

Borough of Hightstown
Complete Streets Committee

8/24/2022 – Committee Meeting

Meeting Minutes

6:30 pm

Join Zoom Meeting

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CALL TO ORDER

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 provided to the *Trenton Times* and the *Windsor-Hights Herald* and is posted in the Borough Clerk's office.

- Roll Call

Member	Attended	Absent
Council Member Joe Cicalese, Chair	X	
Council Member Steve Misiura, Vice-Chair		X
Beverly Asselstine, Secretary, Planning Board representative	X	
Dave Zaiser, Environmental Commission representative	X	
Brian Clissold	X	
Tim Troxler	X	

Guests: Michele Demak Epstein, Barb Harrington

- Approval of Agenda **Approved**
- Approval of Minutes **Approved**
- Ongoing Project Review **The Committee reviewed the project list and determined next steps as needed.**

DISCUSSION

- Hightstown Fair table preparation **The Committee discussed plans for the event:**
 - **Fair runs 10 to 4, Bev will distribute a sign-up sheet for 2 hour blocks of time**
 - **Table, pop-up tent, Mobility Plan/County Bike Plan/NJDOT Complete Streets Design Guide in binders – Bev**
 - **Chairs – Joe**
 - **Set up tri-fold display of concepts from Mobility Plan – Steve**
 - **Flier with Committee Mission Statement, contact information, definition of complete streets and resources links/URLs – Bev to draft for discussion next month**
 - **Potential resources to share at table: Dangerous by Design by Smart Growth America (Joe), GMTMA bike/ped safety information (Bev), Vision Zero information (Bev)**
- Mercer County Trails Workshop - New Date Oct 6 **Bev reported the event originally planned for June was postponed. Bev will share details and Dave will share with the Environmental Commission. We need to identify someone to represent Hightstown.**
- NJ DOT Local Aid Educational/Promotional Video Request **Bev reported that Civic Eye Collaborative, an ad agency, reached out for information on how we used the local aid grant we received from NJDOT and progress on implementing the project. Bullets from our project list about completed projects and a description of our Mobility Plan were provided.**
- Potential grant opportunity: Local Infrastructure Hub **NV5 shared information about this technical assistance grant and suggested that Hightstown apply to participate in the bootcamp program. The Committee agreed this is a good opportunity to help the Borough improve our opportunities to win Federal grants. Dave will share with the Environmental Commission, which is interested in the federal resiliency grant opportunities and Bev will discuss with the Borough Administrator.**

PUBLIC COMMENT (3 minutes or submit via email)

Barb Harrington suggested we include a sign-up sheet at our table to get more volunteers for the Committee's work.

Michele Demak Epstein asked how we define "complete" on the project list and asked about the status of the truck ordinance. She said speeding is worse than ever and suggested we install protected bike lanes.

ADJOURNMENT

2022 Meeting Schedule:

Jan 26, 2022 6:30 PM	Feb 23, 2022 6:30 PM	Mar 23, 2022 6:30 PM	Apr 27, 2022 6:30 PM
May 25, 2022 6:30 PM		Jul 27, 2022 6:30 PM	Aug 24, 2022 6:30 PM
Sep 28, 2022 6:30 PM	Oct 26, 2022 6:30 PM	Nov 16, 2022 6:30 PM	Dec 21, 2022 6:30 PM

