

BOROUGH OF HIGHLAND PARK
MAYOR AND COUNCIL ORGANIZATION MEETING
MONDAY, JANUARY 7, 2013

An Organization Meeting of the Mayor and Council of the Borough of Highland Park was held in the Senior Youth Recreation Center, 220 South 6th Avenue, on Monday, January 7, 2013, at 6:38 PM.

Mayor Minkoff administered the Oath of Office and Allegiance to Councilperson-elect Gary Potts.

Mayor Minkoff administered the Oath of Office and Allegiance to Councilperson-elect Susan Welkovits.

Mayor Minkoff called the meeting to order at 6:42 PM and read the Open Public Meetings Statement.

Present: Mayor Minkoff; Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits; Borough Attorney Schmierer; Borough Administrator Kovach; Borough Clerk Hullings.

Absent: None.

Rev. Seth Kaper-Dale delivered the invocation.

The Clerk reported that the Middlesex County Board of Elections had certified the election of Councilpersons-elect Gary Potts and Susan Welkovits as members of the Borough Council of the Borough of Highland Park, and that they have subscribed to the Oath of Office and Allegiance, they are qualified to assume their duly elected positions on the Governing Body. The Clerk presented each of them with their Certification of Election from the County Board of Elections.

The Mayor re-introduced newly elected Councilpersons Potts and Welkovits.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Millet, seconded by Councilwoman Brill Mittler, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-01

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Rules of Order dated January 2, 2013, and on file in the office of the Borough Clerk shall be and are hereby adopted as the Rules of Order for this Council for the year 2013.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilwoman Brill Mittler, seconded by Councilman Erickson, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-02

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mission Statement attached to the original of this resolution and on file in the office of the Borough Clerk shall be and is hereby adopted as the Mission Statement for the Borough of Highland Park.

Mayor Minkoff called for nominations for President of Council for 2013. Councilwoman Brill Mittler nominated Councilman Millet, and the nomination was seconded by Councilwoman Welkovits.

Councilman Erickson made a motion that nominations be closed and Councilman Millet be elected by acclamation. The motion was seconded by Councilwoman Foster-Dublin, and carried by the following roll call vote:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff presented outgoing Council President, Gayle Brill Mittler with a Plaque for her service as Council President for the year 2012. He commented that he works for "her". She has done an extraordinary job and her insight into the needs of the moment have been a tremendous help. She has a steady hand on the till of the Borough and he offered her the thanks of a grateful Mayor and Borough Council.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilwoman Brill Mittler, seconded by Councilman Millet, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-03

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Standing Committees of said Council for the year 2013 shall be and are hereby established as follows:

RECREATION AND ARTS	Councilpersons POTTS, Brill Mittler, Foster-Dublin.
ECONOMIC DEVELOPMENT & PLANNING	Councilpersons BRILL MITTLER, Millet, Erickson.
FINANCE	Councilpersons ERICKSON, Welkovits, Brill Mittler.
HEALTH & HUMAN SERVICES	Councilpersons WELKOVITS, Erickson, Potts.

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BE IT FURTHER RESOLVED that the first Councilpersons listed above for each Committee shall serve as Chair of that Committee.

The Clerk reported notification from the Highland Park Volunteer Fire Department of the election of Mike McMahon as the Fire Chief, Jay Littman as First Assistant Chief, Marc Robinson as Second Assistant Chief, and Tim Langan and Jeffrey Morris as Captains for terms to expire December 31, 2014, together with the 2013 roster of members.

On motion made by Councilwoman Foster-Dublin, seconded by Councilman Millet, the above elections were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff administered the Oath of Office and Allegiance to Chief McMahon, Assistant Chiefs Littman and Robinson and Captain Langan..

Mayor Minkoff asked each council member to give the annual reports for their area.

Annual Council Reports:

Councilwoman Foster-Dublin wished everyone a happy and prosperous new year. Her hope for this year is that it will be far less eventful than 2012. In 2012, the Police Department hired two new Officers, Gaetano Palumbo and Kevin Shiffner; two Crossing Guards, Michelle May and Michael Stazeski; and a Public Safety Dispatcher, Peter Archibald. A promotion ceremony was held on August 14, 2012 and Sergeant Thomas Hammill was promoted to Lieutenant, and Officers Theodore Haas, Richard Abrams and Derek Wenskoski were promoted to Sergeant as well as Detective Ilan Lancry. In June, members of the Police Department were recognized for various achievements. Lieutenant Gary Panichella, Officer Sean Garley and Officer Derek Wenskoski were recognized for Meritorious Service. Detective Nicole Young and Detective John Sachau were recognized for Exceptional Duty. Each year the Knights of Columbus gives out awards and in October Lieutenant Gary Panichella, Officer Sean Garley and Sergeant Derek Wenskoski were recognized for Outstanding Police Work. In December, members of the Police Department were again recognized for various achievements. Sergeant Jason Culver and Officer Brian O'Mara were each recognized with a Life Saving Award and a Meritorious Service Award. Officer Ted Pardo was recognized with two Life Saving Awards and Officer Donald Newton was recognized for exception duty. Detective Nicole Young, Detective John Sachau and Officer Gaetano Palumbo were issued Meritorious Service Awards. Two Highland Park citizens were recognized for their service and cooperation; Joseph Oriti and Bruce Nadler. The Police Department received a \$5,000.00 Bicycle Grant from the County for the purchase of 100 bicycle locks and registration decals that were distributed at the Arts Festival and the Fire Prevention Open House. The Police Department applied to the County for a Green Energy Initiative Grant for a Variable Message Board (\$15,400) and Lighted Crosswalks (\$29,000). Awaiting word from the County whether Highland Park will be awarded those grants. The National Night Out event was held on August 7, 2012 and was very well attended. In 2012, the Highland Park Police Department purchased County digital 800 radio system; new radio repeaters and narrow banding of current radio system; enforsys blue; evidence bar-coding system called "The Beast" and two 2012 Dodge Charger patrol vehicles. The Fire Prevention Bureau conducted 1,588 fire inspections. They also investigated five structure fires and three vehicle fires. Fire Official Keith Theming responded to 169 fire calls and Fire Inspector Thomas Abraham responded to 2347 fire calls. Both Keith and Thomas responded to fire calls during Hurricane Sandy. In 2012, the Fire Prevention Bureau brought in \$69,887.01. The Fire Department Cost Recovery Revenue for 2012 was \$11,237.04. A new ladder truck was purchased for the Fire Department and there will be a ribbon cutting in the spring of 2013. The Municipal Court conducted approximately 200 hours of court sessions in 2012, with nine cases being sent to the mediation program. The Judge performed twenty-five wedding ceremonies, two civil union ceremonies and two remarriage ceremonies. The Office of Emergency Management logged in many hours during Hurricane Sandy. They assisted with shelter transport and setup of senior center as a warming and recharging center. Many houses of worship in town open their doors to serve as warming centers. FEMA provided the Borough with water. Senator Buono and Assemblyman Diegnan donated blankets and hand sanitizer. Senator Buono and Assemblyman Barnes were instrumental in contacting PSE&G to get power restored to the Borough. She thanked the staff, the volunteers and the residents for their continued support.

Councilman Potts wished everyone a Happy and Healthy New Year. He thanked all of the resident for their support in electing him to the Borough Council. It truly is a privilege to serve such a fine community. He noted that he is the Chairman of the Arts and Recreation Committee. The Office of Recreation offers various programs, activities and events throughout the year that appeal to a wide range of people throughout the community. In addition to youth sports and activities, they offer adult sports activities and community events. During 2012, over 1,500 participants and their families were involved in recreational programs and activities. They offer team sports seasonally; soccer in the fall, basketball in the winter, and baseball and softball in the spring. They have continued to have increase participation in their programs. This increased participation and success is a direct result of the incredible support and dedication from the coaches. They are grateful to the many coaches who volunteer their time to work with the youth of this community. The Office of Recreation employs seasonally, youth from the community, many of whom grew up participating in the programs, to work as referees, scorekeepers and umpires. The Highland Park Summer Day Camp and Sports Camp had 195 campers in 2012. The day camp children participated in several activities including pool visits, arts and crafts, music, sports, cooking, science, day trips, and much more. The sports camp held weeks in basketball, baseball/softball or track, wrestling or tennis, soccer and football or volleyball. All had tons of fund and the program was financially sustainable. The Adult Recreational programs include classes, which run on 10-week sessions – Israeli Dance, Step Class, Tai Chi, Volleyball and Basketball. They also offer an Adult Softball League for

Women, which fielded several teams and an Adult Co-Ed Softball League, which also fielded several teams. The Recreation Advisory Committee meets quarterly on Monday nights at 7PM at the
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Senior/Youth Center. The purpose of the Recreation Advisory Committee is to offer suggestions and input regarding future and current programs and activities that would enhance youth and adult recreation and the quality of life of the residents of Highland Park. One of the major new additions to the Highland Park community is the Mayor's Teen Advisory Committee, which was formed in December. They are an excited small group of young people who are looking to increase their membership in 2013. The Borough of Highland Park and the Department of Community Services would like to thank the many local businesses for their generous sponsorship of our programs. 2012 was a very successful and productive year for the 1,500 senior members registered at the center. This includes a number of seniors who reside outside of Highland Park that participate in our programs. The members enjoy a variety of daily activities, programs, local outings, shopping trips, special presentations, workshops, monthly luncheons, parties, educational and health related programs and lecture series. Seniors have enjoyed trips into New York City to see Broadway Shows, daily trips to Smithville, Longwood Gardens, and Delicious Orchards, Peddler's Village, Princeton Museum and Quarterly trips to Atlantic City. In June, over 20 seniors spent a 3-day/4-night getaway in Wildwood. This trip included an all you can eat seafood buffet and an afternoon trip to Cape May. The Highland Park senior members have access to free local transportation all around town Monday through Friday from 8:30AM until 3:30PM and medical appointments out of town Monday through Friday from 9:00AM until 2:30PM. There are a number of exercise classes held at the Center that are extremely beneficial and popular with the members. They include Body Recall, Exercise with Donna, Chair Yoga, Tai Chi, Rhythm & Movement, Healthy Bones and Health Ease. Many of these exercise programs are free to members. In 2012, they implemented a \$1.00 per class fee with classes that have a paid instructor. On June 23, 2012, they held the annual "Dancing Under the Stars" Senior Prom. This is an evening that everyone looks forward to all year long. Over 140 participants danced the night away and enjoyed a sit-down candlelight dinner. The special guests were members of the Police Department and Borough Hall that assisted with serving and dancing. Members of the Council on Aging met five times this year. Meetings were well attended and much was accomplished in 2012. He extended a special "thank you" to Kim Perkins, Andrea Baay and the rest of the Senior/Youth Center staff for all of their hard work all year long. In closing, he noted that the programs that run out of the Office of Community Services are self-sustaining. They look forward to continuing to provide quality services and programs to enrich the lives of the Highland Park community.

