

Meeting Minutes
Hightstown Borough Council
December 20, 2021
6:30 p.m.

The meeting was called to order by Mayor Quattrone at 6:30 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.

The flag salute followed Roll Call.

| | PRESENT | ABSENT |
|---|----------------|---------------|
| <i>Councilmember Susan Bluth</i> | ARRIVED LATE | |
| <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; George Lang, CFO and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Cicalese; Seconded by Councilmember Montferrat.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

October 4, 2021 – Public Session

Moved by Councilmember Misiura; Seconded by Councilmember Jackson.

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

Minutes approved 5-0.

October 4, 2021 – Executive Session

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Thanked Council for serving this last year. Expressed his disappointment in the Republican Party.

Jeff Epstein, 421 North Main Street - Wished everyone happy holidays. Thanked Council for serving. Expressed concern in the truck and traffic issue we have in town. Things are only getting worse with all of the new warehouses being built around us.

Barb Harrington, 137 South Street - Wished everyone a Merry Christmas and Happy New Year. Thanked Council for their hard work.

There being further comments, Mayor Quattrone closed the public comment period.

ORDINANCES

Ordinance 2021-16 Public Hearing and Final Reading Amending Chapter 19, “Water and Sewer”, Section 19-2 “Charges and Rents”, Subsection 19-2-2 “Water Charges” and Subsection 19-2-3 “Sewer Charges” of the Revised General Ordinances of the Borough of Hightstown

Mayor Quattrone opened the public hearing for Ordinance 2021-16 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - It would be nice to see what was received on the old rate and what will be received with the new rate.

- Borough Administrator, Dimitri Musing, stated that it has been over 5 years since water and sewer rates were increased. We need to keep the water and sewer departments self-liquidating. We will bring in an extra \$125,000 per year by raising the rates now. This is an important step for the Borough. We will continue to automatically raise the rate 1% each year moving forward so we are not playing catch up in the future.

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

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

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

Ordinance adopted 5-0.

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 19, "WATER AND SEWER," SECTION 19-2 "CHARGES AND RENTS",
SUBSECTION 19-2-2 "WATER CHARGES" AND SUBSECTION 19-2-3 "SEWER CHARGES"
OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Mayor and Council wish to amend certain provisions contained within Chapter 19, Section 19-2, of the Hightstown Borough Code.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown that:

Section 1. Chapter 19, "Water and Sewer", Section 19-2 "Charges and Rents", Subsection 19-2-2 "Water Charges" and Subsection 19-2-3 "Sewer Charges" are hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit) \$~~44.00~~46.75 per unit
- b. Quarterly base charge for auxiliary residential
water-only connection (per connection unit), installed
as per subsection 19-2.5c \$~~25.00~~30.00 per unit
- c. Water usage charge per each 100 cubic feet
of metered water usage (all account types except
auxiliary residential water-only connections) \$~~1.96~~2.08
- d. Water usage charge per each 100 cubic feet of metered water usage for
auxiliary residential water-only connections \$~~2.85~~3.03 per unit
- e. Tanked water \$~~10.00~~20.00 per
1,000 gallons
- f. Quarterly base charge for private fire service lines:

| | |
|---------------------------|------------------------------------|
| Size of fire service line | |
| 2" | \$ 10.00 <u>10.05</u> |
| 4" | \$ 50.00 <u>52.5</u> |
| 6" | \$ 155.00 <u>162.75</u> |
| 8" | \$ 335.00 <u>351.75</u> |
| 10" | \$ 600.00 <u>630.00</u> |

g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.

h. Water-All water charges in a. to f. shall increase by an additional 1% on January 1, 2017 every January 1st, starting on January 1st, 2023.

(1991 Code § 227-8; Ord. No. 836 § 2; Ord. No. 1995-11 § 1; Ord. No. 1996-20 § 2; Ord. No. 2002-11; Ord. No. 2002-24; Ord. No. 2004-04; Ord. No. 2004-10; Ord. No. 2006-29; Ord. No. 2014-19)

Subsection 19-2-3 Sewer Charges.

The following charges and rents shall be charged for use of the sewer system. For premises connected with the water mains of the public water and sewer system owned by the Borough, a sum shall be charged in accordance with the following rates and be computed from the amount and use of water taken from the water mains during the most recently billed quarter of the calendar year as evidenced by the reading of the water meter for the premises. Sewer charges shall be based upon the following:

- a. Quarterly base charge for sewage connections (per connection unit) whether or not any water is used during the quarter \$~~74.00~~78.50 per unit
- b. Sewage usage charge per each 100 cubic feet of metered water usage (all account types) \$~~4.06~~4.31
- c. Rates for a. and b. above shall increase by 1% ~~effective January 1, 2017~~ every January 1st, starting on January 1st, 2023.