Complete Streets Committee Project List
 Working List 8/24/22 updates

Responsible	Description	Status
Hightstown Council, Borough Attorney, Police	<p>Traffic calming. Will support 25 mph limit within Hightstown, including on county roads (Etra). Need ordinance – recommendation letter sent to Council. Chief supports this. Carmela provided input on NJDOT rules that would impact this proposal. It should work in all cases except Wyckoff Mills Road, where a traffic speed study will be required. There is risk that this might determine a benchmark that a 40 or 45 mph limit is appropriate. More investigation is needed. Chief supportive. Will impact Etra only for now.</p>	<p>With Council for action</p> <p>Next step is to draft an ordinance. Still pending Joe will follow-up a status</p>
County, Sunny, Dimitri	<p>Traffic calming and pedestrian safety. Correct crosswalk paint on Stockton at Park Way and Rogers (should be high visibility continental stripe)</p>	<p>Dimitri to follow-up with County No updates</p>
County Sunny, Dimitri	<p>Traffic calming and bicycle safety. Review adding bike lanes and/or shoulder line on South Main to further calm traffic</p>	<p>Follow-up needed No updates</p>
County Sunny, Dimitri	<p>Traffic calming and bike/pedestrian safety. Investigate the creation of pinch points at the gateways to Hightstown (pavement narrowing or curb extensions with bike access) as an additional calming measure</p>	<p>County will investigate further; ongoing discussion No updates</p>
State – Jaime Oplinger, Exec Mngr, NJDOT Traffic Engineering 3/4/20	<p>Traffic calming and pedestrian safety. Install RRFB crosswalk signals on Franklin @ Broad Council adopted a resolution 3/2/20 Original approach was that the state would provide signals here instead of refunding Borough contribution to RRFB signals at Grape Run. That funding was for electrical work and the state installed solar signals instead. Two pedestrians have been struck in this area recently. Administrator reached out again to state and received confirmation that the project is in process and will take two months for survey work and two months after agreement is signed for installation. After reviewing accident reports, state will waive agreement and requirement for Borough to share costs.</p>	<p>Dimitri to follow-up with Dan Benson Awaiting agreement from State State confirmed they will install and inspected the location 5/24/22. Target Date Fall 2022</p>
Hightstown Complete Streets lead, Public Works, Police, Administrator	<p>Signage Plan. Create a signage plan so that new signs can be purchased at once for all locations in the Borough where we want enhancements.</p> <ul style="list-style-type: none"> • New stops: Wyckoff Mills @ Cranbury Station (4 way), Summit @ Prospect (3 way), Summit and 2nd (4 way) 	<p>Need to develop signage list for the 2022 budget.</p> <p>Dimitri to share list at next meeting</p>

	<ul style="list-style-type: none"> • Engine Breaking/Noise: Franklin at Borough line • Potential sign at Borough entrance on Wyckoff Mills Road. Research. • Truck Route sign – make more prominent (old sign removed at historic district work on sidewalks). Better location – research. <p>Carmela provided input and recommends that we also review existing signs and remove some where we can. Generally the Borough has too many signs, which makes them distracting and ineffective.</p>	<p>Capital budget still pending</p>
<p>Hightstown Police, Administrator, Public Works</p>	<p>Speed Monitoring and Enforcement. Request that the Police continue to collect additional speed data and do it a way that is methodical with consistent reporting so that we can monitor over time.</p>	<p>Capital budget – recommend purchasing monitor/sign with multiple brackets so they can be moved. In proposal</p>
<p>Hightstown Public Works</p>	<p>Maintenance Plan. Crosswalk repainting plan with Public Works. Tree trimming to improve visibility of signage. Do they have an existing schedule? The Committee will develop a list of recommendations for high priority action.</p> <ul style="list-style-type: none"> • Borough roads @ state and county routes: Rogers, Manlove, Cole, Clinton, Broad, South Street, Ward at Mercer, Summit at Mercer • Leshin at PAL? Just paint or ramp and paint? • Enchantment entrance on Wyckoff Mills Road <p>Public Works: Trying to do every 1 to 2 years painted. Envir. Comm putting together a tree trimming plan. Sidewalk repairs is also an issue that should be addressed with a maintenance plan. Need clarification on homeowner versus Borough responsibilities. Borough Attorney says homeowners not responsible. Is Borough ordinance enforceable? Freehold has a cost sharing program. Maybe we need a process to address these issues.</p> <p>Cross-walk painting priorities for 2022</p> <p>Principles:</p> <ol style="list-style-type: none"> 1. Concentrate on highest traffic areas, including Borough roads at state and county routes 2. Defer areas that will be reconstructed as part of upcoming Municipal Aid projects 	<p>Joe to schedule meeting with Public Works</p> <p>Prepare a definitive list for Public Works by spring. 3/27 list to Bev, who will compile for Joe to share with Public Works</p> <p>Completed list provided</p> <p>County confirmed they will paint 7 locations. Public Works will paint the rest this summer.</p> <p>Can we add Ward and S. Main crosswalks to painting list? If not, add to 2023 request.</p>