Councilwoman Welkovits reported that having grown up in Highland Park, and being a graduate of Highland Park High School, she is honored to fulfill a lifelong goal to serve our town. After living in Manhattan for a number of years and working in Financial Services, she came back to Highland Park to raise a family. She is invested in this town and her commitment is deep. A year ago, she sat in the audience at the Reorganization Meeting. A few weeks later she was appointed to Council, and with her colleague Gary Potts, they won in the November election. She took the opportunity to thank everyone who supported them in this effort. It is a privilege to serve her hometown and it is an honor for her to work with this distinguished Governing Body and the experienced and eager staff at the Borough. She offered congratulations to Pdraic as the new Council President and she remains eager to support them all. In the past year, she served as Chair of the Health and Human Services Committee, Council Liaison to the Highland Park Public Library, member of the Economic Development and Planning Committee, and member of the Finance Committee. The Health and Human Services Committee is comprised of the Board of Health, Commission for Universal Access, Community Food Pantry, Housing Authority, Human Relations Commission, and Mayor's Wellness Campaign. Councilman Erickson and Potts also serve on the Committee. To demonstrate our town's commitment to Affordable Housing, early last year they set aside funds to assist qualifying homeowners to upgrade their properties. These upgrades would count toward our COAH obligations. We partnered with a firm, CGP&H, which specializes in such projects, and to that, we added PSE&G's NJ Comfort Partners program, to offer our residents that qualify, possible additional services. We presented our Home Improvement Program on the heels of It's in Our Power, to really round out and offer a Home Improvement Program for just about anyone, at any income level. Special thanks to Kathy Kovach, our Borough Administrator, Corinne Markulin at CGP&H, Brian O'Conner at NJ Comfort Partners, and Matt Kaplan at It's In Our Power who worked with us and referred residents. Lew Fishberg retired after serving as Chair of the Board of Health for about 20 years. They are fortunate that Lew continues to join them at most meetings and offer his advice and guidance. The new Co-Chairs are Diane Heimlich and Laurel Kornfeld. In April, in partnership with Sustainable Highland Park, the Board of Health presented a very successful annual Health Fair at the Highland Park High School. She thanked the Police Department who worked with the Board of Health to present information on Public Safety and Bicycle and Pedestrian Safety. On September 30th, via Arts in the Park, they brought back the popular Bike Rodeo. She offered special thanks to Freeholder James Polos for his assistance in helping them get a grant from the Middlesex County Comprehensive Traffic Safety Program and the New Jersey Department of Highway Traffic Safety. Nearly 50 families and 80 individuals were given safety instructions, the kids tested their skills on a bicycle course, and the grant also offered giveaways. Special thanks were offered to David Gregor at the County DOT, Carol Byrnes at the Middlesex County Freeholder's Office and the Highland Park Police Department who were on hand to assist and to all the volunteers. As part of that same grant, the County created a short film on bicycle safety for children. Thanks to the schools and Chief Rizco for speaking with the children when the County presented their new Bicycle Safety movie to the young kids. This a great trend in promoting bicycle safety as part of the curriculum for our very youngest students. Following in 2011, when the Council was one of the first towns to pass a resolution to ban fracking nationwide, in 2012 the Borough Council passed a resolution to ban the export of harmful fracking wastewater from other states to be transported to, processed and disposed of in New Jersey. She thanked Karina Wilkinson for her dedication to the cause. She announced a new Theatre Arts program for Adults with Disabilities. The new program, Act Out, run by experienced instructor Debra Orenstein, will begin Friday and run for 10 weeks. Act Out is funded by the Commission for Universal Access in combination with a Community Development Block Grant. She thanked all who worked to get the grant and she especially thanked Chairwoman Diane Feldman and the Commission for working diligently in researching and developing this program at no cost to the participants or the residents. In 2012, the successful and self-sustaining Community Food Pantry was able to expand. The

Highland Park Housing Authority generously donated unused space and refrigeration to enable the Food Pantry to begin offering refrigerated dairy and meats to the residents served by the Food Pantry. She thanked Executive Director Donna Brightman and her staff. In 2012, the Food Pantry was awarded a
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generous CDBG grant to be used in 2013, to purchase their own, larger refrigeration units. This expansion was a long-term goal for many and she is delighted to be a part of it. This past Thanksgiving was the biggest week ever. They fed 156 families in one week and gave out 142 turkeys. She thanked the people and entities around the community that have fully supported the Food Pantry. She also thanked Chairwoman Beth Leech and the most dedicated group of volunteers, including the bilingual volunteers, for helping to feed more than 331 families and more than 800 individuals in 2012. In mid-2012, the Highland Park Housing Authority welcomed Donna Brightman as the new Executive Director, along with the staff from the Woodbridge Housing Authority. Their expertise and dedication made for a seamless transition. In just the past several months, they have established a new resident lease, new personnel policy, long awaited new tenants association, and a new newsletter for the tenants. They are pleased to have entered into a Shared Services Agreement between the Borough's Department of Public Works and the Housing Authority for snow removal and other ancillary services. In July, just a few weeks after the team from Woodbridge was hired, a sprinkler failed on one of the top floors of the apartment building at 2:30 in the morning. The building was flooded. Our first responders arrived immediately to safely and thoroughly evacuate all 96 apartments and move everyone into the Senior Center. By 6PM the next day, everyone was able to return to the building. She especially thanked the First Aid Squad, Fire Department, Police Department and Borough Staff, along with the Mayor and fellow Councilmembers as they came together to help out. Following the incident, interior common areas of the building have been repainted and new flooring was installed. Other improvements in 2012 included new stoves, new refrigerators and expanded concrete slab in the back for a larger space for easier garbage removal. A gazebo has been ordered to provide an exterior space for smokers. The new lease is phasing out smoking and the building will be smoke free by the end of 2013. Exterior tree trimming and kitchen cabinet renovations throughout the building are also underway. In 2012, they had retirements on the Housing Authority. Longtime Chair Albert Garlatti, a life-long resident who broke ground for the Housing Authority and served as Chair for 26 years, along with Rene Dworeck, a dedicated and active member both retired. The Housing Authority welcomed Evelyn Sedehi as Chairwoman and Bob MacKinney as second Chair. In December, they opened the Section 8 and Family Units list, handing out about 2,600 coveted applications. Thanks to the fine staff at the Housing Authority who were out in the cold and rain to distribute the applications and the Police Department who were on hand to expertly, manage crowd control. In January, 2012 the Human Relations Commission held the annual Martin Luther King Jr. celebration of his life and works. She thanked Chairwoman Shelia Highsmith and the Commission for a great program. On January 18th at 7PM, they will present the 2013 celebration with words, song and dance. In May, the Commission worked with the public school on a new program and invited Mrs. Deborah Hilsenrath who spoke to the 6th graders about her personal memories of her experience as a Holocaust survivor. The intimate program was a success and they look forward to having her speak to the students again. She looks forward to working with Dr. Cliff Lacy, Chairman of the Mayor's Wellness Campaign as they continue to pursue resources in getting Highland Park certified as a Heart Healthy Community. The Highland Park Library is thriving and busier than ever. The latest annual data from 2011, has recorded an average patron count of 62 people per hour and a total of 173,000 visits. 2012 marked the first year the Library created a comprehensive multi-year plan. They have already met the new state regulations, which will require community libraries to create such plans in the future. She was excited to help the Library make their presentation to the Borough Council. They are very proud of the plan to bring the Library into the future, with plans to reconfigure the space. The presentation is available on the Library website. She thanked Library Director Jane Stanley, Board President Marc Mappen and the rest of the Library Board Members for their efforts. She thanked Freeholder James Polos who was able to secure a generous grant through the County Freeholder's Officer for \$100,000 for energy efficiency projects, which came just in time to replace a failing HVAC system and leaking roof. The Library Director is pleased to report that she no longer needs to cover the electronics with plastic if the forecast calls for rain. The Library continues to present programs that appeal to so many in the Borough. These include: a new smart phone app, new on-line language classes, annual book sale, art exhibits, poetry, film, and adult, children and teen programs. In closing, she thanked all the resident volunteers that came out following Hurricane Sandy. She offered special thanks to the residents that asked for an event to help heal following the tragedy at Sandy Hook Elementary School. Thanks to those that put the event together and came out for the Candlelight Vigil.

Councilwoman Brill Mittler thanked the rest of the Council Members and the Mayor for making her job as Council President in 2012 one of the most pleasant experiences she has ever had in working with a group such as this one. It is interesting to learn more about the people you work so closely with as you go through the daily routine of talking through projects and what to do and what not to do. The residents of Highland Park are blessed to have a team like this to work for them. She thanked Kathy Kovach, Borough Administrator; Joan Hullings, Borough Clerk; and Scott Luthman, Code Enforcement Director. Their service to the community cannot be measured in words. They are a phenomenal team that only makes the Council's jobs that much easier. It was a pleasure for her to nominate Padraic Millet as Council President this year. He certainly did an incredible job on economic development. She knows that based on what he has done over the last few years he is going to be a great team leader for the Governing Body. She thanked him for accepting the nomination. Her areas of responsibility are economic development and public information. This year the Borough's communications initiative took important steps towards better communicating what is happening in our municipal government. In August, the Public Information Committee launched the Highland Park E-News, a twice monthly electronic newsletter that gives residents a pipeline of information that previously didn't exist. While there are big important issues facing the Borough in 2013, it's the small things that we do at the Borough that impact residents on a day-to-day basis. These things require a steady stream of communication whether its informing residents when bulk garbage will take place in your neighborhood, announcing National Night Out, to informing residents about important energy saving. The E-News will pick up again in 2013 starting in mid January and will serve as the digital compliment to its print companion, the twice yearly Highland Park News. This comprehensive and informative newspaper is slated to go out later this winter and will pick up where the former Highland

Park Quarterly left off. Since we have an electronic newsletter we have significant cost savings to the taxpayer by cutting print distribution in half because the quarterly used to come out four times a year. Because of the Public Information Committees work with Council support in 2013, we will have more information at half the price. The Public Information Committee has outlined several short and long term

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goals. One of the main objectives established is effective emergency communications. We had to think on our feet when Hurricane Sandy struck and while we are working on improving our emergency communications protocol we were able to reach a significant portion of the population despite a lack of power in many parts of town. We were able to establish a frequent and ongoing presence on Facebook giving residents the most up-to-date information, provide the town with a daily message from Mayor Minkoff that communicated the efforts of the Borough, and mobilize an army of volunteer communicators willing to post notices with important information in merchant windows, at the senior/youth center, in the apartment complexes, and at our senior and affordable housing complexes. Additionally, our ongoing nixle emails will keep residents up-to-date on any new developments whether of an emergency nature or merely informative. If you have not yet signed up to receive nixle messages, visit the Borough's website, another form of communication, at www.hpboro.com to sign up. In 2013, the Public Information Committee is moving that effort forward, working with the school district to coordinate emergency messaging to most effectively get the word out to as many Highland Parkers as possible. Communicating the work our government is doing is one of the top priorities they will be addressing in 2013. She shared summary information from Main Street Highland Park. They opened a net of three new businesses along Raritan Avenue in 2012. This included Speak Music, Old Queens Coffee Shop, and Gems Galleria. That generated over thirteen new jobs along the Avenue. The façade improvement program remains popular and is a vital program for business retention and recruitment. The Main Street design team reviews 1-2 applications per month and the average grant is \$1,800. Main Street also tracks the work of volunteer efforts using a formula established by the State. For 2012, the value of volunteer hours provided on behalf of downtown for Main Street Highland Park is \$24,000-\$25,000 a year. She thanked all the resident volunteers. We are starting to see signs that the economy may be rebounding slowly, streetscape is coming to an end, we have a flurry of opening, and Main Street events seem to be well attended and well received. They include the annual Autumn in the Park, Street Fair, and Arts Festival. This year, the addition of a Safe Halloween on Raritan Avenue and a Holiday Candle Lighting added to the constant activity on the sidewalk. Additionally, frequent Random Acts of Fun on Thursday evenings in the summer are always a hit with residents. We are optimistic that we can continue to deliver quality events and at the same time reinvigorate those events that have been going on for a decade. The Economic Revitalization team at Main Street is working on a number of initiatives designed to assist current businesses. They are looking to do focus groups, posting networking events, doing business recruiting, along with a host of things already undertaken by this committee. They are looking forward to using the Main Street Office as a community space. Main Street's design team has taken on greater responsibility with regard to maintaining the planters and rain gardens at Centennial Park, along the Avenue and throughout the Borough. The awning and façade improvement program remains a vital and appealing enhancement tool for new businesses and for business recruitment. Main Street Highland Park continues to be the difference and even the catalyst for the local downtown economy. If the activity that is going on at the Planning Board and Zoning Board are any indication, the economy in Highland Park is definitely improving. Improvements in properties in and around Highland Park have increased over the last year. 2012 permits for development increased by over 36% over 2011. The number of applications for improvements also increased in 2012; this increase exceeded 8%. Additionally, there were 100 more zoning inspections in 2012. In 2013, new areas of development include the Sunoco site, the former Y property and the new project on Cleveland Avenue. All of these hearings began in 2012 and will continue in 2013. The Redevelopment Agency met throughout 2012, but aside from the 7-Eleven proposal, there were no new projects to review. In 2012, the Borough received a total of \$58,535 in Community Development Block Grants. Funds were distributed within the following programs: summer camp, senior outreach, teen and youth programs, Main Street's façade and awning improvement program, senior in-town transportation, senior medical transportation, Highland Park food pantry freezer and refrigerator, and universal access' theatre arts and community therapy program.

