



THE BOROUGH OF HIGHTSTOWN PLANNING BOARD

REGULAR VIRTUAL MEETING MINUTES

MAY 9, 2022, 7:30 P.M.

OPEN SESSION

Bev Asselstine, Chairperson, called the meeting to order at 7:30 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."

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

Approval of Agenda

Ms. Asselstine asks for a motion to approve the Agenda as there are no revisions.

Motion made by Mr. Cabot and seconded by Mr. Balcewicz to approve the agenda for the May 9, 2022 Planning Board meeting.

Roll Call Vote: Mayor Quattrone, Mr. Misiura, Ms. Asselstine, ~~Ms. Jackson~~ (ABSENT), Mr. Laudenberg, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Cabot & Mr. Yandoli. Ms. Jackson was absent. Motion passed 10-0; 1 absence.

Approval of Minutes

Ms. Asselstine asks for any comments on the meeting minutes from the regular virtual meeting on April 11, 2022. There being no comments, she asks for a motion to approve the minutes. Motion made by Mr. Balcewicz and seconded by Mr. Searing.



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Roll Call Vote: Mayor Quattrone, Ms. Asselstine, ~~Ms. Jackson~~ (ABSENT), Mr. Laudenberg, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Cabot & Mr. Yandoli. Mr. Gainey abstained. Ms. Jackson was absent. Motion passed 9-0; 1 abstention; 1 absence.

Public Comment

There being no members of the public in attendance of the meeting, Ms. Asselstine opens & closes public comment.

Old Business

Ordinance / Website changes – Ms. Asselstine defers to Ms. Davis for updated on the website and ordinance changes. Ms. Davis explains that she met with Mr. Miccio to discuss this topic and continued work will be done. Additional updates will be presented as progress is made.

New Business

Capital Review – Ms. Asselstine introduces Ms. Roberts to inform the Board of updates on the improvements to Hausser Ave, Bennett Place and Prospect Drive. Mr. Roberts explains that roadways and curbs will be repaired, and new sidewalks will be installed due to receiving a grant from NJDOT. Additionally new water mains will be installed on Hausser Avenue and Prospect Drive. All water service lines except for one were found to be copper. She goes on to explain the work in further detail as shown on the plans provided in the agenda packet. Ms. Roberts opens up questions for the Board. Mr. Balcewicz questions whether the water line replacement will be at the expense of the homeowner or the expense of the project. Ms. Roberts explains that has not yet been determined by Council. Mr. Misiura asks how it's determined which side of the street the new sidewalk will be installed on. Ms. Roberts explains that it's dependent on the existing conditions of the property that would cause the least disturbance. Mr. Misiura also notes that it would be helpful to include a key map on future drawings. Mayor Quattrone notes that the driveways on the west side of Hausser are shallow and should be looked at further. Ms. Asselstine echoes the sentiment. Mr. Miccio confirms that there is no formal action required from the Planning Board, only consideration of any comments. Ms. Asselstine asks if there will be any new road signage. Ms. Roberts states that there will be all new signage installed. Ms. Asselstine asks for a "Children at Play" or the like to be considered for the entry points to that neighborhood.

Committee and Professional Reports

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



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Ms. Roberts – Ms. Roberts gives an overview of the lead service law. Every lead service line in the state will need to be replaced within the next 10 years. 10% of the lead service lines need to be replaced each year and by 2031 there will be no more lead service lines in the state. Lead service is described as any lead or galvanized pipe from the main to the house. The Borough is currently completing a lead service line inventory and map. The DEP wants to know where the lead service lines are in the road and behind the curb. The borough is obligated to ensure both the curb side and the house side are replaced and the Council is discussing financial options. The latest grant received for the neighborhood of Meadow Drive, Clover Lane & Orchard Avenue all have copper service lines. The Borough is required to notify anyone who has a galvanized or lead service line.

Mr. Miccio – Nothing additional to report.

Chairman and Board Member Comments

Ms. Asselstine – Reminds members to submit their annual financial disclosure statements.

Historic Preservation Committee – Mr. Cabot reports that the historic banners have all been rehung. The Civil War monument is being refreshed with new plantings and mulch. 3PRCLLC has been working with the HPC to salvage some of the architectural details from the Willis House.

Complete Streets Committee – Ms. Asselstine briefly updates that there has been a report created identifying crosswalks and intersections that need to be repainted. 7 of the intersections will be taken care of by Mercer County. The remaining crosswalks will be taken care of by the Borough's Public Works. There will be a booth at the Harvest Fair to give out updates in regard to traffic calming measures and projects in relation to the Master Plan. Mr. Balcewicz suggests including bicycle safety information.

No additional committee reports. Ms. Asselstine asks for any comments. She continues that there are several applications that are incomplete or being reviewed. Ms. Davis gives a brief update on the pending submitted applications.

There being no further business, Ms. Asselstine asks for a motion to adjourn. Motion made by Mr. Laudenberg & seconded by Mr. Gainey. All ayes. Meeting adjourned at 8:16 PM.

Submitted by:

Jane Davis, Planning Board Secretary

Minutes approved by the Planning Board on Monday, September 12, 2022.