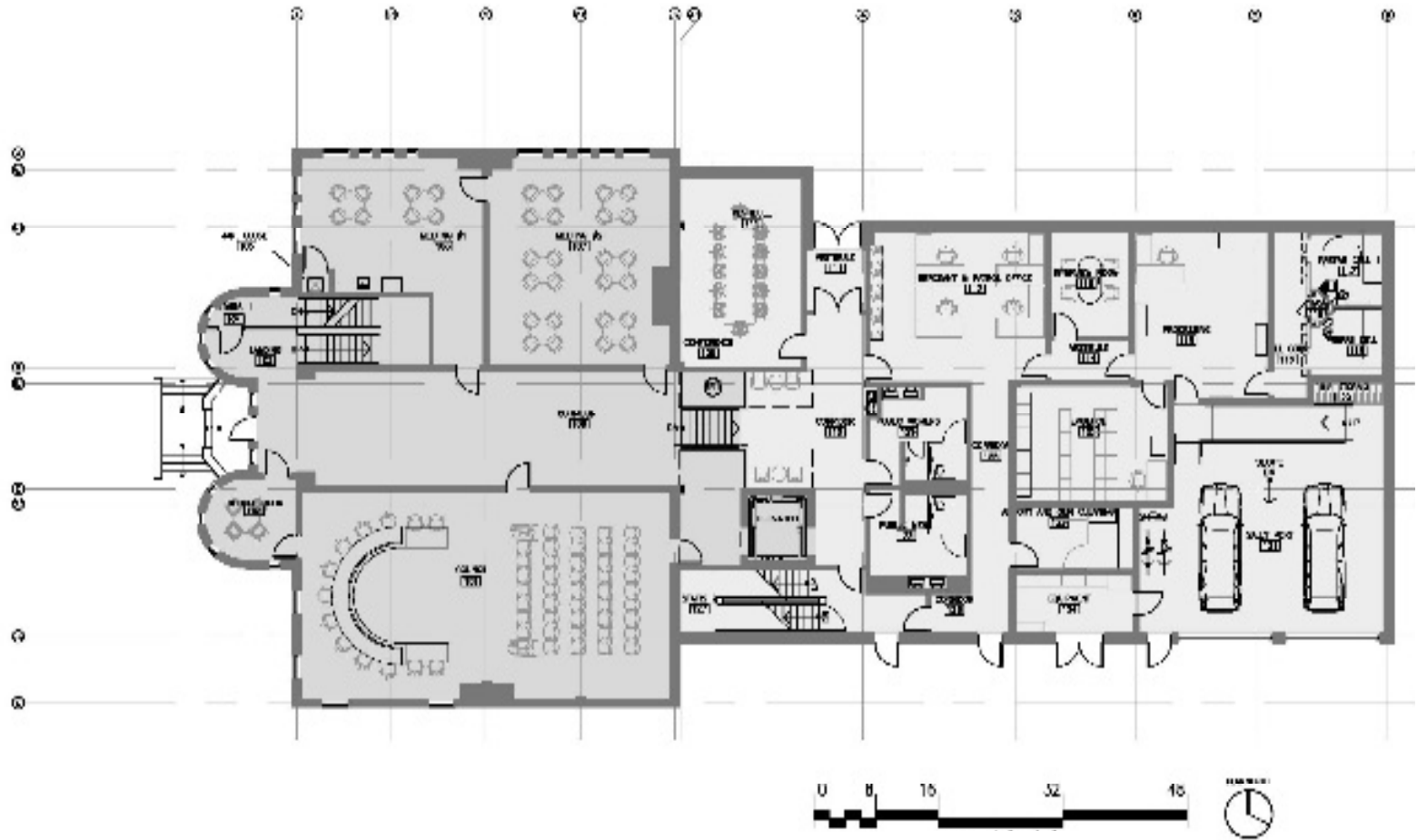
2<sup>nd</sup> Floor: 8,638 SF

Basement: 3,940 SF



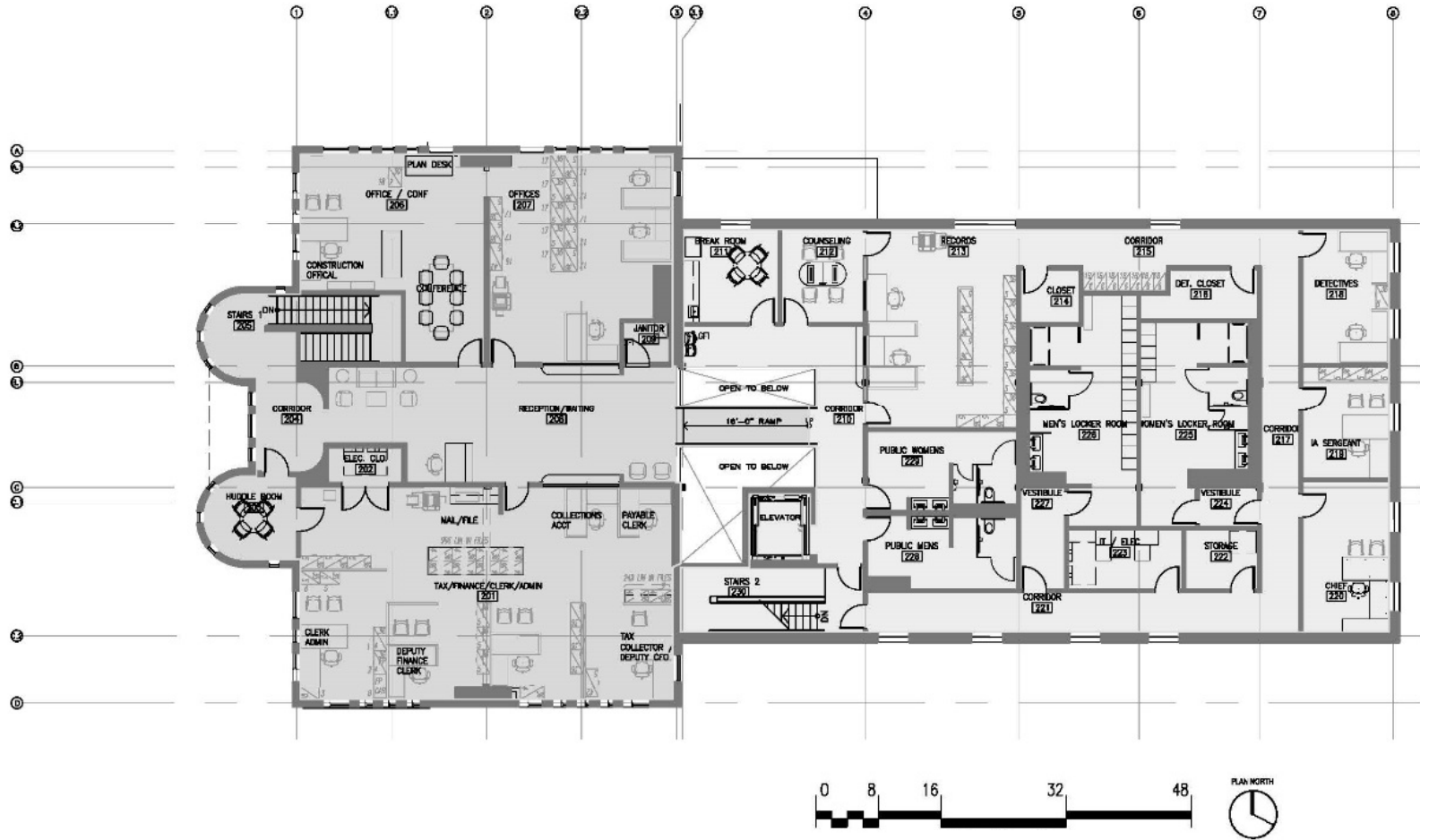
