

Borough of Hightstown
Complete Streets Committee

2/22/2023 – Committee Meeting

6:30 pm

Meeting Minutes

VIRTUAL TEAMS MEETING LOG IN:

<https://teams.live.com/joinmeeting/9383996203076>

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
Steve Misiura, Chair	X	
Council Member Joe Cicalese	X	
Beverly Asselstine, Secretary, Planning Board representative	X	
Dave Zaiser, Environmental Commission representative	X	
Tim Troxler		X
Henry Wang		X
Alex Costantino	X	

Guests: Matt Morgan

- Approval of Agenda **Approved**
- Approval of Minutes **Approved**

OLD BUSINESS

- Project List Review **The Committee review the project list.**
- Ward Street & Maxwell Roundabout 2023 Municipal Aid Grant **Council was presented with three options for the intersection and chose the least expensive, which includes a 3 way stop with narrower opening and ramps and crosswalks on two legs. The other two were an elevated cement roundabout or painted roundabout.**
- Vision Zero **We'll continue to share educational information about this policy initiative as available. Bev reported that DVRPC received the Federal "Safe Streets 4 All" grant (\$1.4 million) to create action plans for the entire DVRPC service area. A DVRPC representative will attend the Mercer County Bicycle and Pedestrian Task Force meeting later this month to answer questions.**

NEW BUSINESS

- **Orchard Avenue Project Review** The Committee reviewed the Borough Engineer's letter of February 2, and accompanying plans. Committee recommendations were:
 - Add a ramp from the new sidewalk on South Main at Leshin Lane and a painted crosswalk across South Main to connect to the existing ramp and sidewalk on Leshin.
 - Use high visibility continental stripes, add associated crosswalk signage and request permission from the county to pain warnings on the pavement at the Borough line "25 MPH" (similar to treatment in Windsor on Route 641 (Church Street) approaching from the west.
 - Plan to add an RRF pedestrian activated signal at this crosswalk later as a phase II improvement when funding is available.
- **Bev will send a memo to the Borough Engineer with a cc to the Borough Administrator and the Committee.**
- **DVRPC TDCI Grant** Bev discussed the upcoming cycle for NJ for the TDCI grant (Hightstown received a grant for the Downtown Circulation study in the last NJ cycle). The Committee discussed framing an application around the Master Plan, potentially just the Transportation Element and a broader transportation plan for the Borough that would take a more holistic look at trucks, Borough ordinance review and opportunities to reduce traffic passing through Hightstown. Members will send thoughts to Bev, who will compile for discussion in March in order to prepare a recommendation to Council.
- **Mural and bike lanes on Bank Street** Bev reported that Henry has been in touch with the team at DVRPC who provides technical assistance for tactile urbanism projects. He would like to develop a more detailed plan with the Committee's support that can be sent to Council for approval. The Committee agreed to support the project.
- **"Moving Mindfully Monmouth/Mercer"** The Committee briefly discussed the Plan developed for Allentown and Robbinsville, funded by Monmouth County. All members will review in detail and we'll have a more detailed discussion next month.
- **Meeting Times, Dates and Location.** The Committee will try to do a mix of face-to-face and virtual meetings. Bev will see if the library is available for March. If not, Steve will reach out to First Aid. We'll determine which meetings will be virtual at the March meeting.
- **Committee Goals 2023** The Committee discussed priorities for 2023 goals:
 - Developing a transportation plan for the Borough
 - Establish consistent productive communications with the state on transportation issues
 - Continue to identify and pursue grant opportunities
 - Do more public outreach
 - Continue to offer ideas on addressing trucks and aggressive drivers in Hightstown
- **Complete Streets Committee Email Access** The Committee discussed reassigning the email address for the committee to Steve.

ADJOURNMENT

2023 Meeting Schedule:

January 25, 2023	February 22, 2023	March 22, 2023	April 26, 2023
May 24, 2023	June 28, 2023	July 26, 2023	August 23, 2023
Sept 27, 2023	Oct 25, 2023	November 15, 2023	December 27, 2023
January 24, 2024			

Complete Streets Committee Project List
 Working List **2/22/23 updates**

Responsible	Description	Status
Hightstown Council, Borough Attorney, Police	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.	With Council for action Next step is to draft an ordinance. Still pending Joe will follow-up
County, Sunny, Dimitri	Traffic calming and pedestrian safety. Correct crosswalk paint on Stockton at Park Way and Rogers (should be high visibility continental stripe)	Dimitri to follow-up with County No updates
County Sunny, Dimitri	Traffic calming and bicycle safety. Review adding bike lanes and/or shoulder line on South Main to further calm traffic	Follow-up needed No updates
County Sunny, Dimitri	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	County will investigate further; ongoing discussion No updates
State – Jaime Oplinger, Exec Mngr, NJDOT Traffic Engineering 3/4/20	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.	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 Still on schedule. Work order issued for 10/14. No update in November. Supply chain issues The Borough Administrator continues to follow-up with the state and the dates keep moving.