Councilman Erickson reported that for the first half of last year he chaired the Council's Public Works and Public Utilities Standing Committee and served as liaison to the Environmental Commission, Shade Tree Committee, Sustainable Highland Park and Clean Communities. In the summer, I shifted responsibilities and now chair the Finance Committee and serve as liaison to the Community Development Block Grant Committee. Councilman Millet will discuss the work of the Public Works and Public Utilities Standing Committee, but he mentioned four projects that occurred during this watch. First, the Environmental Commission completed the first update to the Environmental Resource Inventory in over 10 years. Second, was the Sustainable Highland Park's EPA funded program to reduce carbon emissions in Highland Park. The campaign was called "It's In Our Power". Third, the Borough, working through Sustainable Highland Park, secured Bronze status certification from Sustainable New Jersey as a Sustainable Community. Last, the Borough, working with the School District, successfully initiated food waste recycling in all of the schools. We think Highland Park is the first New Jersey school district to have food waste recycling in all their schools. The Finance Standing Committee currently oversees the Tax Assessor and other revenue sources, budgeting and expenditures, and the audit of the Borough's finances. The Borough has successfully stayed within the State's recently adopted two percent spending cap without significantly cutting back on programs. The recent audit had no significant findings of deficiencies and Kathy Kovach is currently preparing the reports required by the State each year and the next fiscal year's budget. He is comfortable in saying that the Borough is financially in good shape and that our finances are under tight control. The Finance Committee recently initiated a Council quarterly review of the Borough's expenditures. This review will allow them to know in a more timely manner the state of the Borough's finances and alert the Council to any areas of significant over or under expenditures. The Committee also reviewed the status of all capital projects and trust and escrow accounts. The idea behind this review is to check on the status of all projects that the Borough is currently involved in. Two new projects the Committee is working on are performance based budgeting and a community fund for special projects. The concept of performance based budgeting is to directly tie budgets to outputs and outcomes of a program. For example, tying how much the Borough spends on

senior programs to how many people participate and their level of satisfaction. We have some of this information, but not enough to cover all of our operations. The second project is developing a grant program that could be used on relatively small one-shot projects in the community. Highland Park residents would be asked to submit ideas for a project that would be funded through a newly established community fund. Hopefully this program would address the needs and interests of a wide variety of

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community members. Over the next month he plans to meet with the Finance Standing Committee to oversee the budget process, the development of a performance based budget and a community fund.

Councilman Millet thanked the Council for selecting him to be Council President. He looks forward to the new challenge. The work here is often difficult and time consuming but the people are almost always a pleasure to work with. For most of the last year he chaired the Public Works and Public Utilities Committee. 2012 was a year of many challenges in the Department of Public Works. Hurricane Sandy and the N'oreaster caused considerable damage and major disruptions, but despite this they were able to continue to make progress in providing quality services at an affordable cost. The Public Works Department, headed by Don Rish, saw of reduction of 275 tons of solid and bulk waste. This works out to be over a million pounds of garbage that did not go to the landfill. They also recycled 1,300 tons of materials which produced \$43,500 in revenue for the Borough. These numbers show that while we switched to a once a week garbage pickup, which might be inconvenient, it is paying dividends. He thanked all of the Public Works staff for their hard work throughout the year, especially during and after the various storms. During that time they cleaned up over 186 tons of brush and trees along with doing their regular assigned duties and they truly are an integral part of what truly makes Highland Park a great place to live. Code Enforcement, headed by Scott Luthman, was very busy in 2012 collecting over \$340,000 from approximately 2,300 permits. These amounts show that people are willing to invest in their homes and invest in Highland Park. Code Enforcement also made over 7,000 inspections throughout the year and this goes to show the dedication of Scott's staff and their willingness to go out and do the work they have to do. While a majority of these were related to our efforts to maintain our sidewalks, and there have been some complaints about this, you just have to walk around town and see the improvement to the sidewalks. If Highland Park is to be a walking community, it needs safe sidewalks. Sustainable Highland Park, chaired by Allan Williams, led the way in two major areas this year. The It's In Our Power Grant funded program brought an increased awareness and commitment to reduce our carbon footprint throughout the Borough. The Energy Audit component of this program provided a low cost program that allowed homeowners to see what they could do to reduce their energy costs. As you can see by the billboard on River Road and the recent letter that came out from the Borough, this program is still in full swing and he would encourage any and all to take advantage of this program. The Environmental Commission, chaired by Michael Rosenberg, worked throughout the year reviewing plans for both the Zoning and Planning Boards. Their comments and suggestions helped improve the environmental impact of these projects and helped maintain our quality of life. In addition to this work, they brought a Riparian Buffer Zone Ordinance to the Council to safeguard the ecosystem of our streams and river areas. They were also able to secure a grant and soon we will see a new riverwalk sign down by the Environmental Center educating passersby about the Raritan River. The Shade Tree Advisory Committee, chaired by Karen Swaine, was also busy year round helping residents determine if they could remove a tree and what might be the best to replace it. They also helped the Borough determine what trees to use in the downtown and other areas and how best to maintain them. This has been a year of challenges and Highland Park was luckier than many communities. They are also luckier than most to have a committed staff of professionals and a wealth of able volunteers to work tirelessly to make Highland Park a better place. Next year will bring its own challenges, but we will be ready to face them.

Mayor Minkoff delivered his State of the Borough Address and on motion made by Councilman Erickson, seconded by Councilwoman Brill Mittler, and carried by unanimous affirmative voice vote; the Borough Clerk was directed to spread the Mayor's Address upon the official minutes of the meeting, as follows:

MAYOR'S MESSAGE - JANUARY 7, 2013

"As I reflect on my first year as your Mayor, I am struck by the juxtaposition of contrasts of feelings of frustration and elation, celebration and sorrow, experiences of progress and setback; you might say these are all occupational hazards and opportunities of one form or another.

"This was the year that "was" and we hope never will be. A year that the simple name "Sandy" brought tears to our eyes. The super storm that rocked our world and at the Sandy Hook Elementary School, where for many, the world will never be the same.

"In this year that "was" we went about our business, doing the business of you, we the people, and this year that was, for all of the heartache and sadness, had many bright spots for the Borough of Highland Park.

"We banded together as a community to help release Highland Park from the potential fiscal stranglehold of a Charter School application. We worked diligently to settle one of our two Mt. Laurel/Affordable Housing Lawsuits which will produce 94 units of new housing on what was formerly a contaminated manufacturing site bounded by Cleveland Avenue and River Road. 5% of those units will be affordable units, and the lawsuit, as I understand it, will shortly be dismissed with prejudice, meaning that we will no longer have that legal cloud overhead,

"As part of that effort, we issued a bond of approximately \$500,000 to "put our money where our mouth is" to reinforce our commitment to a Borough that in legal terms is inclusionary when it comes to zoning, but in practical terms, embraces those who come to live here and make a positive contribution to this outstanding community. These funds remain available to those who meet the income guidelines and need to rehabilitate major home systems.

"And, in this year that was, we launched a first in the nation, a new program called "It's In Our Power" to provide affordable home energy audits to help our property owners determine how they could reduce their energy consumption and reduce their energy bills.

"In this year that was, we saw the addition of numerous new businesses along Raritan Avenue and more still to come. As we speak, several important properties that were previously vacant have been leased and are actively renovating so that they can open for business. Other establishments, which had

been struggling, have begun to thrive using new strategies and approaches to attract and retain customers.

"In this year that was, we made significant progress on our long-awaited streetscape project. Our downtown has a fresh and vital new look and took on an ever brighter appearance during the just concluded holiday season. We know there are items yet to be completed, but the transformation is both beautiful and dramatic.

ORGANIZATION MEETING – JANUARY 7, 2013

"In this year that was, we made meaningful investments in Public Safety. Our First Aid Squad began planning for renovations and a new ambulance. We took delivery on a new state of the art Fire Truck. We began the first phase of construction of our new public safety facilities on South 5th Avenue, which will provide us with renovations to our firehouse and a new police station. We hired two new Police Officers and have begun the process of adding two more. And, as the year that was concluded, we decided to enter this year with a new Public Safety Director, our Police Chief, Stephen Rizco. I would like to congratulate our Chief and wish him every success in his new responsibilities.

"In this year that was, we saw another successful year for our camp and recreation programs and continued robust programming for our seniors.

"In the year that was, our Public Library completed a strategic planning process which will make them stronger as a service organization and us ever stronger as a community.

"This year that was saw us tested physically and stretched emotionally when we were plunged into the cold and darkness as part of Sandy's havoc; and yet in the midst of those challenges, we saw a community that proved yet again when tested just how special and caring we are. Individuals, non-profits, congregations and the borough worked with our businesses and residents to help navigate unprecedented challenges for our Borough and as we always seem to, we emerged to go about our business with an eye toward the future. This year that was taught us this likely will not be the last storm of this or greater magnitude and we have already begun exploring improvements in preparedness for what has been termed "the new normal".

"And yet, in the year that was, we again saw a meaningful investment in the community by those who decided that they could either afford, or would make a priority, the renovation/upgrade of their real estate investments. Thus, Highland Park continues to be a highly desirable place for people to buy and stay in their properties.

"This year that was saw us reinvigorate the Mayor's Teen Council. We have a new group of young leaders in development who are eager to mobilize their collective and coordinated ideas, talent, energy and desire to have an impact. We will be hearing from them soon.

"This is just a small sample of the "highlights" of the year that was, but what of our goals and aspirations for the year to come?

"First the "clinical approach" is that this year will have its challenges. We have the other Mt. Laurel litigation to resolve and that outcome remains unclear at the moment. While we remain in a solid fiscal position, we will continue to scrutinize all of our expenditures to make sure we make the best financial choices with the limited resources we have. To be sure, there is little to expect from either Trenton or Washington given their respective budget woes. We will advocate for resources from our State and Federal governments, but will remain muted in our expectations. That is a pragmatic assessment of what continues to be at best, extremely difficult economic conditions.

"However, I continue to be cautiously optimistic for the year to come. With a new "package" for our downtown product, our business district, and our continued emphasis that we are "open for business", interest in operating a business here continues to be constructive. As our Main Street Organization continues its growth and development, it welcomes the New Year with new leadership, which is an endorsement of our local property and business owners' belief in the value of collaborating on this crucial initiative for our collective benefit.

"In the year to come, we can expect that those who experienced the challenges of a difficult local and regional economy may still continue to struggle. To the extent, we can be supportive, we plan to do so. For those who find that the Borough effectively functions as their family, we continue to find innovations in our programming while maintaining our commitment to events such as the Senior Prom, Holiday Luncheon, Senior Luncheons and a bevy of supportive services in our Senior/Youth Center. In the year to come, we will likely see reduced funding from our Community Development Block Grant, which means we may need to seek alternative funding sources for programs like senior transportation.