# DESIGN DEVELOPMENT DESIGN

## Ground Floor Plan



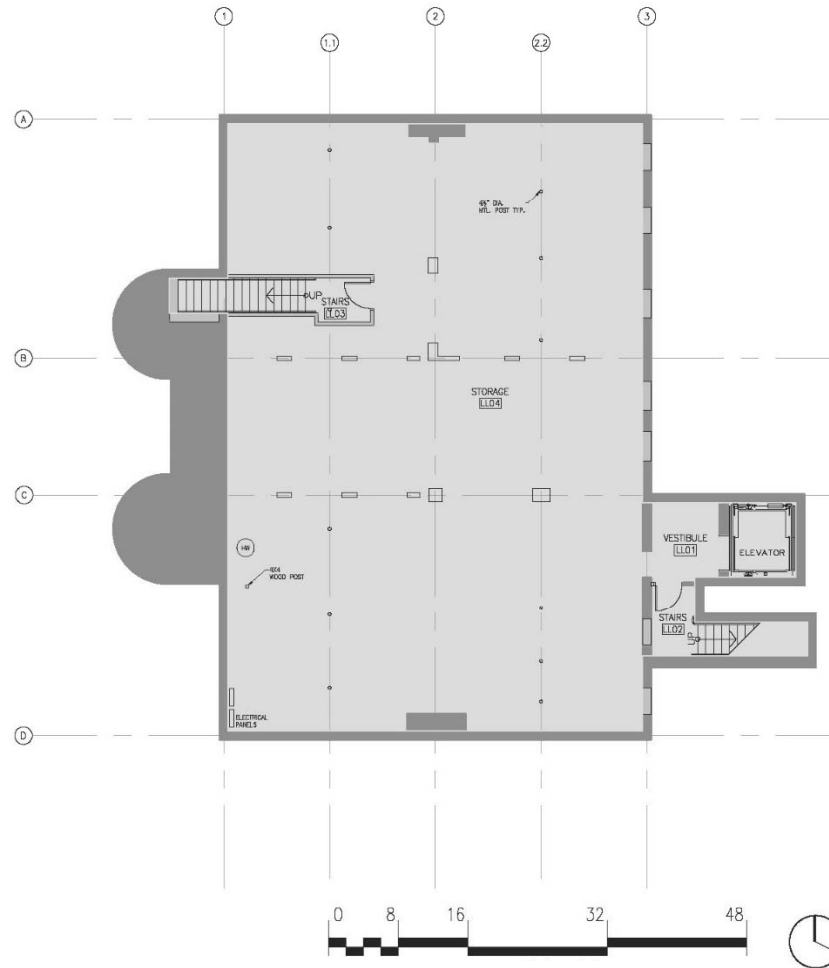
# DESIGN DEVELOPMENT DESIGN