		Completed from the Committee's perspective.
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) • 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>Need to develop signage list for the 2022 budget.</p> <p>Dimitri to share list at next meeting</p> <p>Taken out of proposed Capital budget and will be added to Public Works maintenance budget. Needs to be discussed with Public Works</p>
Hightstown Police, Administrator, Public Works	<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. Passed in Capital budget. Need to request status on getting the equipment.</p>
Hightstown Public Works	<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 paint every 1 to 2 years. 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.</p>	<p>Completed list provided to Borough Administrator</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</p>

<p>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 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/completestructures/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 Not painted in 2022 Maxwell @ Monmouth Not painted in 2022 Broad @ Monmouth Not painted in 2022 Wilson @ North Main Not painted in 2022 Chamberlain @ North Main Not painted in 2022 William @ North Main Not painted in 2022 Leshin @ South Main Not painted in 2022</p> <p>Confirmed on the Borough schedule: Manlove @Franklin Not painted in 2022 Cole @ Franklin Not painted in 2022 Wyckoff Mills @ Cranbury Station - across Wyckoff Not painted in 2022 Mills and across Cranbury Station Not painted in 2022 Wyckoff Mills @ Hight Road - 2 crosswalks across Not painted in 2022 Wyckoff Mills, crosswalk across Hight Road may be on a private road and the responsibility of the Enchantment community Not painted in 2022</p>	<p>not, add to 2023 request.</p> <p>NONE OF THE COUNTY CROSSWALKS WERE PAINTED.</p> <p>ONLY 4 OF THE BOROUGH CROSSWALKS WERE PAINTED – PROBABLY BY THE STATE WHEN THEY REPAINTED THE CENTER LINE AND OTHER PAVEMENT MARKINGS THROUGHOUT DOWNTOWN AND SOUTH. DID NOT USE CONTINENTAL STRIPES.</p> <p>Need to discuss with Public Works</p>
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	<p>Wyckoff Mills @ Brakeman Court Not painted in 2022</p> <p>Rogers @ Mercer Painted, not Continental Stripe</p> <p>South @ Mercer Painted, not Continental Stripe</p> <p>Grape Run @ Mercer Painted, not Continental Stripe</p> <p>Summit @ Mercer Painted, not Continental Stripe</p> <p>Westerlea @ Grape Run Not painted in 2022</p> <p>Westerlea @ Leshin Not painted in 2022</p> <p>South @ South Main Not painted in 2022</p>	
Hightstown Engineer, Public Works	<p>Mini Roundabout at Ward and Maxwell. Pilot painted roundabout cancelled.</p> <p>Committee established to provide input into the County bridge project. Concern is around the east and west approach.</p> <p>Recommended that the County and Borough meet to discuss coordination where the County project meets Borough roadway, with public meeting. Committee dissolved by Mayor pending more definitive plan from the County</p>	<p>Municipal aid grant application submitted 2022</p> <p>Grant Awarded!</p> <p>Not enough money to do the full project, roundabout cancelled by Council. New design 3-way stop with narrower openings and crosswalk. Completed from Committee's perspective.</p>
COMPLETED		
Hightstown Borough Attorney, Administrator	<p>Revise truck ordinance. Dimitri reaching out to other municipalities about truck ordinances (including Allentown).</p> <p>Need new ordinance</p> <p>Carmela provided input on this proposal. The existing Allentown ordinance was not authorized by DOT. 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.</p>	Completed.
County	Enforcement of bike lanes on N. Main. Will install signs on North Main compliant with MUTCD standards to not pass on shoulder. The county approved new signs saying	DONE

	“no passing in bike lane” – the Borough will order and install.	
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 Mills 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	One way passed, requested no turn signs off of Main from County, Borough purchased barriers, but won’t install short term.

	<p>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 Mills. County will provide signage on North Main and will work with us on other solutions.</p> <p>No parking on Cranbury Station from Monmouth to Wyckoff Mills Road ordinance passed. Awaiting County feedback. RRFB signals completed</p>	<p>ONGOING MONITORING TO EVALUATE COMPLETED</p> <p>No left turn signs for North Main have been ordered by the County. Police did a public information campaign with signage about the new traffic pattern</p>
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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. Crosswalks at Academy and Mercer updated, ramp moved away from storm grate
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. Applied for 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