

Borough of Hightstown  
**Complete Streets Committee**

3/22/2023 – Committee Meeting

6:30 pm

**Meeting Minutes**

Highstown Library

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

<b>Member</b>	<b>Attended</b>	<b>Absent</b>
Steve Misiura, Chair	X	
Council Member Joe Cicalese		X
Beverly Asselstine, Secretary, Planning Board representative	X	
Dave Zaiser, Environmental Commission representative	X	
Tim Troxler	Late	
Henry Wang	X	
Alex Costantino	X	

- Approval of Agenda **Approved with changes**
- Approval of Minutes **Approved**

OLD BUSINESS

- **Bank Street Mural/Tactical Urbanism – Henry summarized his conversation with the DVRPC “Expo” program team. They can provide some technical assistance for a mural in the street at Rocky Brook Park. The Borough would have to fund the cost of developing the design, which could run approximately \$3,000. They cannot provide any support for Advisory Bike Lane markings, because they are not part of the national standards DVRPC aligns to for bicycle facilities. Their schedule is already booked into the fall for complete program support, so that type of engagement is not possible.**
- **Project List Review The Committee reviewed the project list.**
- **Vision Zero Bev reported on the Mercer County Bicycle and Pedestrian Task Force meeting where a DVRPC representative provided an update on their plans under the \$1.4 million grant received from the Federal “Safe Streets 4 All” grant. The DVRPC project will be called “Regional Vision Zero 2050 Action Program.” Partners will include all counties as subrecipients. The components will include:**
  - **Identification of a Regional High Impact Network, as well as standards for use in identifying high impact areas in local**

municipalities that would not otherwise qualify for the regional network.

- An equity analysis
- Partner & public engagement
- A data dashboard that will be available to communities throughout the region
- Local plan review

In addition, they hope to use local case studies as a way of encompassing municipalities in the regional action plan, so that they will qualify for implementation grants which require an action plan be in place. Bev will share the presentation.

- Orchard Avenue Project Review Letter **Steve praised the letter sent to the Borough Engineer and Borough Administrator with our recommendations and he followed up to request that a copy be given to all members of Council prior to their next meeting where a decision was expected to be made.**
- DVPC TDCI Grant **Bev reported that she shared our concept for the grant application with the Borough Administrator, and also discussed at the March Planning Board Meeting where the Borough Engineer, Borough Administrator and Mayor were not supportive of the proposal. The rationale was that nothing Hightstown does to address the truck traffic will have any impact, because it is a regional issue. And despite no matching funds required for this year, the Borough Administrator was concerned about the time and effort to administer the grant funding (process consultant invoices for reimbursement by DVRPC). The Committee discussed concerns about missing the opportunity for this funding.**
- “Moving Mindfully Monmouth/Mercer” **Alex said he spoke to his contact for this study, who asked to reschedule a discussion with the Committee for the April meeting.**
- Complete Streets Committee Email Access **Steve and Joe will work through the transition of the mailbox.**

## **NEW BUSINESS**

**Hightstown Fair:** Bev reported that we have received the notice for booth sign-up. The Committee decided this would be a good opportunity to share the work of the Committee and gather community input on Complete Streets issues and on the upcoming Borough Master Plan reexamination. Bev will sign-up.

**May Event at the Brewery:** Alex offered space at the Brewery during a May event to gather community input.

**The East Windsor Bicycle Plan** came up in the discussion. Bev will send a copy to the Committee.

## **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
September 27, 2023	October 25, 2023	November 15, 2023	December 27, 2023

