

**Hightstown Planning Board Regular Meeting – Virtual
December 14, 2020, 7:30 p.m.**

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OPEN SESSION

Fred Montferrat, Chairman, 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 in the Borough Clerk’s office.”

Flag Salute

Roll Call

	PRESENT	ABSENT	LATE ARRIVAL
Mr. Montferrat, Chairman	X		
Mayor Quattrone	X		
Councilman Misiura	X		
Ms. Asselstine	X		
Ms. Jackson		X	
Ms. Watkins	X		
Mr. Searing	X		
Mr. Laudenberger	X		
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2	X		

Also in attendance: Sandy Belan, Planning Board Secretary, Carmela Roberts, Engineer, Jolanta Maziarz, Attorney and Brian Slauch, Planner.

APPROVAL OF AGENDA

Mr. Montferrat asked for motion to approve the December 14, 2020 agenda. Ms. Asselstine asked that the agenda be amended to have the Mobility Presentation first and the Resolution approval last. Motion made by Ms. Asselstine and seconded by Mr. Laudenberger to approve the November 9, 2020 agenda.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Mr. Searing, Mr. Laudenberger, Mr. Balcewicz, Mr. Cabot and Ms. Watkins. Ms. Jackson was absent. Motion passed 9-0.

Mr. Montferrat asked if there were any changes to the November 9, 2020 Meeting Minutes.

Motion made by Mayor Quattrone and seconded by Mr. Cabot to approve the November 9, 2020 minutes of the Regular Planning Board meeting.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Mr. Misiura, Ms. Asselstine, Mr. Searing, Mr. Laudenberger, Mr. Balcewicz, Mr. Cabot and Ms. Watkins. Ms. Jackson was absent. Motion passed 9-0.

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

Pam Lewis introduced herself as the new Deputy Tax Collector for Hightstown Borough.

There being no further comments, Mr. Montferrat closed the public comment.

New Business – Presentation attached

- 1) **Mobility Study Proposed Amendment to Master Plan** – Ms. Asselstine gave a brief overview of the project. This is the type of technical assistance and expertise that Hightstown has needed to tackle some of our ongoing traffic problems. Thanked our partners NJDOT, NV5 and Stokes Creative Group for all their assistance with this project. With the Coronavirus the community outreach process was more difficult. Also, dealing with students with this outreach. Will be presenting an overview and specific recommendations. Detailed recommendations and tough choices had to be made. Another grant DVRPC circulation study for the Redevelopment Area. Copy of this presentation will be attached to the minutes.

Project Team:

Bill Riviere, NJDOT Liaison to the project
Rachana Sheth, NV5 – Project Manager – leading the project from planning side and author of the documents.
Mike Dannemiller, NV5 – Principal Engineer
Rob Gates, NV5 – Instrumental in helping with the Plan.
Nicole Pace-Addeo, Stokes Creative Group – Public Outreach Activities

Community Advisory Board – engaged since the beginning of the project. Involved in the initial discussion identifying all the factors involved in the project. Wide range of business, local group/businesses and community were part of the Community Advisory Board.

Rachana Sheth gave an overview of the Plan.

Nicole Pace-Addeo – Outreach in Pandemic environment requires creativity:

Tools used:

Everything on Borough Website – great traffic
Google form for people to provide input on the Vision Statement.
Survey – Both in English and Spanish

Wikimap – interactive tool – pin-point key locations and areas
Two virtual meetings in May and November

Visioning Workshop – May – 170 people viewed presentation: unique users 110.
Public Information – November - 31 different people participated and 22 views.

Summary – key words from vision and goal survey – community, sidewalks, residents and walking –
Themes safety, accessibility, recreation and regional connectivity

Draft Vision Statement:

Rachana Sheth reviewed the following:

Existing Conditions
Key Destinations
Field Visit
Draft Bicycle and Pedestrian Network
Existing Problems
County Improvements
Priority Corridors
Network Links

Priority Corridors:

- a) Bank Street
- b) Summit Street
- c) East & West Ward Streets
- d) NJ Route 33/Franklin Street

Improvements that make bicycling easier and safer.

Mike Dannemiller – Engineering Recommendations/Priority Intersections

- a) NJ Route 33 & South Academy Street/W. Ward/Maxwell Ave.
- b) Maxwell & E. Ward St
- c) Stockton Street/Dutch Neck/Harron Ave.

Improvements that make walking easier and safer/some safety enhancements:

- a) Cross walks
- b) Curb ramps
- c) Curb extensions
- d) Traffic Islands – center of road
- e) Signs/signals/countdown light
- f) Lighting
- g) Vertical elements to help visibility

Reviewed Proposed Concepts at Certain Intersections:

Academy and Ward Streets – additional crosswalks and center island.
Maxwell and Franklin Streets – difficult to cross.