	<ol style="list-style-type: none"> 3. Complete crosswalk improvements around Hightstown High School due to the large number of students who walk from homes in Hightstown 4. Improve crosswalk repainting on Wyckoff Mills Road to compliment other high enforcement area projects 5. High visibility continental stripes should be used wherever possible 6. Where an existing faded traditional parallel paint exists, a ladder design can be used for the repaint, see page 131 in the NJDOT Design Guide <p>https://www.state.nj.us/transportation/eng/completestreets/pdf/NJCS_DesignGuide.pdf</p> <p>Recommendations for crosswalks most in need (19 intersections with 21 crossings to paint):</p> <p>Confirmed on the County schedule: Manlove @ Monmouth Maxwell @ Monmouth Broad @ Monmouth Wilson @ North Main Chamberlain @ North Main William @ North Main Leshin @ South Main</p> <p>Confirmed on the Borough schedule: Manlove @Franklin Cole @ Franklin Wyckoff Mills @ Cranbury Station - across Wyckoff Mills and across Cranbury Station Wyckoff Mills @ Hight Road - 2 crosswalks across Wyckoff Mills, crosswalk across Hight Road may be on a private road and the responsibility of the Enchantment community Wyckoff Mills @ Brakeman Court Rogers @ Mercer South @ Mercer Grape Run @ Mercer Summit @ Mercer Westerlea @ Grape Run Westerlea @ Leshin South @ South Main</p>	
<p>Hightstown Borough Attorney, Administrator</p>	<p>Revise truck ordinance. Dimitri reaching out to other municipalities about truck ordinances (including Allentown). Need new ordinance Carmela provided input on this proposal. The existing Allentown ordinance was not authorized by DOT.</p>	<p>Steve & Dimitri reviewed with Fred R and discussed with Council. Chief is on board. Will be reviewed with</p>

	<p>The new ordinance added a truck ban on local roads, which keeps them on the County Road. It required a traffic study, an engineering study showing turning radius, a County resolution of support and the Borough resolution must be sent to NJDOT for approval. It also adds a speed enforcement zone with mandatory court appearance. An addition to existing speed limit signs is required to say “strictly enforced” and mandatory court appearance.</p> <p>Initial changes implemented in truck ordinance: changes in truck routes, all other streets designated for trucks less than 4 tons, school buses or local deliveries only. Completed.</p>	<p>Judge. Will limit what streets commercial trucks 4 tons+ can use, except for local delivery. Speed enforcement zone mandatory court appearances.</p> <p>Fred R and Carmela working on mandatory court appearances. Ongoing.</p> <p>Need Update</p>
Hightstown Engineer, Public Works	<p>Mini Roundabout at Ward and Maxwell. Pilot painted roundabout. Public Works can easily lay down the paint, but they will need a layout guide from the Borough Engineer, which has been estimated at \$3,500 and recommended we purchase some signage as part of the pilot (we need funding/budget for signs).</p> <p>County proposal to do the full infrastructure build design for \$12,283 and Borough would reimburse. Includes survey work. \$12K for “construction” (painted pilot)</p> <p>Painted pilot 2022. After Bridge construction completed in 2023, seek funding for full construction if pilot works.</p> <p>Steve and Dimitri to find out from Carmela and Ken Lewis what we need to purchase for budget recommendation</p> <p>Council allocated \$3500 engineering expenses. Public Works estimate \$1,000</p> <p>Still value even though the bridge is closed</p> <p>Pulled from budget due to issue related to the equipment needed to paint according to the Engineers specifications.</p>	<p>Committee established to provide input into the County project. Concern is around the east and west approach. Recommended that the County and Borough meet to discuss coordination where the County project meets Borough roadway, with public meeting.</p> <p>Committee dissolved by Mayor pending more definitive plan from the County.</p>
COMPLETED		
County	<p>Enforcement of bike lanes on N. Main. Will install signs on North Main compliant with MUTCD standards to not pass on shoulder.</p>	DONE