"In the year to come, we can expect the Governing Body to focus on a mass transit solution to better connect us to our neighbors. In the year to come, we can expect much progress on our new public safety complex, the completion of our streetscape, and I hope yet even more robust activity in our business corridors along Route 27 and Woodbridge Avenue.

"In the year to come, we will continue working with our Boards and Commissions, our base of volunteers, to continue making Highland Park a place that's vibrant and dynamic; safe and clean, welcoming and caring; innovative and resilient; and a place that just keeps getting better.

"In this year to come, public safety will continue to mean new things. After the tragedy in Newtown, I joined the Mayors Against Illegal Guns campaign and I am sure that as a community, we will continue to make a strong stand against the types of circumstances and weapons to do all we can to prevent such tragedies from ever happening here.

"In the year to come, I am certain that the uncertainty we face today will bring us new opportunities, sometimes cloaked in complex and perhaps intimidating challenges, but that our spirit, savvy and ingenuity will enable us to navigate these circumstances successfully, in our own unique Highland Park style.

"Yet, in the year to come, we will not be complacent; we will continue to be strategic and flexible; we will continue to find ways to anticipate and respond to our residents' needs.

"This year to come will not be easy. We enter it with the expectation of little support beyond the "basics" from those legacy sources of support. This means we need to raise our game, our sights and think in new and fresh ways about what is possible and what is feasible. However, we know our strengths in brainpower, diversity of all kinds and a positive attribute I have observed in my role as Mayor, we are a community with chutzpah/gumption. For those of you who have not heard the term or struggle with the guttural pronunciation, we are a community not afraid to say what we think and do something about it, which is how we will continue to grow and evolve by challenging each other's assumptions and opinions and urge each other to be our best because that's the way we did it in the year that was and will

continue to do it, I hope, in the year and all the years to come.

“And yet, in this year to come, I anticipate that we will continue identifying and partnering with talented, passionate and creative individuals and groups. I am optimistic that this year to come will be Highland Park’s best, one that when we look back at this year to come next year as “this year that was” that it will be one on which we will reflect on communally with a sense of accomplishment, pride and fulfillment.”

ORGANIZATION MEETING – JANUARY 7, 2013

Consent Agenda Resolution Nos. 1-13-04 through 1-13-21 were duly adopted on motion made by Councilman Millet, seconded by Councilwoman Welkovits, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

The following resolution, introduced by the Community Services Committee, was duly adopted as above.

No.1-13-04

WHEREAS, the Borough of Highland Park, with the adoption of Ordinance No. 1049 has created a Department of Recreation, and

WHEREAS, the Mayor and Council believe that the participation of dedicated citizens to assist with the planning, funding and supervising of the recreation programs to be undertaken by the Department of Recreation will help to provide excellence in such recreation programs;

NOW, THEREFORE, BE IT RESOLVED that a Recreation Advisory committee is hereby created for the year 2013 consist of thirteen members who are residents of the Borough as follows:

- * Chairperson
- * Two (2) secondary school student members
- * Twelve (12) additional members, two (2) of whom may be non-residents of the Borough of Highland Park

All of said members shall be appointed by the Mayor with the advice and consent of the Borough Council, provided that the student members shall have been recommended by the Principals of their respective schools, and said members shall serve until the Reorganization Meeting in January 2014; and

BE IT FURTHER RESOLVED that the members of the Recreation Advisory Committee shall meet at least quarterly and shall have the following responsibilities:

- * Advise the Recreation Director on recreation matters within the Borough;
- * Facilitate communication between residents and the Recreation Department staff;
- * Assist with program operations and supervision when requested by the Director;
- * Assist with fund raising and sponsorship activities.

The following resolution, introduced by the Public Works and Public Utilities Committee, was duly adopted as above.

No.1-13-05

WHEREAS, the Borough of Highland Park has a vast inventory of shade and ornamental trees and shrubbery on its streets, highways and public places; and

WHEREAS, the Governing Body recognizes a need to preserve, maintain and nurture this valued resource;

NOW, THEREFORE, BE IT RESOLVED that a Shade Tree Advisory Committee is hereby created for the year 2013 to consist of fifteen (15) members who are residents of the Borough of Highland Park. All members, including the designation of chairperson, shall be appointed by the Mayor with the advice and consent of the Borough Council; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that members of the Shade Tree Advisory Committee shall conduct the following activities:

1. Advise the Department of Public Works on the care and planting of shade and ornamental trees and shrubbery now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
2. Advise the Department of Public Works on the use of ground surrounding said trees and shrubbery, as may be necessary for their proper growth, care and protection now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
3. Advise the Department of Public Works on the removal of any trees and shrubbery, or part thereof, and advise on subsequent replantings as appropriate for trees and shrubbery now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
4. Advise Borough officials on the passage, alteration, amendment and repeal of ordinances necessary for carrying out the provisions hereof;
5. Encourage arboriculture and horticulture;
6. Maintain the tree inventory; and
7. Develop and maintain a comprehensive master plan for planting and maintenance; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that nothing contained in this Resolution shall be construed to make any Shade Tree Advisory Committee or any member thereof responsible for the death or injury of any person, or for any injury to any property or highway tree or shrub.

The following resolution, introduced by the Health and Human Services Committee, was duly adopted as above.

No.1-13-06

WHEREAS, the Mayor and Council of the Borough of Highland Park have determined that a need exists within the community for a food pantry to serve Highland Park residents; and

WHEREAS, there exists appropriate space at the Highland Park Senior/Youth Center to house and conduct a food pantry; and

WHEREAS, the Mayor and Borough Council have determined that a food pantry should be established and a local food pantry committee should be organized to staff and run the activities of the food bank;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Highland Park Community Food Pantry is hereby established within the Highland Park Senior/Youth Center, 220 South 6th Avenue, Highland Park, NJ; and

ORGANIZATION MEETING – JANUARY 7, 2013

BE IT FURTHER RESOLVED that the Highland Park Community Food Pantry Committee shall be and is hereby established and will consist of the following:

1. The Mayor;
2. The Chair of the Borough Council Standing Committee on Health and Welfare;
3. Twelve (12) Regular Members and two (2) Alternate Members, who shall be residents of the Borough of Highland Park, to be appointed by the Mayor with the advice and consent of Borough Council, for terms to expire December 31, 2013.

BE IT FURTHER RESOLVED that the purpose of the local Food Pantry Committee shall be to conduct the following activities:

1. Coordinate with the Middlesex County Food Organization & Outreach Distribution Services (M.C.F.O.O.D.S.) for the collection and distribution of food and necessities to assist those in need in Highland Park.
2. Prepare a plan of operation for the local Food Pantry and eligibility guidelines for recipients of the distributed products.
3. Recruit volunteers to assist in the activities and operation of the Food Pantry.
4. Prepare a report to Mayor and Council on or before December 31, 2013 of their recommendations as to the following matters:
 - a. The proposed composition and duties of a Food Pantry Committee.
 - b. Matters, which they deem appropriate and necessary to the smooth operation of the Highland Park Food Pantry.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-07

BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. There is hereby reconstituted in the Borough of Highland Park a Safety Committee.
2. The Committee shall consist of eleven (11) members, consisting of the Insurance Commissioner, one representative from each of the four bargaining units and one Department Head or representative from each of the Borough buildings, to be appointed by the Mayor and Council, and that Donald Newton shall serve as the Safety Coordinator for the Borough of Highland Park.

The following resolution, introduced by the Health and Human Services Committee, was duly adopted as above.

No.1-13-08

WHEREAS, the American with Disabilities Act was enacted on July 26, 1990; and

WHEREAS, this Act provides comprehensive civil rights protection to individuals with disabilities in the area of employment, public accommodations, State and Local Government services, programs and telecommunications; and

WHEREAS, this Act prohibits all State and Local Governments from discriminating on the basis of disability; and

WHEREAS, this Act, in part, mandates that local municipalities with fifty (50) or more employees adopt a grievance procedure to resolve complaints of violations under this Act; and

WHEREAS, the Mayor and Council of the Borough of Highland Park are sensitive to the rights and needs of the disabled and are desirous of complying with the mandates;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highland Park adopts the following internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited under this Act:

1. A complaint should be addressed to: ADA Coordinator, Borough of Highland Park, 221 South Fifth Avenue, Highland Park, New Jersey, 08904.

2. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations, including a reference to all times, locations and witnesses of the alleged violation, if applicable.

3. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violations. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.

4. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than thirty (30) days after its filing.

6. If the complaint cannot be resolved to the satisfaction of the complainant by the ADA Coordinator, the complainant shall have the right to request that the matter be reviewed by the Commission for Universal Access. Such request must be made, in writing, to the ADA Coordinator at the Borough of Highland Park, 221 South Fifth Avenue, Highland Park, New Jersey, 08904 within fifteen (15) days after the decision issued by the ADA Coordinator.

7. The individual's right to prompt and equitable resolution of the complaint must not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in State or Federal District Court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies and will not act to toll any statute of limitations on the filing of a lawsuit.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-09

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following schedule of meetings for the year 2013 be and the same is hereby adopted.

BE IT FURTHER RESOLVED that copies thereof be sent to the Home News Tribune, the Start Ledger, the Mirror and the Monitor and filed with the Borough Clerk.

ORGANIZATION MEETING – JANUARY 7, 2013

SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR 2013

January	7	2013 Adjourned Meeting (Mon.)	6:00	PM
		2013 Organization Meeting	6:30	PM
January	8	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
January	15	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
January	22	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
January	29	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
February	5	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
February	19	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
February	26	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
March	5	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
March	12	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
March	19	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
March	26	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
April	2	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
April	9	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
April	16	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
April	23	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
May	7	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
May	14	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
May	21	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		

ORGANIZATION MEETING – JANUARY 7, 2013

May	28	Standing Committee Meeting / Special Meeting (if needed) Special Meeting (if needed)		7:00	PM
June	5	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	(Wed.)	6:00 6:30 7:00	PM PM PM
June	18	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
July	2	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
July	16	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
August	6	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
August	20	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
September	3	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
September	10	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
September	17	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
September	24	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
October	1	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
October	8	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
October	15	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM
October	22	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
October	29	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
November	6	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	(Wed.)	6:00 6:30 7:00	PM PM PM
November	12	Standing Committee Meeting / Special Meeting (if needed)		7:00	PM
November	19	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow		6:00 6:30 7:00	PM PM PM

ORGANIZATION MEETING – JANUARY 7, 2013

November	26	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
December	3	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	6:00 6:30 7:00	PM PM PM
December	10	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
December	17	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	6:00 6:30 7:00	PM PM PM

All Borough Council Meetings are held in Borough Hall, 221 South 5th Avenue, unless otherwise indicated. The Governing Body may take official action on matters at Special Meetings as well as Regular Meetings, as needed. The time Conference Meeting begins is dependent on Regular Meeting adjournment. Unless otherwise moved, Conference Meetings are scheduled to be called to order by 9:00 P.M.

BE IT FURTHER RESOLVED that copies thereof be sent to the Home News Tribune, the Star Ledger, the Mirror, and the Monitor and filed with the Borough Clerk.

The following resolution, introduced by the Public Works and Public Utilities Committee, was duly adopted as above.