RECEIPT OF SEPTAGE/GREY WATER

- a. For processing of grey water delivered via tank truck by commercial entities:

~~(1) For the first 1,500,000 gallons delivered by a~~ ~~\$37.00~~39.00 per
~~commercial entity within a calendar year~~ 1,000 gallons

~~(2) For volume in excess of 1,500,000 gallons delivered by a~~ ~~\$26.00 per~~
~~commercial entity within a calendar year~~ ~~1,000 gallons~~

- ~~(3)~~ The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge will be \$ ~~5.00~~7.50 per
assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge \$ ~~10.00~~15.00 per
will be assessed 1,000 gallons

- b. For processing of septic tank waste delivered via tank truck by commercial entities:

- (1) Septic containing less than 3% total solids:

~~(1.1) For the first 1,500,000 gallons delivered by a~~ ~~\$58.00~~61.00 per
~~commercial entity within a calendar year~~ 1,000 gallons

~~(1.2) For volume in excess of 1,500,000 gallons delivered by a~~ ~~\$45.00 per~~
~~commercial entity within a calendar year~~ ~~1,000 gallons~~

- ~~(1.3)~~ The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge will be \$ ~~5.00~~7.50 per
assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$10.00~~15.00 per
will be assessed 1,000 gallons

(2) Septic containing greater than 3% total solids but less than 4% total solids:

~~(2.1) — Per 1,000 gallons \$68.00~~72.00 per 1,000 gallons

(2.2) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$10.00~~15.00 per
will be assessed 1,000 gallons

(3) Septic containing greater than 4% total solids but less than 5% total solids:

~~(3.1) — Per 1,000 gallons \$78.00~~82.00 per 1,000 gallons

(3.2) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$10.00~~15.00 per
will be assessed 1,000 gallons

(4) Septic containing greater than 5% total solids:

~~(4.1) — Per 1,000 gallons \$88.00~~93.00 per 1,000 gallons

(4.2) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$10.00~~15.00 per
will be assessed 1,000 gallons

(5) Septic (Jugglers):

~~(5.1) — Per 1,000 gallons or any portion thereof \$88.00~~93.00 per 1,000 gallons

(5.2) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$10.00~~15.00 per

will be assessed 1,000 gallons

(6) Car Wash:

~~(6.1) — Per 1,000 gallons or any portion thereof \$68.00~~ 72.00 per 1,000 gallons

(6.2) The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~ 7.50 per will be assessed 1,000 gallons

For material with a measured pH found to be below 5.0, an additional surcharge \$ ~~10.00~~ 15.00 per will be assessed 1,000 gallons

c. Septic from Recreational Vehicles (RV): ~~Per 1,000 gallons or any portion thereof \$10.00~~ 15.00 per 1,000 gallons

~~d. For processing of fats and grease derived solely from animal, and/or vegetable sources delivered via tank truck by \$115.00 per~~

~~commercial entities, BY APPOINTMENT ONLY: 1,000 gallons~~

ed. No petroleum oil or grease from mineral sources will be accepted at the Advanced Wastewater Treatment Plant.

fe. The term "calendar year" as used in this Section shall be the period between January 1 and December 31.

Section 2. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 3. This Ordinance shall become effective January 1, 2022, upon final passage and publication in accordance with the law.

Section 4. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Ordinance 2021-17 Public Hearing and Final Reading An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Mayor Quattrone opened the public hearing for Ordinance 2021-17 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - It is about time that we are raising salaries in the Hightstown. We have become a training facility and it's time to pay employees a decent wage. Thanked Council for doing something to keep good employees here.

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

Moved for adoption by Councilmember Fowler; Seconded by Councilmember Misiura.

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

Ordinance adopted 5-0.