County, Engineer	Traffic calming. County is committed to 11 foot travel lanes in Hightstown going forward on all county roads as a traffic calming measure.	No further action.
County	Replace faded no parking signs on Monmouth Street	Done (incorrect signs removed)
Hightstown Complete Streets, Administrator	Traffic calming on Wyckoff Mills Road. Work with Borough Engineer to mark Wyckoff Mills shoulder at 11 feet and to install RRFB crosswalk signals at The Enchantment as traffic calming and safety measures. Consider and implement any other measures, for example, speed tables (require planning/water interactions), rumble strips, etc. Carmela expressed concern about rumble strips and speed bumps since they can interrupt drainage and cause pooling of water. She suggests we move with caution and additional research. AARP grant proposal: RRFB signals, Borough commitment would include stripping. Costs exceeded grant after estimates completed. Did not apply.	Move to completed section for now.
Hightstown Council, Borough Attorney, Police	Traffic calming on Wyckoff Mill Road. Add 4 way stop at Cranbury Station Road and Wyckoff Mills Road. Needs ordinance, purchase signs, install. Carmela provided input on NJDOT rules since this is a road that crosses municipal boundaries. A traffic study will be needed and it must show a minimum amount of traffic to qualify for the 4-way stop. Discussed adding a painted mural to the intersection with Cranbury Station Road.	See other projects. 4 way stop deferred in favor of other measures.
Hightstown Council, Borough Attorney, Police	Enforcement of bike lanes on N. Main. Develop and pass an ordinance saying you cannot overtake and pass on shoulder or bike lane. Project lead – Dimitri, Complete Streets sent recommendation letter. Carmela agrees with this approach. Chief supports this. Ordinances need to get back in front of Council.	No passing Ordinance passed COMPLETED
County Sunny, Dimitri	Traffic calming and pedestrian safety. Investigate stalled efforts to complete crosswalks on South Main Street, including painting the pavement at Etra crosswalks installed previously	COMPLETED
Hightstown (Dimitri) & County (Brian Gibson)	Traffic calming on Wyckoff Mill Road. Hightstown to request in writing that the County install an additional RRFB crosswalk signal on North Main at Wyckoff Mills Road. County would like to see the Borough commitment through the fulfillment of other safety measures on Wyckoff Mills Road. County installed RRFB signals on North Main. Council received recommendation from Chief to make Wyckoff Mills Road one way from Mill Run East to North Main. Council agreed. This will prevent trucks from making a turn from North Main to Wyckoff	One way passed, requested no turn signs off of Main from County, Borough purchased barriers, but won't install short term.

	Mills. County will provide signage on North Main and will work with us on other solutions. No parking on Cranbury Station from Monmouth to Wyckoff Mills Road ordinance passed. Awaiting County feedback. RRFB signals completed	ONGOING MONITORING TO EVALUATE COMPLETED
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Mobility Plan Engineering Recommendations, Priority Locations (page 70)

NJ Route 33 / Mercer Street / Franklin Street	Dependency – State DOT, create formal “Problem Statement”	Timing dependent on lead water line replacement schedule.
Summit Street	Issue – septic system creates infrastructure challenge (expensive)	Some additional sidewalk gaps from Stockton to Morrison.
East and West Ward Street	Dependency – Mercer County uses West Ward and planning bridge replacement	Bridge design in development.
Bank Street	In redevelopment area	Pending final approvals to begin work in redevelopment area.
NJ Route 33 / Mercer Street / West Ward Street and South Academy Street	Dependency – State DOT, create formal “Problem Statement”	Outreach initiated Timing dependent on lead water line replacement schedule.
NJ Route 33 / Franklin Street / Maxwell Avenue	Dependency – State DOT, create formal “Problem Statement”	Outreach initiated Timing dependent on lead water line replacement schedule.
Maxwell Avenue and East Ward Street	Dependency – Mercer County planning bridge replacement	Bridge design in development. Planning Municipal Aid Grant for Maxwell and Roundabout at Ward Street
Stockton Street / Oak Lane / Dutch Neck Road / Harron Avenue	Mercer County provided letter of support and resolution for grant application	Safe Routes to School Grant Application denied by NJDOT