No.1-13-10

WHEREAS, pursuant to the provisions of Section 6, of an ordinance entitled "AN ORDINANCE TO PROVIDE FOR THE COLLECTION OF REFUSE AND TRASH WITHIN THE BOROUGH OF HIGHLAND PARK, AND TO PROVIDE FOR MANDATORY RECYCLING OF SPECIFIED MATERIALS BY THE RESIDENTS AND COMMERCIAL ESTABLISHMENTS OF THE BOROUGH OF HIGHLAND PARK", adopted July 19, 1988, being known as Ord. No. 1146, the Borough Council shall adopt by resolution regulations governing the collection of all items;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highland Park that the following revised regulations shall be and are hereby adopted, to wit:

a. There shall be no collections by the Department of Public Works on the following legal holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Lincoln's Birthday
5. Good Friday
6. Memorial Day
7. Fourth of July
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Thanksgiving Day and the Friday After
12. Christmas Day.

b. Regular Refuse Collection

Residents:
North Side and Triangle – Every Monday
South Side – Every Friday

Small amounts of yard debris, brush and branches, which are part of regular refuse will be collected on Friday on the South Side and on Monday on the North Side. If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday.

c. The Business District:

Business District:
Mondays and Fridays

If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday.

d. Bulk Items:

Residential and Business District Pickup Schedule: Bulky waste within the Borough of Highland Park will be collected on the 1st Wednesday of every other month for the North Side and the 1st Thursday of every other month for the South Side (February, April, June, August, October and December).

e. Mandatory Recyclables:

Business District - Collection of glass, aluminum, tin, plastics, textiles, mixed paper, newspapers, and cardboard is every Tuesday.

Residential District - Collection of glass, aluminum, tin, plastics, textiles, mixed paper, newspapers, and cardboard is as follows:

North Side and Triangle - Every Tuesday beginning September 1, 2011.
South Side - Every Thursday beginning September 1, 2011.

If your pickup falls on a borough holiday, pickup will be on Wednesday of the same week.

f. Leaves:

Leaves are collected for recycling in Biodegradable leaf bags in November and December only, on a weekly basis.

ORGANIZATION MEETING – JANUARY 7, 2013

Placement and Removal of Containers - Containers of regular refuse and recyclables should be placed at curbside no sooner than 6:00 p.m. or one hour before sundown of the day prior to the scheduled pickup and no later than 6:30 a.m. on the day of collection. Containers shall be removed no later than one hour after sundown on the day of collection.

The Superintendent of Public Works and the Borough Administrator will designate who within the Department will enforce this ordinance.

BE IT FURTHER RESOLVED that these regulations shall take effect as of the 1st day of January, 2013.

The following resolution, introduced by the Finance Committee, was duly adopted as above.

No.1-13-11

WHEREAS, NJSA 40A:4-63 provides that money held in any separate fund shall be treated as moneys held in trust and shall not be diverted to any other purpose;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that PNC Bank shall be the depository for the Magistrates Account and the Bail Account of the Borough of Highland Park for the period ending December 31, 2013 and the custodian shall be Judge Edward H. Herman, Municipal Court Judge.

BE IT FURTHER RESOLVED that all disbursements shall be made by check signed by Judge Edward H. Herman, Municipal Court Judge, or Tracey Horan, Municipal Court Administrator.

The following resolution, introduced by the Finance Committee, was duly adopted as above.

No.1-13-12

WHEREAS, NJSA 40A:4-63 provides that money held in any separate fund shall be treated as moneys held in trust and shall not be diverted to any other purpose;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Wachovia Bank, Highland Park Office, shall be the depository for the Middlesex County Election Account of the Borough of Highland Park for the period ending December 31, 2013 and the custodian shall be Joan Hullings, Borough Clerk.

BE IT FURTHER RESOLVED that all disbursements shall be made by check signed by Joan Hullings, Borough Clerk.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-13

WHEREAS, the Borough Council of the Borough of Highland Park has received requests from individual employees that personnel discussions involving them be held in open session; and

WHEREAS, the Borough Council desires to formulate a policy for use in such cases that is consistent with the Open Public Meetings Act, N.J.S. 10:4-6 et seq.,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following policy is hereby adopted with respect to possible closed sessions dealing with personnel matters:

1) except in cases of bona fide emergencies all closed sessions - personnel matters will be listed in the agenda for the Conference or Regular Meeting at which such matter may be discussed and will show the name or names of the personnel involved;

2) agendas for all Conference and Regular meetings will be prepared, posted on the Open Public Meetings Bulletin Board in Borough Hall and available for distribution by the Borough Clerk by no later than 3:00 p.m. on the day preceding the Conference or Regular meeting;

3) in situations where the need for closed session arises after preparation of the meeting agenda, the Borough Clerk will be notified and every reasonable effort will be made to notify the affected personnel as far in advance as possible of the meeting at which his, her or their personnel matter may be discussed;

4) motions for Closed Sessions, the procedures during such sessions and all other matters relating to such sessions and the matters discussed and decisions reached in such sessions will be governed by the Open Public Meetings Act;

5) requests for open personnel sessions will be submitted on the form available in the Borough Clerk's office or a similar form;

1) employees or their representatives will be afforded an opportunity to comment during open personnel sessions but no cross-examination or dialogue will be allowed;

2) notice of this policy will be given to Borough employees by inclusion with their paychecks and/or via email at least twice each year in January and July.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-14

BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. That The Home News Tribune, of East Brunswick, NJ, shall be designated as the official newspaper of the Borough of Highland Park.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-15

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, New Jersey that the following rules, policies, and/or procedures are hereby adopted for the year 2013, to wit:

1. That the following formula be used in those instances where the Governing Body agrees to reimburse residents for programs offered to the disabled by other municipalities upon request of the disabled individual or his or her guardian in order to insure access to Borough programs under the Americans with Disabilities Act:

Difference of non-res. & res. Fee x #of hrs. of Borough Program
of hrs. of Outside Program

In no case shall the reimbursement be more than the difference between the non-resident and resident fee.

2. That the "Policy for Furnishing Public Information", pursuant to NJSA 47:1a-1 et seq., as subsequently amended, shall be adopted as official policy of the Borough for 2013.

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3. That the "Policy Manual for the Use of Municipally Owned Buildings", as subsequently amended, shall be adopted as official policy of the Borough for 2013.

4. That upon seventy-two (72) hours notice to the Borough Clerk, the Borough of Highland Park will consider requests for auxiliary aids by any individual with a disability as defined under the Americans with Disabilities Act, and that the individual's choice of auxiliary aid will be given primary consideration and will be honored, unless another effective means of communication exists or that the use of the means chosen creates an undue financial or administrative burden.

5. That the Façade Improvement Program Policy, including Associated A.D.A. & Awning Programs, shall be adopted for the year 2013, as subsequently amended.

6. That the Facility Use Alcohol Permit shall be required to be approved prior to the rental of the Senior/Youth Recreation Center.

7. That the Policy for Maintenance of Trees in the Borough Right-of-Way by Residents shall be adopted for the year 2013.

8. That the Mayor, Borough Administrator or Borough Engineer shall be authorized to sign any and all permits and applications with the State of New Jersey Department of Environmental Protection.

BE IT RESOLVED that a certified copy of this resolution be forwarded to Department Heads and the Borough Engineer forthwith.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-16

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, New Jersey that the following rules, policies, and/or procedures concerning administrative and organization matters are hereby adopted for the year 2013, to wit:

1. That the Borough Administrator, Borough Attorney, Borough Auditor, and all Department Heads shall be required to attend the Council Meeting at which any public information session or public hearing on the budget is held and any meeting at which it is anticipated that the budget is to be adopted. Any person who may be required to attend and not so named will be given at least ten (10) calendar days notice.

2. That the Borough Administrator, all Department Heads, Borough Attorney, Borough Engineer or Designee, Borough Auditor or Designee, and Borough Planner or Designee shall attend the Annual Reorganization Meeting of the Mayor and Council to be held during the first seven days of January of each year and that Department Heads be required to attend all Committee Meetings of the Governing Body.

3. That the Procedures to be Followed in Seeking and Accepting Grants from Governmental and Privately-Funded Sources of Support shall be adopted as official policy of the Borough for 2013.

4. That the Borough Council will not approve any expenditure of municipal funds, by either direct payment or reimbursement, when said funds are used for dinner meetings, gifts, or any other purposes not associated with the official function of any Board, Commission, Committee, Authority or Agency of the Borough of Highland Park.

5. That the "Personnel Manual and Handbook", as subsequently revised, shall be adopted as official policy of the Borough for 2013.

6. That police weapons, being public property, will not be given to members of the Borough of Highland Park Police Department upon their retirement, termination of employment, or under any other circumstances.

7. That the Co-Sponsorship Policy shall be adopted as official policy of the Borough for 2013.

8. That the Exposure Control Plan, a complete copy of which is filed in the office of the Borough Clerk, shall be and is hereby adopted for the year 2013.

9. That the Borough Administrator be directed to establish as a priority the exploration of new cooperative agreements in the areas of personnel, equipment purchases, and repair and maintenance.

BE IT RESOLVED that a certified copy of this resolution be forwarded to Department Heads forthwith.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-17

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following are designated in the positions opposite their name for the year 2013:

<u>NAME</u>	<u>POSITION</u>
Kathleen Kovach, Borough Administrator	Insurance Commissioner to the Garden State Municipal Joint Insurance Fund Alternate Insurance Commissioners
Joan Hullings, Borough Clerk	
Scott Luthman, Code Enforcement Director	
Donald Newton, Detective	Safety Officer
Joan Hullings, Borough Clerk	Assessment Search Officer
Joan Hullings, Borough Clerk	Affirmative Action Public Agency Compliance Officer
Kathleen Kovach	Tax Search Officer
Frank Troy	Recycling Coordinator Clean Communities Coordinator
Code Enforcement Officers Diane Reh and Timothy Coyle	Inspect Sidewalks in accordance with provisions set forth in Ord. No. 941

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the above.

The following resolution, introduced by the Council as a Whole, was duly adopted as above.

No.1-13-18

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following financial procedures are hereby established for the year 2013:

ORGANIZATION MEETING – JANUARY 7, 2013

1. That the following banks shall be designated as depositories for the Borough's accounts, and the custodian of these accounts shall be the Chief Financial Officer:
BANK
Bank of America
PNC Bank
Provident
Wachovia
Unity Bank
2. That withdrawals from the Petty Cash checking account shall be made on forms provided and signed by the Borough Administrator, Chief Financial Officer or Treasurer.
3. That withdrawals from the following accounts shall be made on forms provided and signed by Borough Administrator or Chief Financial Officer or Treasurer and the Mayor:
Current Dog License Payroll
Trust Other Capital
Claims Fund Water & Sewer
Assessment Trust Grants
Water & Sewer Capital Tax Collector's Trust
4. That the following banks shall be designated as depository for the Borough's investment accounts and the custodian of these accounts shall be Chief Financial Officer or Treasurer:
Bank of America PNC Bank
5. That the Tax Collector shall be directed to collect interest at 8% per annum on the first \$1,500.00 of delinquency, and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date when any tax installment shall be payable and delinquent until the date said installment together with interest is paid, provided, however, that if any installment is paid within ten (10) days after the due date, then in that event there shall be no interest charged.
6. That petty cash funds be established in the following departments for the amounts designated, to wit:
Finance Department \$400.00
Police Department 250.00
Fire Department 50.00
Public Works Department 200.00
Community Service 200.00
7. That the Borough Administrator shall be and is hereby authorized and directed to make, negotiate or award all purchases, contracts, or agreements, the cost of which does not exceed \$5,000.00, without a further resolution of this Council, except those purchases, contracts or agreements approved by the Library Board of Trustees; and that the Borough Council will continue to approve by individual resolutions all purchases, contracts and agreements, the estimated cost of which is in excess of \$5,000.00, except those purchases, contracts or agreements approved by the Library Board of Trustees.
8. That cash drawers are hereby established in the following departments and amounts in order to make change for in-person cash payments:
Tax Collection Department \$100.00
Violations Bureau 100.00
Police Department 40.00
Borough Clerk's Office 50.00
9. That the Borough Administrator be directed to continue the investigation of the feasibility of a joint purchase program, a joint equipment usage program, and a joint business management program in conjunction with the Board of Education, pursuant to Highland Park Resolution No. 10-92-427.
10. That the Borough Tax Collector is hereby authorized and directed to schedule and conduct a tax sale during December, 2013, for all taxes and municipal charges unpaid as of November 11, 2013.
11. That the "Cash Management Plan" as adopted by Resolution No. 4-98-154 on April 7, 1998 and attached to the original of that resolution shall be and is hereby adopted as policy to be utilized for the Borough of Highland Park for 2013, as required under NJSA 40A:5-14 of the Local Fiscal Affairs Law. Certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, the Borough Auditor and the Chief Financial Officer of the Borough.
12. That the Borough Tax Assessor is hereby authorized to file counterclaims in tax appeals for certain properties that said Tax Assessor determines to be under assessed rather than over assessed, subject to the concurrence of the Tax Appeal Attorney.
13. That the Borough Tax Assessor is hereby authorized to file tax appeals, on behalf of the Borough, as it may become necessary from time to time, to correct, amend, or update the records of said Tax Assessor.
14. That the Borough Tax Collector is hereby authorized to process, without further action by the governing body, the cancellation of any property tax refund of less than \$10.00, or any property tax delinquency of less than \$10.00, or any water and sewer refund or delinquency of less than \$1.00, together with interest, per calendar year.
15. That certain services provided by the Borough Attorney, Borough Auditor, Borough Engineer, Bond Counsel, and/or Planning Consultant shall be considered as approved within the meaning of the respective Professional Service Agreements when:
 - a. The Borough Administrator authorizes work which is estimated and does, in fact, not exceed ten hours;
 - b. The Mayor, or the Council President, authorizes work which is estimated to and does, in fact, not exceed ten hours;
 - c. Approved by resolution of Council.Authorizations made under sub-paragraphs a. and b. shall be reported at the next Agenda or Conference Meeting.