Complete Streets Committee Project List  
 Working List **3/22/23 updates**

Responsible	Description	Status
Hightstown Council, Borough Attorney, Police	<p><b>Traffic calming.</b> Will support 25 mph limit within Hightstown, including on county roads (Etra). Need ordinance – recommendation letter sent to Council. Chief supports this.</p> <p>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.</p> <p><b>Still pending</b>  <b>Joe will follow-up</b></p>
County, Sunny, Dimitri	<p><b>Traffic calming and pedestrian safety.</b> Correct crosswalk paint on Stockton at Park Way and Rogers (should be high visibility continental stripe)</p>	<p>Dimitri to follow-up with County</p> <p>No updates</p>
County Sunny, Dimitri	<p><b>Traffic calming and bicycle safety.</b> Review adding bike lanes and/or shoulder line on South Main to further calm traffic</p>	<p>Follow-up needed</p> <p>No updates</p>
County Sunny, Dimitri	<p><b>Traffic calming and bike/pedestrian safety.</b> 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</p> <p>No updates</p>
Hightstown Complete Streets lead, Public Works, Police, Administrator	<p><b>Signage Plan.</b> 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"> <li>• New stops: Wyckoff Mills @ Cranbury Station (4 way), Summit @ Prospect (3 way), Summit and 2<sup>nd</sup> (4 way)</li> <li>• Engine Breaking/Noise: Franklin at Borough line</li> <li>• Potential sign at Borough entrance on Wyckoff Mills Road. Research.</li> <li>• Truck Route sign – make more prominent (old sign removed at historic district work on sidewalks). Better location – research.</li> </ul> <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.</p> <p><b>Needs to be discussed with Public Works</b></p>
Hightstown Police, Administrator, Public Works	<p><b>Speed Monitoring and Enforcement.</b> 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.</p>

		Passed in Capital budget. <b>Need to request status on getting the equipment.</b>
Hightstown Public Works	<p><b>Maintenance Plan.</b> 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"> <li>• Borough roads @ state and county routes: Rogers, Manlove, Cole, Clinton, Broad, South Street, Ward at Mercer, Summit at Mercer</li> <li>• Leshin at PAL? Just paint or ramp and paint?</li> <li>• Enchantment entrance on Wyckoff Mills Road</li> </ul> <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. Is Borough ordinance enforceable? Freehold has a cost sharing program. Maybe we need a process to address these issues.</p> <p><b>Cross-walk painting priorities for 2022</b></p> <p>Principles:</p> <ol style="list-style-type: none"> <li>1. Concentrate on highest traffic areas, including Borough roads at state and county routes</li> <li>2. Defer areas that will be reconstructed as part of upcoming Municipal Aid projects</li> <li>3. Complete crosswalk improvements around Hightstown High School due to the large number of students who walk from homes in Hightstown</li> <li>4. Improve crosswalk repainting on Wyckoff Mills Road to compliment other high enforcement area projects</li> <li>5. High visibility continental stripes should be used wherever possible</li> <li>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</li> </ol> <p><a href="https://www.state.nj.us/transportation/eng/completestructs/pdf/NJCS_DesignGuide.pdf">https://www.state.nj.us/transportation/eng/completestructs/pdf/NJCS_DesignGuide.pdf</a></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 not, add to 2023 request.</p> <p><b>NONE OF THE COUNTY CROSSWALKS WERE PAINTED.</b></p> <p><b>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.</b></p> <p><b>Need to discuss with Public Works</b></p>

	<p>Recommendations for crosswalks most in need (19 intersections with 21 crossings to paint):</p> <p><b>Confirmed on the County schedule:</b>  Manlove @ Monmouth <b>Not painted in 2022</b>  Maxwell @ Monmouth <b>Not painted in 2022</b>  Broad @ Monmouth <b>Not painted in 2022</b>  Wilson @ North Main <b>Not painted in 2022</b>  Chamberlain @ North Main <b>Not painted in 2022</b>  William @ North Main <b>Not painted in 2022</b>  Leshin @ South Main <b>Not painted in 2022</b></p> <p><b>Confirmed on the Borough schedule:</b>  Manlove @Franklin <b>Not painted in 2022</b>  Cole @ Franklin <b>Not painted in 2022</b>  Wyckoff Mills @ Cranbury Station - across Wyckoff <b>Not painted in 2022</b>  Mills and across Cranbury Station <b>Not painted in 2022</b>  Wyckoff Mills @ Hight Road - 2 crosswalks across <b>Not painted in 2022</b>  Wyckoff Mills, crosswalk across Hight Road may be on a private road and the responsibility of the Enchantment community <b>Not painted in 2022</b>  Wyckoff Mills @ Brakeman Court <b>Not painted in 2022</b>  Rogers @ Mercer <b>Painted, not Continental Stripe</b>  South @ Mercer <b>Painted, not Continental Stripe</b>  Grape Run @ Mercer <b>Painted, not Continental Stripe</b>  Summit @ Mercer <b>Painted, not Continental Stripe</b>  Westerlea @ Grape Run <b>Not painted in 2022</b>  Westerlea @ Leshin <b>Not painted in 2022</b>  South @ South Main <b>Not painted in 2022</b></p>	
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**COMPLETED**