Ordinance 2021-17

*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:

| | RANGING FROM: | TO: |
|--|----------------------|--------------|
| 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 |
| Registrar of Vital Statistics | \$2,500.00 | \$6,000.00 |
| Deputy Registrar of Vital Statistics | \$1,000.00 | \$5,000.00 |
| <hr/> | | |
| 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 |

| | RANGING FROM: | TO: |
|--|----------------------|--------------|
| 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 |
| 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 |
| 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:

| | RANGING FROM: | TO: |
|--|----------------------|------------|
| Administrative Assistant/Payroll Clerk | \$10.00 | \$36.00 |
| Public Health Nurse | \$25.00 | \$48.00 |
| Senior Public Health Nurse | \$39.00 | \$50.00 |

| | RANGING FROM: | TO: |
|---|----------------------|------------|
| 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 |
| <hr/> | | |
| 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 |
| 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 |
| <hr/> | | |
| AWWTP Operator | \$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 |

| | RANGING FROM: | TO: |
|---------------------------|----------------------|------------|
| 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:

| | RANGING FROM: | TO: |
|-----------------------|----------------------|------------|
| 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 2021-188 Authorizing Payment of Bills

Moved by Councilmember Misiura; Seconded by Councilmember Fowler.

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

Resolution adopted 5-0.

Resolution 2021-188
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 \$1,230,541.12 from the following accounts:

| | | |
|-----------------------|--|-----------------------|
| Current | | \$1,182,073.28 |
| W/S Operating | | 26,269.38 |
| General Capital | | 21,231.31 |
| Water/Sewer Capital | | 0.00 |
| Grant | | 0.00 |
| Trust | | 0.00 |
| Unemployment Trust | | 0.00 |
| Animal Control | | 171.10 |
| Law Enforcement Trust | | 0.00 |
| Tax Lien Trust | | 0.00 |
| Public Defender Trust | | 0.00 |
| Escrow | | <u>796.05</u> |
| | | |
| Total | | <u>\$1,230,541.12</u> |

Resolution 2021-189 Authorizing a Shared Services Agreement with West Windsor Township for Health Services

Moved by Councilmember Montferrat; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2021-189

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH WEST WINDSOR TOWNSHIP FOR HEALTH SERVICES

WHEREAS, since 2001, the Borough has participated in a Shared Services Agreement with West Windsor Township for the provision of Health Services, for which the current agreement will expire on December 31, 2021; 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, the Borough’s net cost under this agreement is \$23,759.00 for 2022, \$24,234.00 for 2023 and \$24,719.00 for 2024 with each year representing a 2% increase; and

WHEREAS, it is the intention of the Mayor and Council to provide sufficient funding for this expenditure in the 2022, 2023 and 2024 budgets.

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

The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2022 through December 31, 2024, is hereby approved, and the Mayor and Clerk are authorized to execute same.

Approval of this agreement is subject to appropriation of sufficient funds in the budgets of 2022, 2023 and 2024.

Resolution 2021-190 Appointing a Senior Public Health Nurse

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2021-190

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

APPOINTING A SENIOR PUBLIC HEALTH NURSE

WHEREAS, Geetanjali Jain has been the Public Health Nurse for Hightstown Borough since May of 2017; and

WHEREAS, during the COVID-19 pandemic, Ms. Jain responded to outbreaks, provided mass vaccinations and provided outreach to the most vulnerable members of our community all while organizing, training and supervising part-time and volunteer medical professionals on a regular basis; and

WHEREAS, Ms. Jain has performed her duties with skill and precision exceeding expectations in this challenging position during the past two years gaining knowledge, experience and specialty skills advancing her expertise as a public health nurse; and

WHEREAS, the Mayor and Council wish to appoint Geetanjali Jain of Monmouth Junction, New Jersey, as Senior Public Health Nurse, effective January 1, 2022 at a salary of \$78,770 annually.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Geetanjali Jain of Monmouth Jct. , New Jersey is hereby appointed Senior Public Health Nurse as detailed herein.

2021-191 Amending Resolution 2021-16 Appointing and Authorizing an Agreement for Professional Services - Administrative Agent of Hightstown Borough Affordable Housing Program

Moved by Councilmember Misiura; Seconded by Councilmember Montferrat.

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

Resolution adopted 5-0.

Resolution 2021-191

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

**AMENDING RESOLUTION 2021-16 APPOINTING AND AUTHORIZING AN
AGREEMENT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT OF
HIGHTSTOWN BOROUGH AFFORDABLE HOUSING PROGRAM**

WHEREAS, Resolution 2021-16 awarded a one-year professional services contract for Administrative Agent of Hightstown Borough’s Affordable Housing Program to Randall Gottesman of CGPH&P, LLC of Cranbury, New Jersey; and

WHEREAS, this contract was not to exceed \$5,000.00 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$2,500.00 will be necessary to complete the contract through December 31, 2021; 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 the agreement with Randy Gottesman of CGH&P, LLC of Cranbury, New Jersey be amended to not exceed \$7,500.00.