ORGANIZATION MEETING – JANUARY 7, 2013

16. That Borough owned properties be exempt from water and sewer charges pursuant to Resolution No. 11-02-424.
17. That the Municipal Court is hereby authorized to accept credit card payment of Court fines subject to appropriate bank procedures.
18. That the Community Services Department shall refund fees deposited in the Recreation Trust Fund for trips and events with the approval of the Borough Administrator with a \$5.00 administrative fee to be deducted at the discretion of the Borough Administrator.
19. That 50% of the fines collected for handicapped parking violations shall be designated to the Highland Park Commission for Universal Access, to be used at their discretion.
20. That a 2% processing fee be assessed for use of credit cards for payments of water & sewer and tax bills, both in person and on-line.
21. That the Finance Director is authorized to process off-duty overpayments, as directed by the Police Department, in an amount not to exceed \$1,000.00, without a further resolution of this Council.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the above departments.

The following resolution, introduced by the Finance Committee, was duly adopted as above.

No.1-13-19

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following certain fees are hereby established for the year 2013:

1. That copies of official records requested by members of the public and other non-Borough persons, offices and entities shall be available through the Borough Clerk or other custodian upon payment of the following fees, which shall be based upon the total number of pages or parts thereof for each document for which a page or pages are requested:

8 ½ " x 11" paper	\$.05 per page
8 ½ " x 14" paper	.07 per page
11" x 17" paper	.07 per page
Election District Map	.75
Zoning Map	1.50
DVD/CD w/case	.90
Blue burn Gramco CD	1.79

2. That copies of police records maintained by the Police Department which are requested by members of the public and non-Borough offices and entities shall be available upon payment of the following fees for documents, pages or parts thereof:

Motor Vehicle Accident Reports and Investigation Reports

In person requests:

8 ½ " x 11" paper	\$.05 per page
8 ½ " x 14" paper	.07 per page
11" x 17" paper	.07 per page

Other Than In person requests Flat fee of \$5.00; plus cost of mailing

Discovery	per page charge plus cost of mailing when applicable
Copying video tapes	requestor shall provide sealed tape
Audio tape reproduction	requestor shall provide sealed tape
Insurance Claims (in person or mailed)	per page charge plus cost of mailing when applicable
Pistol Permits	2.00
Firearms Identification Card	5.00
Fingerprinting other than criminal	25.00 Resident
	25.00 non-resident
Verification Letter	50.00
Photographs	
4 x 6	10.00 first 10 photos
	5.00 each additional photo
8 x 10	20.00 first 10 photos
	5.00 each additional photo

If records are requested in a medium other than paper, the fee shall be the cost of the medium and conversion costs when applicable.

3. That the following schedule of fees is hereby established for recreation activities conducted by the Community Services Department:

Program	Participant Fee
Youth Soccer	\$ 60.00 per person (resident)
	50.00 Per each additional child (resident)
	80.00 per person (non-resident)
	15.00 Late registration fee
Youth Basketball	60.00 per person (resident)
	50.00 Per each additional child (resident)
	80.00 per person (non-resident)

15.00 Late registration fee

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Youth Baseball & Softball	60.00	per person (resident)	
	50.00	Per each additional child (resident)	
	80.00	per person (non-resident)	
Track & Field (8 sessions)	15.00	Late registration fee	
	50.00	Per person (resident)	
	70.00	per person (non-resident)	
Flag Football (5 sessions)	15.00	Late registration fee	
	40.00	Per person (resident)	
	60.00	per person (non-resident)	
Tennis (8 sessions)	15.00	Late registration fee	
	80.00	per person (resident)	\$10.00 per session
	96.00	per class (nonresident)	\$12 per session
Spring Soccer Clinics (5 sessions)	15.00	Late registration fee	
	40.00	Per person (resident)	
	60.00	per person (non-resident)	
Israeli Dance	15.00	Late registration fee	
	75.00	per person (resident) (10 sessions)	
	90.00	per person (non-resident) (10 sessions)	
Pilates	75.00	Per person (resident) (10 weeks)	
	90.00	Per person (non-resident) (10 weeks)	
Tai Chi	75.00	Per person (resident) (10 weeks)	
	90.00	Per person (non-resident) (10 weeks)	
Step Strength & Beyond	125.00	Highland Park residents (20 sessions-twice a week)	
	150.00	Non-residents (20 sessions-twice a week)	
	75.00	Highland Park residents (10 sessions-once a week)	
	90.00	Non-residents (10 sessions-once a week)	
		Student must specify which day they will be attending on the registration form in order to be eligible for once a week rate, otherwise pro-rated fees will be charged.	
Yoga (Co-Ed)	75.00	per person (resident) (10 sessions)	
	90.00	per person (non-resident) (10 sessions)	
Yoga (Women)	125.00	per person (resident) (20 sessions-twice a week)	
	150.00	per person (non-resident) (20 sessions-twice a week)	
	75.00	Per person (resident) (10 sessions-once a week)	
	90.00	Per person (non-resident) (10 sessions-once a week)	
		Student must specify which day they will be attending on the registration form in order to be eligible for once a week rate, otherwise pro-rated fees will be charged.	
Zumba	75.00	per person (resident) (10 sessions)	
	90.00	per person (non-resident) (10 sessions)	
All Adult Classes	75.00	Residents – 1x per week (10 sessions)	
	125.00	Residents – 2x per week (20 sessions)	
	90.00	Non-residents – 1x per week (10 sessions)	
	150.00	Non-residents – 2x per week (20 sessions)	
All Adult Classes	10.00	Residents – Per class (pro-rated) join middle of cycle	
	12.00	Non-Residents – per class (pro-rated) join middle of cycle	
Basketball (Open) Men & Women	20.00	Per person (resident) (10 sessions)	
	30.00	Per person (non-resident) (10 sessions)	
Basketball	5.00	Drop in Participant	
Indoor Soccer (Co-Ed)	30.00	Per person (resident) (10 sessions)	
	50.00	Per person (non-resident) (10 sessions)	
Adult Soccer (Turf)	20.00	Per person (resident) (10 sessions)	
	30.00	Per person (non-resident) (10 sessions)	
Any Adult Open (Outdoor Program)	20.00	Per person (resident) (10 sessions)	
	30.00	Per person (non-resident) (10 sessions)	
Adult Softball (men & women)	200.00	Per team	
Volleyball (Co-Ed)	60.00	Per person (resident) (10 sessions)	
	80.00	Per person (non-resident) (10 sessions)	
Teen Programs			
Theater	75.00	Residents (10 sessions)	
	90.00	Non-residents (10 sessions)	

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Table Tennis	40.00	Residents (8 sessions)
	48.00	Non-residents (8 sessions)
Track Club	50.00	Residents (10 sessions)
	75.00	Non-residents (10 sessions)
Chess Class	30.00	Residents (6 sessions)
	36.00	Non-residents (6 sessions)
Juggling Club	50.00	Residents (10 sessions)
	60.00	Non-residents (10 sessions)
General Sponsor Fee	200.00	Supports a team in 1 sport
	500.00	Supports a team in 3 sports
Vendor Fees	150.00	Food Vendor
	100.00	Small Merchandise Vendor
	150.00	Large Merchandise Vendor
Out of Town Yearly Membership Fee	75.00	Nonresidents (Including out of town members who participate in any exercise program)
In Town Yearly Membership	10.00	Per person
Senior Holiday Party & Luncheon	7.00	Per person
Craft Programs	5.00	Per session
Jewelry Workshop	5.00	Per session
Atlantic City Trips	35.00	Per trip (3/4 times per year)
Columbus Market	5.00	Per trip
NYC Broadway Shows	TBA	Based on show
Peddler's Village	15.00	Per trip
Smithville	10.00	Per trip
Delicious Orchards	5.00	Per trip
Longwood Gardens	25.00	Per trip
Duke Farms	15.00	Per trip
Hunterdon Hills Playhouse	60-80.00	Based on show
Villa Roma Resort Trip	TBA	
Jackson & Jersey Shore Outlets	10.00	Per trip
Pottery Studio Trip	5.00	Per trip
Long Branch/Point Pleasant Beach	10.00	Per trip
NJ Flower & Garden Show	3.00	Per trip
Diamond Tours Trips	TBA	Based on location
Rendezvous Travel Trips	TBA	Based on location
Senior Exercise Programs	1.00	Per class or payment plan on bundle package

To be eligible for a scholarship, participant must submit application by the due date. Free lunch would pay for 40% of the program fee and reduced lunch would pay for 60% of the program fee. The federal income eligibility guidelines may be used to determine eligibility. One coach per team does not pay a fee for his/her child.

4. That the Borough Clerk shall charge a Five (\$5.00) Dollar administrative fee for all resolutions approving refunds for fees, licenses, and permits issued by the Borough Clerk's Office and paid to the Borough, which charge shall be deducted from the refund by the Finance Department.
5. That a fee of Twenty (\$20.00) Dollars shall be charged for any and all checks presented to the Borough in payment of any tax, service, program, etc., that are returned by the bank for any reason, except that in cases where the check is returned in error by the bank, the Finance Director shall waive said fee.
6. That copies of the Highland Park Natural Resource Inventory prepared and published in its original state shall be available to the public at a cost of \$2.50 per copy. That copies of the Master Plan prepared and published in its original state shall be available to the public at a cost of \$4.50 per copy; and that copies of the Land Use Ordinance prepared and published in its original state shall be available to the public at a cost of \$17.50 per copy.
7. That the Community Services Department will charge an annual fee of \$75.00 to any non-resident senior seeking access to senior programs, events and services, excluding transportation costs to and from the Senior/Youth Recreation Center, in addition to any and all other fees for specific programs, events and services.
8.
 - a. That the Borough Tax Collector shall charge a fee of \$100.00 to prepare duplicate certificate of tax sale for a lost or destroyed tax sale certificate.
 - b. That the Borough Tax Collector shall charge a fee of \$50.00 to prepare a Certificate for Redemption of Certificate of Sale.
 - c. That the Borough Tax Collector shall charge a fee of \$16.00 per tax sale notice mailing to property owners in lieu of advertising notice in newspaper, said mailings not to exceed two (2). Such fee shall be added to the cost of said tax sales.
 - d. That the Borough Tax Collector shall charge a fee of \$5.00 to prepare duplicate tax bill (first copy) and a fee of \$25.00 for each subsequent duplicate copy of the same tax bill in the same fiscal year.
9. That the Borough Clerk shall collect a fee for distribution of bid specifications in an amount to be determined by the Borough Engineer

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BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the departments referenced above.