<p>State – Jaime Oplinger, Exec Mngr, NJDOT Traffic Engineering 3/4/20</p>	<p><b>Traffic calming and pedestrian safety.</b> 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  Still on schedule.  Work order issued for 10/14.  No update in November.  Supply chain issues</p>
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		The Borough Administrator continues to follow-up with the state and the dates keep moving. Completed from the Committee's perspective.
County	<b>Enforcement of bike lanes on N. Main.</b> Will install signs on North Main compliant with MUTCD standards to not pass on shoulder. The county approved new signs saying "no passing in bike lane" – the Borough will order and install.	DONE
County, Engineer	<b>Traffic calming.</b> 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	<b>Traffic calming on Wyckoff Mills Road.</b> 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	<b>Traffic calming on Wyckoff Mill Road.</b> 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	<b>Enforcement of bike lanes on N. Main.</b> 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	<b>Traffic calming and pedestrian safety.</b> 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)	<b>Traffic calming on Wyckoff Mills Road.</b> 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 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	One way passed, requested no turn signs off of Main from County, Borough purchased barriers, but won't install short term. ONGOING MONITORING TO EVALUATE COMPLETED 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

### Mobility Plan Engineering Recommendations, Priority Locations (page 70)

NJ Route 33 / Mercer Street / Franklin Street	Dependency – State DOT, create formal “Problem Statement”	<b>Timing dependent on lead water line replacement schedule.</b>
Summit Street	Issue – septic system creates infrastructure challenge (expensive)	<b>Some additional sidewalk gaps from Stockton to Morrison.</b>
East and West Ward Street	Dependency – Mercer County uses West Ward and planning bridge replacement	<b>Bridge design in development.</b>
Bank Street	In redevelopment area	<b>Pending final approvals to begin work in redevelopment area.</b>
NJ Route 33 / Mercer Street / West Ward Street and South Academy Street	Dependency – State DOT, create formal “Problem Statement”	<b>Outreach initiated Timing dependent on lead water line replacement schedule.</b> 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”	<b>Outreach initiated Timing dependent on lead water line replacement schedule.</b>
Maxwell Avenue and East Ward Street	Dependency – Mercer County planning bridge replacement	<b>Bridge design in development.</b>

		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



Hightstown Borough  
Complete Streets Committee

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Date: March 7, 2023

From: Beverly Asselstine, Secretary

To: Carmela Roberts, Borough Engineer

Subject: Complete Streets Committee Comments on Plans for Orchard, Clover, Meadow and South Main Street

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The Complete Streets Committee has reviewed the plans and your letter of February 2, 2023 and we offer the following comments:

- The sidewalk completion along the east side of South Main Street is an important addition to the Borough's pedestrian network.
  - We believe this presents an important opportunity to 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.
  - The new crosswalk should be painted with high visibility continental stripes and associated metal crosswalk signage should be added to South Main.
  - We acknowledge safety concerns raised about a crosswalk without flashing RRFB pedestrian activated signals on this county road. However, we believe it is in fact important for safety to add the ramp, painted markings and signage given the proximity to Hightstown High School and the Police Athletic Fields, as well as the demonstrated desire for walking loop routes throughout town. We believe this intersection will be used frequently as a crosswalk, painted or not. Any intersection is a legal crossing in New Jersey and pedestrians have the right-of-way at all intersections, including intersections with no crosswalk markings.\* We can make this intersection safer with these additions.
  - We also recommend the Borough request permission from the county to paint warnings on the pavement at the Borough line for "25 MPH" as traffic approaches the crosswalk. There is precedent for this treatment on a county road - Route 641 eastbound as it enters Windsor.
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- We recommend a solar powered RRFP pedestrian activated signal be added at this crosswalk later as a phase II improvement when funding is available.

Thank you for the opportunity to provide our comments. Please let me know if you have any questions. Bev

\*New Jersey, Motor Vehicle Commission, 2023.

cc: Dimitri Musing, Borough Administrator