## Second Floor Plan



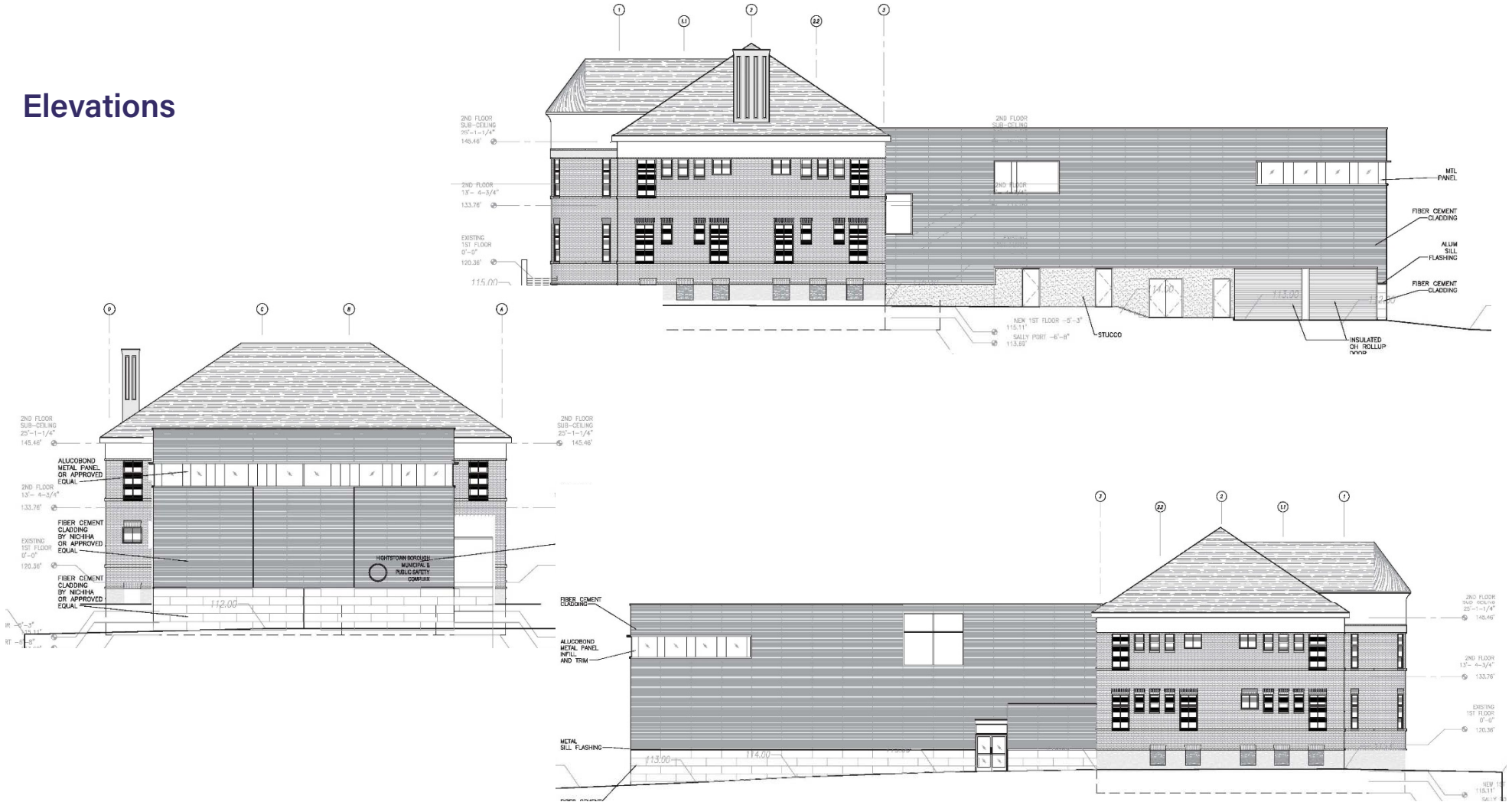
# DESIGN DEVELOPMENT DESIGN

## Basement Floor Plan



# DESIGN DEVELOPMENT