The following resolution, introduced by the Finance Committee, was duly adopted as above.
No.1-13-20

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk is hereby authorized and directed to notify the Finance Director that the following are the names of the officers and employees of the Borough of Highland Park whose salaries are on an annual basis:

Title	Name		2013	Longevity		2013 Total
			Base	%	Amount	Salary
Mayor	Gary	Minkoff	6,756.00			6,756.00
Council President	Padraic	Millet	5,085.00			5,085.00
Council Member	Jon	Erickson	4,239.00			4,239.00
Council Member	Elsie	Foster-Dublin	4,239.00			4,239.00
Council Member	Gayle	Brill Mittler	4,239.00			4,239.00
Council Member	Susan	Welkovits	4,239.00			4,239.00
Council Member	Gary	Potts	4,239.00			4,239.00
Borough Administrator	Kathleen	Kovach	25,468.99			25,468.99
Municipal Court Judge	Edward E	Herman	39,337.00			39,337.00
Municipal Prosecutor	Patrick	Bradshaw	34,000.00			34,000.00
Public Defender	Francesco	Taddeo	9,000.00			9,000.00
Administrative Secretary	Monica	Jackson	58,672.07			58,672.07
Communications Liaison	Monica	Jackson	5,000.00			5,000.00
Borough Clerk	Joan	Hullings	74,171.01		2,500.00	76,671.01
Finance Dir/CFO/Tax Collector	Kathleen	Kovach	110,965.94			110,965.94
Superintendent of Public Works & Utility	Donald	Rish	99,285.56		2,500.00	101,785.56
Municipal Alliance Coordinator	Kim	Perkins	5,100.00			5,100.00
Deputy Borough Clerk	Erin	Martin	40,575.60			40,575.60
Municipal Court Administrator	Tracey	Horan	57,222.08			57,222.08
Tax Assessor	Thomas	Mancuso	38,546.26			38,546.26
Police Chief	Stephen	Rizco	151,463.17			151,463.17
Senior Program Coordinator	Kim	Perkins	48,000.00			48,000.00
Deputy Treasurer	Daphne	Marc	52,546.00			52,546.00
Deputy Tax & Utility Collector	Anita	Bansal	45,609.00		1,350.00	46,959.00
Registrar of Vital Statistics	Joan	Hullings	2,500.00			2,500.00
Recycling Coordinator	Frank	Troy	1,684.00			1,684.00
Clean Communities Coordinator	Frank	Troy	1,000.00			1,000.00
Administrative Assistant	Joann	Kopetsky	52,547.00		1,350.00	53,897.00
Deputy Court Administrator	Linda	Simons	45,609.00			45,609.00
Principal Clerk Typist	Donna	Reff	44,909.00			44,909.00
Senior Clerk Typist	Karen	Valente	37,664.00			37,664.00
Violations Clerk	Margarita	Guzman	37,664.00			37,664.00
Public Safety Dispatcher	Karen	Connors	49,081.00			49,081.00
Public Safety Dispatcher	Janet	Marcik	49,081.00			49,081.00
Public Safety Dispatcher	Peter	Archibald	41,613.00			41,613.00
Public Safety Dispatcher	Diane	Seaboldt	49,081.00			49,081.00
Bus Driver	Ella	Taliaferro	37,664.00		1,350.00	39,014.00
Clerk Typist	Janet	Molina	37,664.00		1,350.00	39,014.00
Records Clerk						
Administrative Assistant	Linda	Monte	52,547.00		1,350.00	53,897.00
Finance Assistant	Anne	Stevens	45,609.00		1,350.00	46,959.00
Mstr Code Enforce/Housing Inspector	Diane	Reh	67,550.00		1,350.00	68,900.00
Mstr Code Enforce/Housing Inspector	Timothy	Coyle	39,408.00		783.00	40,191.00
Zoning Officer	Timothy	Coyle	28,142.00		567.00	28,709.00
Mstr Code Enforcement Officer	Douglas	Sipos	67,550.00			67,550.00
Recreation Coordinator	Andrea	Costas-Baay	48,000.00			48,000.00
Principal Clerk Typist	Tracy	Coman	44,211.00			44,211.00
Fire Official	Keith	Thedinga	73,357.00			73,357.00
Fire Inspector	Thomas	Abraham	46,053.00			46,053.00
Director of Library Services	Jane	Stanley	107,072.00		2,500.00	109,572.00
Master Librarian	Fran	Lee	81,513.00		2,500.00	84,013.00
Administrative Assistant	Renee	George	56,692.00			56,692.00
Master Librarian Assistant	Lieselotte	Kulczycki	50,392.00			50,392.00
Master Circulations Coordinator	Valerie	Weidman	53,051.00			53,051.00
Senior Library Assistant	Indru	Udeshi	44,300.00			44,300.00
Coordinator of Adult Services	Sherry	Johnson	62,489.00			62,489.00
Captain of Police	Scott	Golden	139,419.00		4,000.00	143,419.00
Lieutenant of Police	Thomas	Hammill	126,879.00		4,000.00	130,879.00
Lieutenant of Police	Gary	Panichella	126,879.00		4,000.00	130,879.00
Sergeant of Police	Joseph	Spezio	120,141.52		in base	120,141.52
Sergeant of Police	Jason	Culver	115,390.48	3%	3,461.71	118,852.19
Sergeant of Police	Richard	Abrams	115,390.48	2%	2,307.81	117,698.29
Sergeant of Police	Richard	Abrams	115,390.48	3%	3,461.71	118,852.19
Sergeant of Police	Joseph	Olarra	119,966.79		in base	119,966.79
Sergeant of Police	Theodore	Haas	119,430.48		in base	119,430.48

ORGANIZATION MEETING – JANUARY 7, 2013

Title	Name		2013	Longevity		2013 Total
			Base	%	Amount	Salary
Sergeant of Police	Derek	Wenskoski	115,390.48	3%	3,461.71	118,852.19
Sergeant of Police	Ilan	Lancry	115,390.00	3%	3,461.70	118,851.70
Police Officer	Kevin	Shiffner	43,074.00			43,074.00
Police Officer	Kevin	Shiffner	49,472.00			49,472.00
Police Officer	Gaetano	Palumbo	43,074.00			43,074.00
Police Officer	Gaetano	Palumbo	49,472.00			49,472.00
Police Officer	Sean	Garley	79,630.00			79,630.00
Police Officer	Sean	Garley	88,770.00			88,770.00
Police Officer	Sean	McGraw	79,630.00			79,630.00
Police Officer	Sean	McGraw	88,770.00			88,770.00
Police Officer	Adrienne	Karon	111,465.55		in base	111,465.55
Police Officer	Donald	Newton	107,050.00	3%	3,211.50	110,261.50
Police Officer	Donald	Newton	107,050.00	0%	In base	111,050.00
Police Officer	Nicole	Young	107,050.00	3%	3,211.50	110,261.50
Police Officer	Theodore	Pardo	107,050.00	2%	2,141.00	109,191.00
Police Officer	Theodore	Pardo	107,050.00	3%	3,211.50	110,261.50
Police Officer	Mohab	Hannout	107,050.00			107,050.00
Police Officer	Jose	Curbelo	107,050.00			107,050.00
Police Officer	Kevin	Garity	107,050.00			107,050.00
Police Officer	Norman	Brown	107,050.00			107,050.00
Police Officer	Brian	O'Mara	107,050.00			107,050.00
Police Officer	John	Sachau, Jr	107,050.00			107,050.00
Police Officer	David	Soden	107,050.00			107,050.00
Code Enforcement Officer	Scott	Luthman	59,705.93			59,705.93
Construction Official	Scott	Luthman	23,475.59			23,475.59
Building Subcode Official	Scott	Luthman	10,654.74			10,654.74
Capital Projects Manager	Scott	Luthman	10,200.00			10,200.00
Fire Subcode Official/Inspector	Dennis	Van de Mark	12,052.00			12,052.00
Plumbing Subcode Official/Inspector	Michael	Rossi	12,052.00			12,052.00
Electrical Subcode Official/Inspector	Patrick	Valente	12,052.00			12,052.00
Crossing Guard	Beverly	Robinson	10,124.00			10,124.00
Crossing Guard	Mary Ann	Kinsey	10,124.00			10,124.00
Crossing Guard	Nancy	Bernstein	10,124.00			10,124.00
Crossing Guard	Willis Ivan	Thomas	10,124.00			10,124.00
Crossing Guard	Lucille	Morris	10,124.00			10,124.00
Crossing Guard	Charlene	Rayside	10,124.00			10,124.00
Crossing Guard	Catherine	Ciorciari	10,124.00			10,124.00
Crossing Guard	Reva	Kaufman	10,124.00			10,124.00
Crossing Guard	Kibby	May	8,072.00			8,072.00
Crossing Guard	Kibby	May	9,694.00			9,694.00
Crossing Guard	Margaret	Toman	8,072.00			8,072.00
Crossing Guard	Margaret	Toman	9,694.00			9,694.00
Crossing Guard	Michael	Stazeski	8,072.00			8,072.00
Crossing Guard	Michael	Stazeski	9,694.00			9,694.00

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk is hereby authorized and directed to notify the Finance Director that the following are the names of the officers and employees of the Borough of Highland Park whose salaries are on an hourly basis

Title	Name		2013	Longevity		2013 Total
			Hourly Rate		Amount	Hourly Rate
Instructor	Donna	Fricke	32.94			32.94
Instructor	Jean	Romsted	15.00			15.00
PT Medical Driver	Peter	Lorentz	15.88			15.88
Instructor	Beverly	Spool	35.00			35.00
Senior Outreach Coordinator	Rosalind	Torres	17.64			17.64
PT Clerk Typist	Kimberly	McGraw	14.28			14.28
Soccer Referee	Joseph	Aversa	8.00			8.00
Adult Evening Programs/Sunday Bingo	Symone	Banks	10.00			10.00
Body Recall Instructor	Margaret	Coakely	10.00			10.00
Community Service Receptionist	Maria	Austin	12.48			12.48
Soccer Referee	Jason	Potts	8.00			8.00
Recreation Assistant	Samantha	Dolan	7.25			7.25
Recreation Assistant	Abdul Karim	Jalloh	7.25			7.25
Recreation Assistant	Emmanuel	McClain	8.50			8.50
Recreation Assistant	Andy	Powell	8.50			8.50
Recreation Assistant	Dvir	Ravee	13.00			13.00
Recreation Assistant	Madeline	Hehir	8.50			8.50
Recreation Assistant	Elizabeth	Murphy	7.25			7.25
Recreation Assistant	Dondre	Wilburn	7.25			7.25
Recreation Assistant	Judea	McDonald	7.25			7.25
Soccer Referee	James	Webb Jr.	8.50			8.50