Major Infrastructure Project Updates 1/26/22

Philosophy: Leverage municipal aid funding for projects that create a connected network of street improvements, including paving, curbs and sidewalks. Coordinate with water main, storm sewer and other infrastructure work funded by Borough. If needed and whenever possible, supplement with additional Borough funds to complete the network for the project area. Incorporate street trees whenever possible.

Any street work completed over the last 30 years has included removing any lead water service lines and goose neck connectors. No lead remains in the street, but may remain from curb to house.

Active projects 2022:

- **Contract awarded, work to begin in Spring:** Railroad Avenue, Dey Street, Center Street – awarded Municipal Aid for 100% of request in 2019. Project will reconstruct Railroad Avenue and create a rear exit from the new Borough Hall. Sidewalks will be added on Dey and Center, where possible. New ADA ramp and crosswalk across Mercer at Academy to correct wheelchair/stroller hazard at storm sewer grate, which should be reviewed during design phase to align with Mobility Plan recommendation for that intersection. The objective is to create a super block of continuous sidewalk around the new Borough facility. Some delays have resulted on the new Borough Hall project due to the need to do a historic survey of the building as a requirement of the Federal grant, but this does not impact the lots included in Municipal Aid grant. Note: one section Summit is still an impediment to completing the full sidewalk loop because of an old septic system on the private property.
- **In design, applying for loan:** Prospect, Bennett, Houser: repeated water main breaks need to be addressed with new line, adding copper lines. Area currently has no sidewalks and narrow streets with a significant amount of on-street parking. This is a secluded neighborhood near two elementary schools without through traffic. Municipal Aid grant received November 2020. Dependency on infrastructure bank turn around on loan. May need DOT extension.
- **Grant received from DOT:** Orchard, Clover and Meadow and a portion of South Main. Orchard has not been paved for a very long time. Clover and Meadow were last repaved 15 years ago. No existing sidewalks. Roads are wide. This is a secluded neighborhood near Peddie and Hightstown High School, but carries some through traffic trying to avoid the intersection of South Main and Etra. South Main sidewalk network will be completed for continuous sidewalk to Borough line. Orchard between Etra and School needs bigger main. **Entire neighborhood should be considered for replacement.**
- New statute from DEP on lead water services – letter to residents required for known and unknown presence of lead. Lead water inventory must be placed on website. Borough must create a 10 year plan to replace all (at the rate of 10% a year). New funding available, but no process in place to access yet. Currently developing inventory.
- **Planning stage:** More sidewalks and curb replacements to be added Stockton to Borough line from Oak/Harron

- **Applied for Grant:** Safe Routes to School Grant application submitted Fall 2021 for roundabout at 5 point intersection on Stockton at Oak, Dutch Neck and Harron. Awaiting decision.
- **No action, hold:** Dutch Neck Road – County will repave if Hightstown buys the asphalt since this is a road of regional importance. This might take place summer 2021 when they repave Stockton through the County paving program. Note: Joint Hightstown and East Windsor application for Safe Routes to School funding for roadway redesign and sidewalks on Dutch Neck Road, Herron and Morrison was rejected. East Windsor moved forward with sidewalk and driveway apron replacement on Morrison to the Borough line.
- Plans for funding repairs to three municipal water storage tanks through the state infrastructure bank's low interest loan fund are in consideration as part of the 2021 budget. This would allow construction in 2021. Verbal authorization to advertise from infrastructure bank, Council will authorize next meeting.