DESIGN

## Elevations

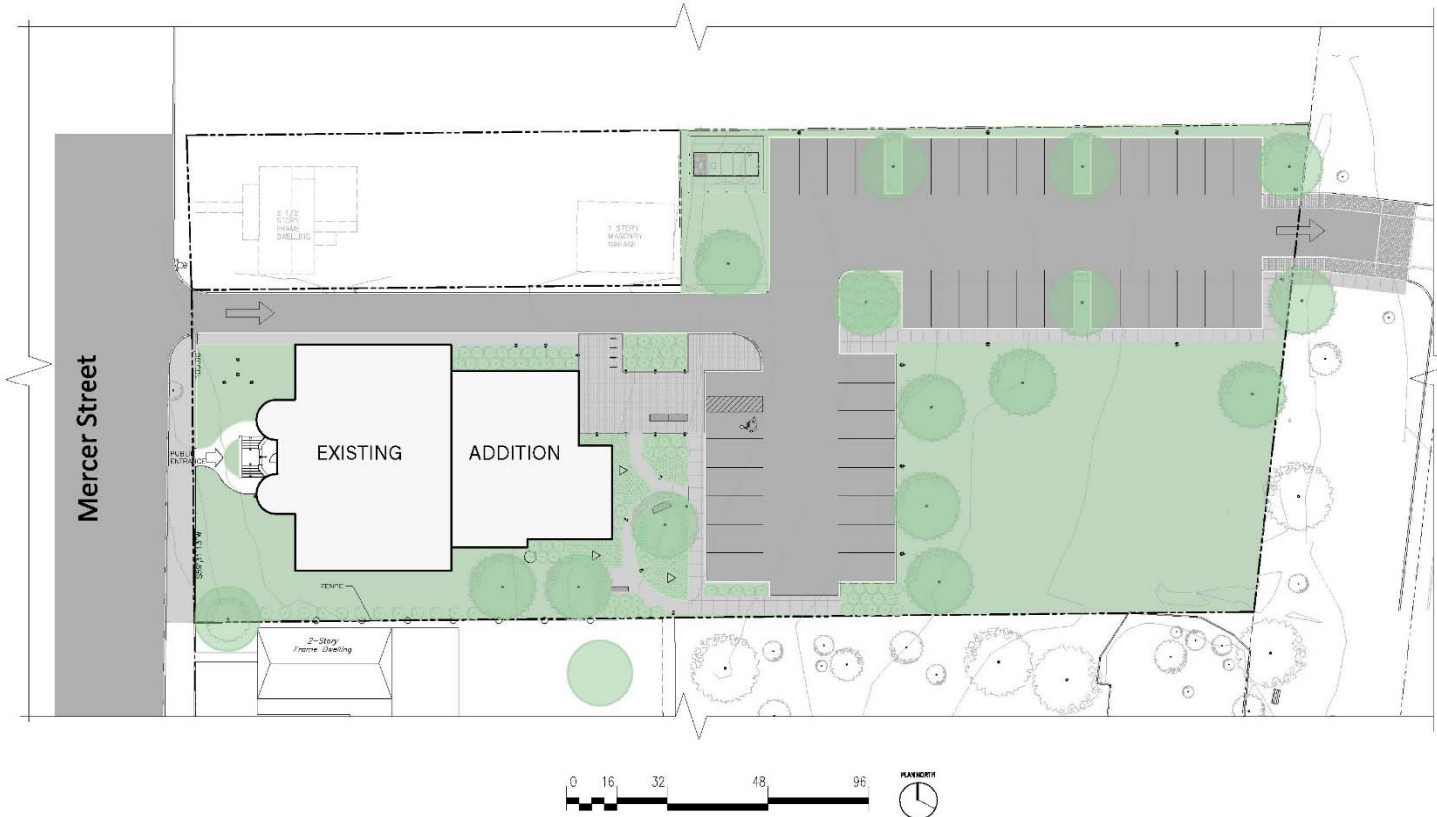


# SUBSTATION DESIGN

## Site Plan

### Project Data

- Parking: 43 Spaces
- Areas: 12,003 SF
  - 1<sup>st</sup> Floor: 6,434 SF
  - 2<sup>nd</sup> Floor: 5,255 SF
  - Basement: 314 SF







