



# THE BOROUGH OF HIGHTSTOWN PLANNING BOARD

## REGULAR VIRTUAL MEETING MINUTES MARCH 14, 2022, 7:30 P.M.

### OPEN SESSION

Bev Asselstine, Chairperson, called the meeting to order at 7:31 p.m. and read the Open Public Meetings Act statement: "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the Trenton Times and the Windsor-Hights Herald and is posted on the Borough's website. Due to Covid-19 and self-distancing protocols, this meeting was held remotely through [www.zoom.com](https://www.zoom.com)."

**Flag Salute**, led by Ms. Asselstine

### Roll Call – Planning Board

	PRESENT	ABSENT	LATE ARRIVAL
Mayor Quattrone	X		
Councilman Misiura		X	
Ms. Asselstine, Chair	X		
Ms. Jackson, Vice-Chair	X		
Mr. Laudenberg	X		
Mr. Searing	X		
Ms. Watkins	X		
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2		X	
Mr. Gainey	X		
Mr. Yandoli	X		

Also in attendance: Jane Davis – Planning Board Secretary, Scott Miccio – Attorney, Carmela Roberts – Engineer, Brian Slaugh – Planner, Amanda Ostrowitz & Mark of Wilson Avenue

### Approval of Agenda

Ms. Asselstine asks for a motion to approve the Agenda.

Motion made by Mr. Laudenberg and seconded by Mr. Balcewicz to approve the agenda for the March 14, 2022 Planning Board meeting.

Roll Call Vote: Mayor Quattrone, Ms. Asselstine, Ms. Jackson, Mr. Laudenberg, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Gainey & Mr. Yandoli. Mr. Misiura & Mr. Cabot were absent. Motion passed 9-0; 2 absences.

### Approval of Minutes

Ms. Asselstine asks for any comments on the meeting minutes from the regular virtual meeting on February 14, 2022. She notes that Ms. Davis will be making a couple of minor typographical revisions and asks for a motion to approve the minutes. Motion made by Mayor Quattrone and seconded by Mr. Searing.



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## REGULAR VIRTUAL MEETING MINUTES

**MARCH 14, 2022, 7:30 P.M.**

**Roll Call Vote:** Mayor Quattrone, Ms. Asselstine, Ms. Jackson, Mr. Laudenberger, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Gainey & Mr. Yandoli. Mr. Misiura & Mr. Cabot were absent. Motion passed 9-0; 2 absences.

### **Public Comment**

Ms. Asselstine invites members of the public to comment on items not on the Agenda. There is one public comment from Amanda Ostrowitz of 920 West Madison Street in Chicago, Illinois. She explains she is an attorney who built a software company to track local governments nationwide and consults local governments on cannabis ordinances. The Board members advise her that Council is in charge of drafting ordinances, and she should keep an eye on their upcoming meetings.

There being no further public comment, Ms. Asselstine closes public comment.

### **Old Business**

**Affordable Housing Plan** – Mr. Slaugh presents the draft Affordable Housing and Fair Share Element. (see attached) Mr. Slaugh worked on this with the Affordable Housing subcommittee, most recently, Mr. Misiura & Ms. Jackson, over the last several months. He gives a background on Affordable housing in New Jersey and how the Jacobson methodology is the standard being used to determine housing obligations. Ms. Asselstine & Mr. Laudenberger question how the Hightstown Housing Authority could count towards Hightstown's Affordable Housing requirement. There is discussion about how it could be and why it will not be included in the Affordable Housing obligation. Since the records for previous major renovations at the Housing authority were not retained, the Housing Authority units can only be counted towards the municipality's rehabilitation quota should they do significant renovations. Mr. Slaugh goes on to explain the demographic portion of the drafted Affordable Housing and Fair Share Element and explains the process of adopting this into the Master Plan. Ms. Asselstine & Mr. Balcewicz point out a couple minor typographical revisions in the report to be revised. The next step agreed upon would be to send a revised draft to Council for comment prior to setting a hearing date for the adoption to the Master Plan. Ms. Asselstine asks for clarification on properties labeled as "no known contamination" in the draft. Mr. Slaugh responds that these have been cross referenced with the DEP website, and it simply means there has been no contamination reported. Ms. Jackson asks if once an area or property is rezoned, does it have to follow the affordable housing guidelines. Mr. Slaugh explains that, yes, once it is rezoned, should an application come in for said property it will need to include affordable housing. Since there were some bonus units built into the Affordable Housing Plan, they can be removed if it doesn't make sense prior to adoption. There is discussion of the Rug Mill development and why it wasn't required to include and build affordable housing. Mayor Quattrone raises concern with the amount of affordable housing being fit into the Borough. Mr. Yandoli echoes previous comments on the Housing Authority in hopes of finding a way to incorporate those units into Hightstown's number of required affordable housing units. There was no roll call vote to move this forward for Council's review.



## **THE BOROUGH OF HIGHTSTOWN PLANNING BOARD**

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**Ordinance / Website changes** – Ms. Asselstine introduces Mr. Miccio to review proposed changes. Mr. Miccio states that he will work with Ms. Davis to clarify the application process and he suggests it should be formatted like an appendix to the code or implementing a set of bylaws instead of a revision to the existing code. He continues that in addition to a checklist of requirements, this addition would make the process more easily digestible to applicants. Ms. Davis agrees and recommends submitting a digital copy would be helpful.

#### **New Business**

No New Business

#### **Committee and Professional Reports**

Ms. Asselstine asks for any new committee or professional reports.

**Mr. Miccio** – Mr. Miccio shares that there was an article in the Trentonian about a major cyber-attack on East Windsor Township in which the FBI is involved. He urges the Board to keep cybersecurity in mind when clicking on links or email attachments.

**Ms. Roberts** – Ms. Roberts adds that she is in the process of evaluating the current water/sewer capacity based on the projections in Mr. Slaugh's Affordable Housing report.

**Mr. Slaugh** – Nothing new or additional to report.

#### **Chairman and Board Member Comments**

Nothing new or additional to report.

There being no further business, Ms. Asselstine asks for a motion to adjourn. Motion made by Mr. Laudenberg & seconded by Mr. Searing. All ayes. Meeting adjourned at 9:08 PM.

Submitted by:

A handwritten signature in black ink, appearing to read "Jane Davis".

Jane Davis, Planning Board Secretary

Minutes approved by the Planning Board on Monday, April 11, 2022.