Future potential projects:

- **High Priority (among hardest, longest lead time)** Franklin Street (Route 33): no concrete road under the asphalt. Four inch diameter cast iron water mains all along road with **lead goose neck connectors** to houses. From Maxwell to Borough line to the east there are no sidewalks and the roadway is very wide with a need for traffic calming measures. Intersection with traffic light at Maxwell needs to be redesigned with the state. Sidewalks and roadway/intersection redesign needs to be coordinated with water line work. Given debt funding anticipated for new municipal water tanks, this is likely a project for 2022 or 2023. Need to work with DOT on who does road repair if we are faced with lead service work. Joint project? Bev to reach out to DOT (Kimberley Nance)
- Maxwell, Broad, Manlove, Monmouth, Cole and Clinton: Maxwell, Broad and Manlove have sidewalk gaps and have deteriorated roadways. Manlove has one block that has never been paved south of Franklin. Cole and Clinton had a new water line installed and some roadway work, but some sidewalk gaps exist. Unlike Maxwell, Broad and Manlove, these are isolated roads with no through traffic. Monmouth (county route) has sidewalk gaps and many sidewalks and curbs in need of repair.
- Reed, Chamberlain, Mechanic, Purdy: Streets were redone, but only piece meal work on curbs and sidewalks. Funding from municipal aid at the time was not enough to complete the network and Council voted not to supplement funding at the time.
- **Improvements to Summit Street from Mercer Street to Stockton Street:** Carmela's letter to Council spring 2021: This contract would include replacement of curbs, sidewalks, and curb ramps as necessary, stormwater improvements, and milling and paving the entire length of roadway. In addition, this would include new sidewalks where none exists between the Greenway entrance and Mercer Street. Should Council choose this option, we recommend that Council also consider replacement of the existing water mains in the project area with a new 8-inch water main. The existing water distribution system includes two water mains; one 4-inch main and one 6-inch main, and both have experienced breaks. Water improvements would not be eligible for funding through the NJDOT grant program but could be funded through the Infrastructure Bank. Summit is missing sidewalks between First Avenue and Morrison on the east side. This is an area with high front yard slopes closest to First Avenue and large trees on the corner lot at Morrison. In addition, this would include the area of road between the greenway and Mercer Street where we can try to install sidewalk. This may have to be accomplished with sidewalk adjacent to the travel lane. Additionally, if Council agrees to replace water

mains, Summit would also be paved. Summit Street Sidewalk Improvements between First Avenue and Morrison Avenue. This would complete the sidewalk network between the Greenway and Stockton Street and would require removal of large trees.

Completed Projects

- **Completed:** Church Street sidewalks on both sides of street, Foreman sidewalk on one side of street, Water main work
- **Completed:** Maple sidewalks on one side (funded by Municipal Aid), Sunset sidewalks on full length north side (funded by Borough to complete network)
- **Completed:** First Avenue – new water main, roadway, curbs and sidewalks where possible in rightaway.
- **Completed:** Lincoln sidewalks and curbs and diseased tree removal and replacement, Hagemount sidewalks and stormwater management with under drains, pumps and ground water recharge, Rocky Brook Court no sidewalks due to large tree, steep grades impacting driveways and lack of through traffic. Funded by Municipal Aid. About one month of work remains.
- **Completed:** Springcrest, Glenn, Taylor, Spruce Court, Schuyler – Funded by Municipal Aid and Borough. Included sidewalks on one side of Springcrest to complete sidewalk network to Hightstown High School from South Main where new County crosswalk and ramp has been installed and new JCP&L street light was installed. Removed sanitation pump and installed gravity main. Sharrows added to Springcrest.
- **Completed:** Stockton at Joseph – new cross walk and ADA ramps installed to facilitate school crossing (moved to the east to avoid the wide five point intersection at Harron, Oak and Dutch Neck Road). Sidewalks on Joseph installed.
- **Complete:** Stockton from historic district to the Borough line – water line improvements, including in-street lines, house service lines and fire hydrants. Water line contract completed. County installed new crosswalk and ADA ramps at Oak Lane on west side of intersection and repaved. The County helped rationalize the large number of signs on this road segment and add shared road bicycle signs and pavement markings.
Handicapped ramp at Stockton and Oak – too low, holds water, shut down for safety. Working with contractor/engineer and inspector to develop plan and repair in spring 2022.