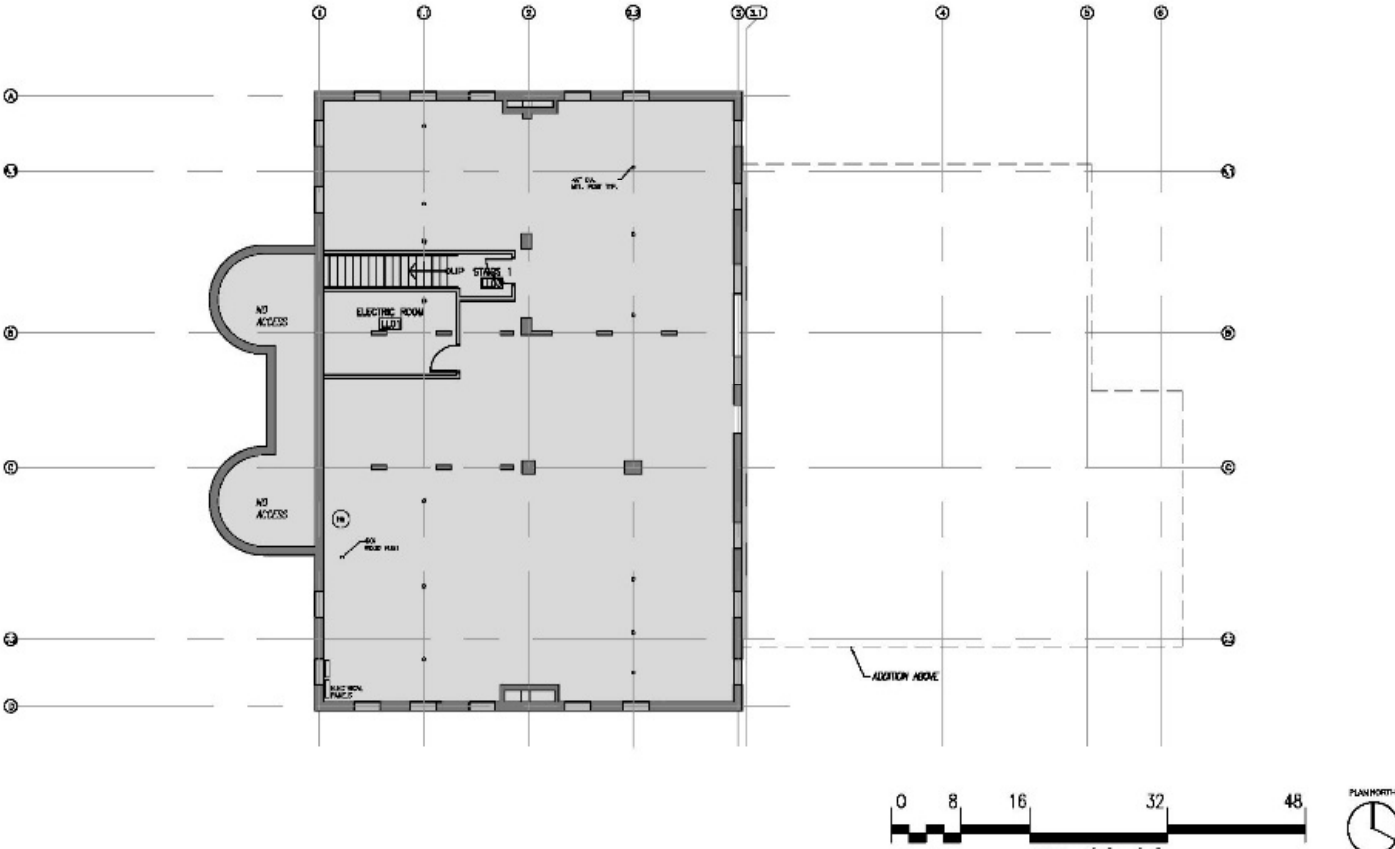
# SUBSTATION DESIGN

## Second Floor Plan



# SUBSTATION DESIGN

## Basement Floor Plan



# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN

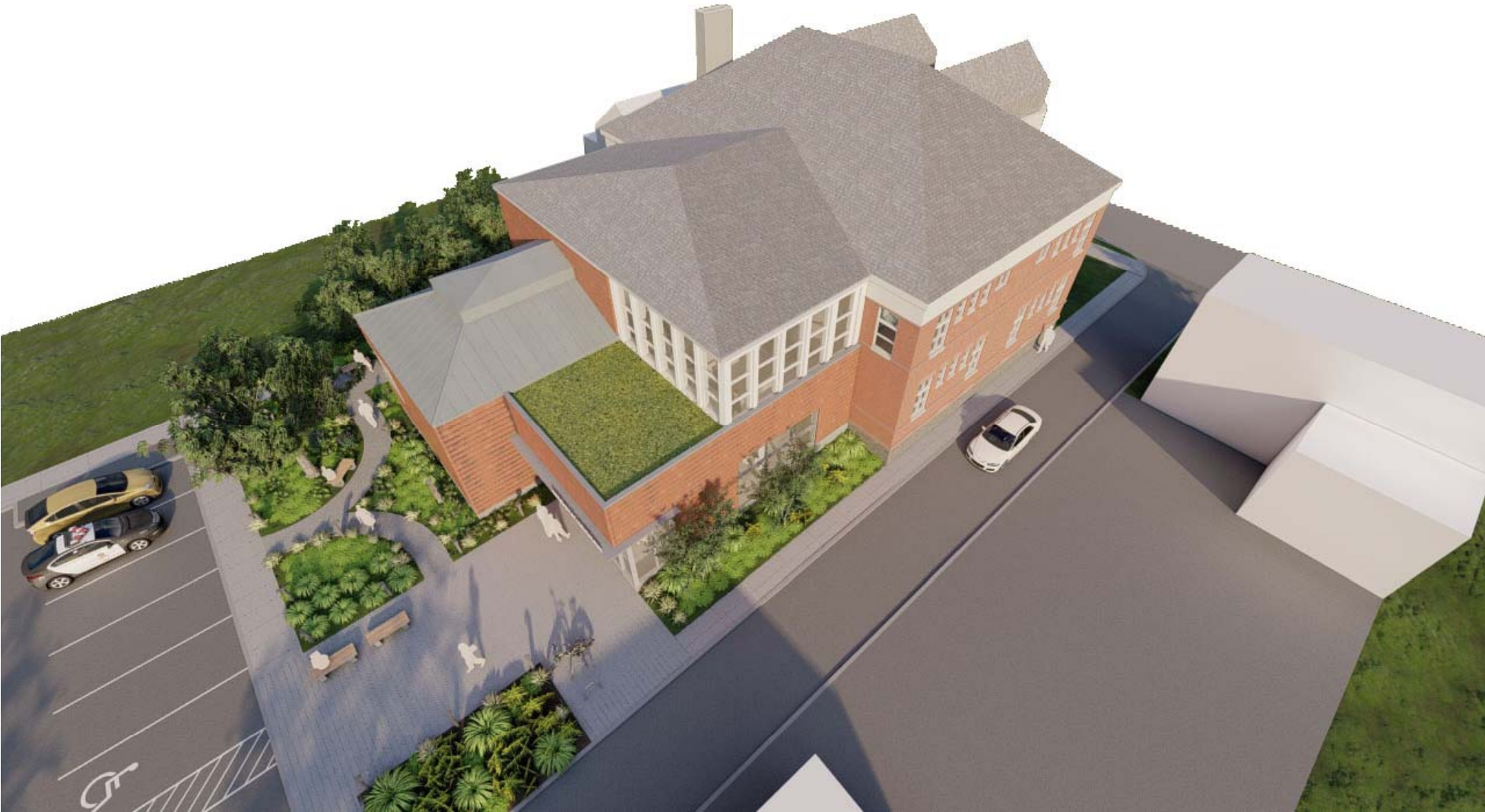




# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN



# SUBSTATION DESIGN

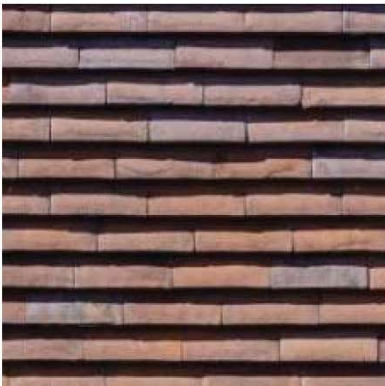


# SUBSTATION DESIGN



# SUBSTATION DESIGN

## CLADDING MATERIALS



TERRA COTTA CLADDING  
C48 Cover Finish



STANDING SEAM METAL ROOF  
Blue-Grey Finish



STONE  
Grey Statesboro Buff



# SUBSTATION DESIGN

## PLANTING



PAL  
Dwarf Fountain Grass



PAL  
Dwarf Fountain Grass



FG  
Mexican Feather Grass



JF  
Japanese Forest Grass



DW  
White Dogwood - Small



HL  
Honey Locust



# SCHEMATIC DESIGN, DESIGN DEVELOPMENT DESIGN, AND NEW SUBSTATION DESIGN COMPARISON

	SCHEMATIC	DESIGN DEV	SUBSTATION
TOTAL AREA	22,629 SF	21,562 SF	12,003 SF
BASEMENT	4,036 SF	3,940 SF	314 SF
1 <sup>ST</sup> FLOOR	9,495 SF	8,984 SF	6,434 SF
2 <sup>ND</sup> FLOOR	9,098 SF	8,638 SF	5,255 SF
CONST. COST ESTIMATES *	\$8,814,500	\$7,324,678	\$4,832,920

\*UPDATED TO TODAY'S COSTS

# SCHEDULE

7 February 2022	Architect Released to Start Construction Documents
22 May 2022	Construction Documents Complete
22 June 2022	Advertise for Bidding
22 July 2022	Receive Bids
22 August 2022	Notice to Proceed Given to Contractor

Assume 18 Months Construction

February 2024	Close Out Project
March 2024	Building Opens

**THANK YOU**