CONSENT AGENDA

Councilmember Jackson moved Resolutions 2021-192; 2021-193 and 2021-194 as a Consent Agenda; Councilmember Misiura seconded.

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

Resolution adopted 5-0.

Resolution 2021-192

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

**AUTHORIZING PAYMENT ON BEHALF OF PARTICIPANTS IN THE BOROUGH
OF HIGHTSTOWN LENGTH OF SERVICE AWARD PROGRAM (LOSAP)**

WHEREAS, the Borough of Hightstown instituted a Length of Service Award Program (LOSAP) with the adoption of Ordinance 1999-20 on August 2, 1999 and its subsequent approval by referendum at the November 1999 general election; and

WHEREAS, said LOSAP became effective January 1, 2000; and

WHEREAS, in accordance with *N.J.S.A. 40A:14-191*, the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 have submitted certified listings of all volunteer members who qualified for credit under the LOSAP program for the year 2020; and

WHEREAS, certain volunteers are also eligible to redeem amounts “banked” during prior years of qualified service; and

WHEREAS, the listing of all employees who qualified for credit under the LOSAP program during 2020 and/or are eligible to redeem amounts banked during prior years of qualified service is attached hereto as Schedule “A”; and

WHEREAS, *N.J.A.C.* 5:30-14.10 requires that these listings be approved by Resolution of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the certified listings set forth on the attached Schedule A of volunteer members of the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 who qualified for credit under the LOSAP program for the year 2020 are hereby approved, and the Borough Administrator is directed to take all steps necessary to provide payment on their behalf to Lincoln Financial Group in accordance with the provisions and requirements of *N.J.S.A.* 40A:14-191 and *N.J.A.C.* 5:30-14.1 *et seq*; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Hightstown First Aid Squad and Hightstown Engine Co. No. 1; and

BE IT FURTHER RESOLVED that, in accordance with *N.J.S.A.* 40A:14-192, copies of the approved listings shall be posted for a period of not less than 30 days in the Borough Clerk's office, at the Hightstown Firehouse and at the Hightstown First Aid Squad building.

Schedule "A" – Page 1 of 1

The following volunteers qualified by points earned during the year 2020 for credit in the Borough of Hightstown Length of Service Awards Program (LOSAP), AND/OR are eligible to redeem amounts "banked" during prior years of qualified service. Points were earned in accordance with the point system established in Ordinance 1999-20 and certified by the Fire Chief and First Aid Squad President. Total allowable contribution for each year of qualified service is \$750.00. Total allowable payment into fund on behalf of any one volunteer in any one year, including current year contribution, buyback of prior year service and/or redemption of amounts banked during prior years of qualified service, is \$1,150.00.

Hightstown Engine Co. No. 1

Belgard, Scott

Bennett, Ryan

Brink, Kevin

Bukowski, Matthew

Derr, Donald

Derr, Stephanie

Evers, Gary

Frank, Austin

Glackin, Neal

Jenkins, Scott

Krakowski, Jacob

Krakowski, Scott

Lawson, Matt

Mastiano, Rich

McClenahan, Cynthia

Reed, Chad

Sugg, C

Weisel, A

Hightstown First Aid Squad

Boguszewski, Stephen

Curran, Jessica

Madonia, Mark
Stackhouse, Keith

Sukhadia, Sneah

Resolution 2021-193

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2021 BUDGET

WHEREAS N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2021 budget are hereby authorized:

| <u>Current:</u> | <u>From</u> | <u>To</u> |
|--|--------------------|------------------|
| Grant Writing | | |
| Other Expenses | 5,000.00 | |
| Tax Assessor | | |
| Other Expenses | 2,000.00 | |
| Group Insurance | | |
| Other Expenses | 13,200.00 | |
| Parks and Recreation Open Space | | |
| Other Expenses | 7,100.00 | |
| Tax Assessor | | |
| Salaries and Wages | | 800.00 |
| Mayor and Council | | |
| Other Expenses | | 400.00 |
| Tax Collector | | |
| Salaries and Wages | | 10,000.00 |
| Telephone | | |
| Other Expenses | | 2,500.00 |
| Board of Health | | |
| Salaries and Wages | | 3,500.00 |

Recreation and Open Space

Salaries and Wages 7,100.00

Planning and Zoing

Salaries and Wages 3,000.00

TOTALS \$ 27,300.00 \$ 27,300.00

Resolution 2021-194

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

RESOLUTION CANCELING 2021 APPROPRIATION BALANCES

WHEREAS, the following 2021 Current Fund Operating budget appropriation balances remain unexpended:

Electricity (Other Expenses)..... \$10,000.00

Length of Service Awards Program \$6,000.00

; and

WHEREAS, the following 2021 Water-Sewer Utility Operating budget appropriation balances remain unexpended:

Other Expenses..... \$35,000.00

; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances offset estimated realized revenues;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hightstown, that the above listed unexpended balances of the Current Fund Operating 2021 Budget and the Water-Sewer Operating 2021 Budget be canceled.