Ms. Sheth reviewed the next steps:

- 1) Adopt this Mobility Plan as part of the Borough's Master Plan
- 2) Develop initial concepts of the recommendations in the plan based on more detailed data collection, analysis, survey, community preference and coordination with Mercer County and NJDOT where needed. Consider conducting "pilot" projects/temporary installations to test recommendations and gather community feedback
- 3) Obtain funding for the recommendations
- 4) Adopt the latest Complete and Green Street Model policy
- 5) Develop and adopt a community-focused traffic calming policy
- 6) Advance recommendations on state roadways in this plan as problem statements prepared in coordination with NJDOT and DVRPC
- 7) Provide a status updated to NJDOT within a year of adoption of the plan.

Ms. Asselstine – received preliminary feedback from Mercer County regarding Stockton Street – prefer roundabout alternative to the traffic signal – (1) maintenance expense with traffic signal; (2) signal would potentially back up traffic to Route 130.

Mr. Montferrat thanked all the presenters and Ms. Asselstine for their detailed report on this project.

Mr. Misiura – Thanked the Department of Transportation and the consultants involved in this detailed project – great community input. Need to implement this plan.

Bill Riviere NJDOT informed the Board that these studies have an extensive shelf life and may be utilized at any time.

Mayor Quattrone thanked the entire team and hope to implement these ideas.

Motion made by Ms. Asselstine and seconded by Mayor Quattrone to forward the Mobility Plan to the Borough Council and schedule Public Hearing for the January 11, 2021, Planning Board Meeting to adopt the Mobility Study as an Amendment to the Master Plan.

All ayes.

Consensus of the Planning Board that the Mobility Study be forwarded to the Borough Council for their review and a Public Hearing will be scheduled for the January 11, 2021 Planning Board Meeting.

- 2) 2020-2021 Stormwater Ordinance Update – Ms. Roberts reviewed – The Borough maintains a Tier A MS4 New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Permit and must remain in compliance each year. On March 2, 2020 the NJDEP informed the Borough that the Stormwater Management rules at NJAC 7:8 were amended, and this will require the Borough to update its Stormwater Control Ordinance in order to stay in compliance with the NJPDES Stormwater Permit. The proposed Stormwater Ordinance maintains the sections regarding review of private stormwater facilities as well as small scale developments which are issued zoning permits and do not appear before the Planning Board.

The new Stormwater Control Ordinance must be adopted and effective by March 3, 2021 at the latest. After the ordinance is adopted by the Borough, Mercer County must be given time to review it and to respond within 60 days.

Consensus of the Planning Board that the Stormwater Ordinance be amended and adopted as recommended by Ms. Roberts and be forwarded to the Borough Council for their action.

- 3) Road and sidewalk improvements for Spring Crest, Glen Brook, Taylor Avenue and Spruce Court – Ms. Roberts reviewed her memorandum dated November 24, 2020.

Consensus of the Planning Board to approve the proposed Road and Sidewalk Improvements as presented by Ms. Roberts and recommend concept #3 for the Taylor Street.

- 4) Resolution #2020-10 – Application #2016-01 – Windsor Property Associates, LLC – Site Plan Waiver, Block 48, Lot 31, Office Retail Project in Corridor Revitalization Zone in East Windsor

Ms. Maziarz reviewed the proposed resolution.

Motion made by Ms. Asselstine and seconded by Mr. Balcewicz to approve Resolution 2020-10 – Application #2016-01 – Windsor Property Associates, LLC approving the Site Plan Waiver.

Roll Call Vote: Mr. Montferrat, Mayor Quattrone, Ms. Asselstine, Mr. Searing, Mr. Laudenberg, Mr. Balcewicz and Mr. Cabot voted yes. Ms. Jackson was absent. Mr. Misiura and Ms. Watkins were not eligible to vote. Motion passed 7-0.

Committee & Professional Reports

Ms. Roberts – Start engineering work for improvements to Railroad Avenue and Summit. Received \$500,000 through DOT for Hauser Avenue, Bennet Place and Prospect Drive late next year.

Board and Committee Reports

Board Members

Mr. Misiura reported that Mercer County approved the PRC LLC Site Plan Application with the following conditions:

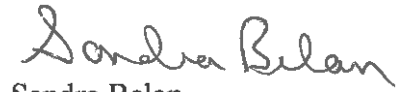
- 1) Traffic Study be conducted.
- 2) Surety Bond in the amount of \$50,000 to provide for traffic and transportation improvements relating to the development project.

Ms. Asselstine added that the County Planner sent a Public Information Center link from the NJDOT regarding redesign of the Cranbury Circle and Brickyard Road. Ms. Asselstine will share the link with Board Members.

Mayor Quattrone thanked the Planning Board members for their service, especially during the pandemic. The Council Reorganization will be held during the first Council Meeting scheduled for January 4, 2021.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Searing and seconded Ms. Watkins. All ayes. Meeting adjourned at 9:30 p.m.

Submitted by:

A handwritten signature in black ink that reads "Sandra Belan". The script is cursive and fluid.

Sandra Belan
Planning Board Secretary