NEW BUSINESS

2022 Boards & Commission Vacancies

Borough Clerk, Peggy Riggio, presented the membership for Boards and Commission for 2022. After discussion, Council agreed that all new appointments and reappointments looked good to move forward with this at the reorganization meeting scheduled for January 3, 2022.

SUBCOMMITTEE REPORTS

Labor Counsel

The subcommittee reviewed and interviewed candidates. They recommend Bob Merryman. He is very knowledgeable and has done work in Mercer County. After discussion, by a unanimous straw vote, Council choose to move forward with appointing Bob Merryman as Labor Counsel for 2022.

Affordable Housing Attorney

Councilmember Misiura and Planning Board interviewed 2 candidates. Scott Miccio is the present Affordable Housing and Planning Board Attorney. Planning Board has been happy with his work and sees no reason to change. Scott Miccio was recommended as Affordable Housing Attorney. After discussion and unanimous straw vote, Council choose to move forward with appointing Scott Miccio was Affordable Housing Attorney for 2022.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Fowler

Environmental Commission – They have postponed the December meeting.

Downtown Hightstown – Businesses wrapping things up for from the holidays. All businesses had good foot traffic. Thanked the Cultural Arts Commission for hosting the sing a long in Memorial Park. The Hightstown High School Choir was there to help lead the sing along.

Councilmember Misiura

Rug Mill Project - PRC received their permits from DEP. They still need an archeological survey and Mercer County Soil Conservation Permit. The litigation that they are involved with is not fully resolved but they are able to move forward and will be able to enter into a developer's agreement. Hoping to do this in January.

Planning Board - The developer who purchased the former Wells Fargo property came to the planning board meeting with their initial ideas for that property. The board amended the master plan to accept the circulation study. The Affordable Housing Plan is moving along. The Affordable Housing element of the Master Plan should be in place by early next year.

First Aid - One of the ambulances is back in service although still not 100%.

Councilmember Cicalese

Board of Health - We have an incredible partnership with West Windsor. They laid out their response to the current outbreak. School children are currently make up for the largest percentage of positive cases. They are setting up clinics to target school age children. Several pop-up clinics have been scheduled.

Parks and Rec - Looking to start on phase 2 of the Dawes Park Improvements. This is being done through funds raised from the triathlon. Discussed naming the basketball courts in honor of Larry Gunnell. Looking to set up a recreational trip.

Council President Bluth joined the meeting at this time.

Councilmember Jackson

This was a good year for the Borough. We were able to complete many big projects. It is a pleasure to work with Council, staff and our volunteers.

Borough Administrator, Dimitri Musing

There have been many questions regarding the planned development in East Windsor. This is an approved affordable housing site. Everything has been approved by the State. This development could be beneficial to our downtown businesses.

Council President Bluth

Cultural Arts Commission - The sing a long was very successful.

Borough Attorney, Fred Raffetto

Happy Holidays to all.

Mayor Quattrone

Thanked Public Works for keeping the town looking the way it does. Encouraged anyone and everyone who is eligible to go out and get their Covid booster. The sing along was wonderful and he has been receiving some great feedback. The Dawes Park basketball court is getting a lot of use. Wished everyone a Merry Christmas and Happy New Year.

Councilmember Cicalese moved to adjourn to Executive Session at 7:36 p.m.; Councilmember Jackson seconded. All ayes.

Council returned to open session at 8:50 p.m.

EXECUTIVE SESSION

Resolution 2021-195 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2021-195

*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

December 20, 2021, via 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 Stockton Street Sidewalks

Personnel – AWWTP Superintendent

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 March 20, 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.

ADJOURNMENT

Councilmember Cicalese moved to adjourn at 8:51 p.m.; Seconded by Councilmember Fowler. All ayes.

Respectfully Submitted,



Margaret M. Riggio
Borough Clerk

Approved by Hightstown Borough Council: **March 7, 2022**