ORGANIZATION MEETING – JANUARY 7, 2013

Title	Name		2013	Longevity		2013 Total
			Base	%	Amount	Salary
Laborer	David	Baldwin	14.69			14.69
Laborer	Dennis	Chekenian	19.90			19.90
Driver	James	Coleman	29.94		0.72	30.66
Driver	Edward	Corson	29.94		0.72	30.66
Laborer	John	Geoghan	20.94			20.94
Equipment Operator	Thomas	Kohler	27.91			27.91
Laborer	Frederick	Long	15.75			15.75
Driver	Michael	Milan	28.57			28.57
Laborer	Jeffrey	Reap	21.61			21.61
Senior Laborer	Mark	Rohan	22.89			22.89
Laborer	Rudolph	Rohan	21.61			21.61
Laborer	James	Webb Sr.	15.75			15.75
Equipment Operator	Michael	Wieczorkiewicz	31.39		0.72	32.11
Maintenance/Driver	Robert	Cahill	29.94			29.94
Maintenance	Ronald	Rowe	18.82			18.82
Mechanic	Robert	West	31.39		0.72	32.11
Foreman	Frank	Troy	37.17		0.00	37.17
Clean Communities	Joshua	Gaines	10.00			10.00
On-Call Firefighter	Andrew	Berardo	18.05			18.05
On-Call Firefighter	John	Byrne	18.05			18.05
On-Call Firefighter	Michael	Kersey	18.05			18.05
On-Call Firefighter	Patrick	Keogh	18.05			18.05
Fire Inspector	Patrick	Keogh	21.98			21.98
On-Call Firefighter	Hector	Malave	18.05			18.05
On-Call Firefighter	Timothy	Langan	18.05			18.05
Fire Inspector	Timothy	Langan	21.98			21.98
On-Call Firefighter	Lester	Rosenhouse	18.05			18.05
On-Call Firefighter	Norman	Shamy	18.05			18.05
On-Call Firefighter	Lawrence	Thiel	18.05			18.05
On-Call Firefighter	Susan	Thiel	18.05			18.05
On-Call Firefighter	Glen	Seaboldt Jr.	18.05			18.05
Library Assistant	Maria	Beck	15.21			15.21
Library Page	Benjamin	Leibowitz-Lord	7.40			7.40
Library Page	Tahanee	Jones	7.40			7.40
Library Page	Carla	Lin	7.40			7.40
Library Page	Nina	Xue	7.40			7.40
Library Page	Michelle	McFadden-DiNicola	7.62			7.62
Library Page	Emily	Lanaris	7.62			7.62
Library Page	Sahnaz	Saleem	7.40			7.40
Library Page	Hye Min	Shin	7.40			7.40
Library Page	Daniel	Siegel	7.40			7.40
Library Page	Yu Xing	Yang	7.40			7.40
Circulation Assistant	Grace	Lanaris	11.47			11.47
Circulation Assistant	Celestine	Compton	10.82			10.82
Circulation Assistant	Lauren	Uslan	27.90			27.90
Reference Librarian	Carla	Herniter	27.90			27.90
Reference Librarian	Bonnie	Goldstein	27.90			27.90
Reference Librarian	Karen	Mitchell	27.90			27.90
Reference Librarian	Jennifer	Larsen	27.08			27.08
Master Maintenance	Joseph	Gonzalez	27.65			27.65
Crew Leader	Glen	Seaboldt	31.24		0.72	31.96

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Finance Director forthwith.

The following resolution, introduced by the Finance Committee, was duly adopted as above.
No.1-13-21

WHEREAS, situations develop that require the appointment of special counsel to the Borough's Zoning Board of Adjustment and Planning Board; and

WHEREAS, the need for special counsel cannot always be anticipated and accordingly cannot be included in the budgets of the Borough and of the Boards; and

WHEREAS, while the Governing Body recognizes the independent authority of its local boards, efficient and financially responsible local government needs and requires the cooperation of and communication by and between the local boards and the Governing Body;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that prior to any local board of the Borough entering into an agreement for special counsel where the monetary amount exceeds that appropriated to the local board by the Governing Body, the Governing Body shall be notified of the following:

- (a) The reason said appointment is necessary;
- (b) The name of the special counsel;
- (c) The hourly rate to be received by the special counsel;
- (d) An anticipated budget for the services to be rendered by the special counsel;

and

BE IT FURTHER RESOLVED that no agreements for special counsel shall be entered into, until such time as the Governing Body has had an opportunity to review the requested information and approve the funds necessary to compensate special counsel; and

BE IT FURTHER RESOLVED that the Governing Body requests that, whenever possible, agendas be prepared so that matters requiring the attendance of both the appointed board attorney and the special counsel are not heard on the same evening; and

BE IT FURTHER RESOLVED that no compensation shall be paid to a board attorney who does not attend either a regular or special meeting of the board to which he or she is appointed; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the chairpersons, secretaries and attorneys of the Boards, and to the Borough's Finance Director.

Mayor Minkoff re-established the Mayor's Wellness Campaign Committee for 2013.

Mayor Minkoff appointed the following to serve as Professionals for 2013:

<u>NAME</u>	<u>POSITION</u>
Edwin Schmierer, Esq.	Borough Attorney
Martin Allen, Esq.	Tax Appeal Attorney
Arthur Thibault, Esq.	Labor Attorney
Wilentz, Goldman & Spitzer	Bond Counsel
Andrew Hodulik	Borough Auditor
Patrick Bradshaw	Borough Prosecutor
Francesco Taddeo	Public Defender

On motion made by Councilman Millet, seconded by Councilwoman Brill Mittler, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff appointed the following to serve as Professionals for 2013 for a 30 day term:

<u>NAME</u>	<u>POSITION</u>
David J. Samuel	Borough Engineer
Allen Schectel	Borough Planner

On motion made by Councilwoman Brill Mittler, seconded by Councilman Millet, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff appointed Kathleen Kovach to serve as the Tax Collector for a term to expire January 1, 2016.

Mayor Minkoff appointed Kathleen Kovach to serve as the Chief Financial Officer for a term to expire January 1, 2016.

Mayor Minkoff appointed the following to serve with terms to expire December 31, 2013:

<u>NAME</u>	<u>POSITION</u>
Tracey Horan	Court Administrator
Linda Simmons	Deputy Court Administrator
Erin Martin	Deputy Borough Clerk
Jeanne Kolva	Borough Historian
Scott Luthman	ADA Coordinator
Susan Welkovits	Council Rep., Library Board of Trustees

On motion made by Councilman Millet, seconded by Councilwoman Welkovits, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff appointed Alan Kluger to serve as the Mayor's Designee on the Planning Board for a term to expire December 31, 2013.

Mayor Minkoff appointed Peter Mickulas to serve as the Mayor's Alternate on the Library Board of Trustees for a term to expire December 31, 2013.

Mayor Minkoff appointed Stephen Nolan to serve as the Special Advisor on Economic Development & Planning for a term to expire December 31, 2013:
NO CONFIRMATION NECESSARY

Mayor Minkoff appointed the following to serve for terms to expire July 1, 2014:

<u>NAME</u>	<u>COMMITTEE</u>
Alexander Kemeny, Alt. #2	Board of Adjustment

Mayor Minkoff appointed the following to serve for terms to expire July 1, 2015:

<u>NAME</u>	<u>COMMITTEE</u>
Stan Fessant, Alt. #1	Board of Adjustment
Robert Holzapfel, Alt. #3	Board of Adjustment

Mayor Minkoff appointed the following to serve for terms to expire July 1, 2017:

<u>NAME</u>	<u>COMMITTEE</u>
Robert Roesener	Board of Adjustment
Jeannine Dresch	Board of Adjustment

ORGANIZATION MEETING – JANUARY 7, 2013

Mayor Minkoff appointed the following to serve for terms to expire January 1, 2016:

<u>NAME</u>	<u>COMMITTEE</u>
Kenneth Sachs	Board of Health
David Weissmann	Board of Health

Mayor Minkoff appointed the following to serve for terms to expire December 31, 2017:

<u>NAME</u>	<u>COMMITTEE</u>
Susan Roth	Library Board of Trustees
Lisa Goldberg	Library Board of Trustees
Marc Mappen	Library Board of Trustees

Mayor Minkoff appointed the following to serve for terms to expire December 31, 2015:

<u>NAME</u>	<u>COMMITTEE</u>
Mike Kersey	Deputy Coordinator - OEM
Joseph Olarra	Deputy Coordinator - OEM

Mayor Minkoff appointed the following to serve for terms to expire April 1, 2014:

<u>NAME</u>	<u>COMMITTEE</u>
Lilas Saltiel	Council on Aging

Mayor Minkoff appointed the following to serve for terms to expire April 1, 2016:

<u>NAME</u>	<u>COMMITTEE</u>
Nathan Segal	Council on Aging
Rhoda Goldstein	Council on Aging

Mayor Minkoff appointed the following to serve with terms to expire December 31, 2013:

<u>NAME</u>	<u>COMMITTEE</u>
Jon Erickson	CDBG Advisory Committee
Edward Prince	CDBG Advisory Committee
Sheila Highsmith	CDBG Advisory Committee
Robert Thompson	CDBG Advisory Committee
Thomas Hammill, Police Dept. Rep.	Emergency Management Council
Linda Hoefele	Emergency Management Council
Kathleen Kovach	Emergency Management Council
Donald Rish	Emergency Management Council
Scott Luthman	Emergency Management Council
Beth Leech	Community Food Pantry
Andrea Greenberg-Horowitz	Community Food Pantry
Susan Powell	Community Food Pantry
Lilas Saltiel	Community Food Pantry
Laurel Kornfeld	Community Food Pantry
Lynne Platt	Community Food Pantry
Monica Day	Community Food Pantry
Jaelyn Watters	Community Food Pantry
Daniel Goldblatt	Community Food Pantry
Jamie Balancia	Community Food Pantry
Rosie Wong	Community Food Pantry
Hagit Mano	Community Food Pantry
Lori Freeman	Community Food Pantry
Nancy Lord	Community Food Pantry
Judith Johnston, Alt.	Community Food Pantry
Matthew Brophy, Alt.	Community Food Pantry
Eric Weinberg, Chair.	Recreation Advisory Committee
Micky Landis	Recreation Advisory Committee
Alan Kluger	Recreation Advisory Committee
Marty Friedman	Recreation Advisory Committee
Jerri Aversa	Recreation Advisory Committee
Ralf Baay	Recreation Advisory Committee
Bob Butters	Recreation Advisory Committee
Greg Trevor	Recreation Advisory Committee
Debbie Hehir	Recreation Advisory Committee
Kenneth Haskins	Recreation Advisory Committee
Kathie Pace	Recreation Advisory Committee
Donald Gatling	Recreation Advisory Committee
James Webb, Jr., Stud. Mbr.	Recreation Advisory Committee
Judea McDonald, Stud. Mbr.	Recreation Advisory Committee
Carol Avelsgaard	Shade Tree Advisory Committee
Aileen Coffey	Shade Tree Advisory Committee
Roseann Cala	Shade Tree Advisory Committee
Karen Swaine	Shade Tree Advisory Committee
Barbara Lewis	Shade Tree Advisory Committee
Belinda Beetham	Shade Tree Advisory Committee
Harvey Klee	Shade Tree Advisory Committee
Mary Denver	Shade Tree Advisory Committee
Mike Ross	Shade Tree Advisory Committee
Scott Luthman	Employee Safety Committee
Stephen Rizco	Employee Safety Committee
Donald Rish	Employee Safety Committee
Edward Corson	Employee Safety Committee

Anne Stevens

Employee Safety Committee

ORGANIZATION MEETING – JANUARY 7, 2013

<u>NAME</u>	<u>COMMITTEE</u>
Renee George	Employee Safety Committee
Keith Thedinga	Employee Safety Committee
Mike McMahon	Employee Safety Committee
Brian O'Mara	Employee Safety Committee
Kim Perkins	Employee Safety Committee
Lara Arp	Municipal Alliance
Lisa Berman	Municipal Alliance
Irene Marx	Municipal Alliance
Kim Perkins	Municipal Alliance
Rev. Seth Kaper-Dale	Municipal Alliance
Nicole Young, Police Chief Designee	Municipal Alliance

On motion made by Councilman Millet, seconded by Councilwoman Welkovits, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

Mayor Minkoff appointed the following to serve for terms to expire December 31, 2013:

<u>NAME</u>	<u>COMMITTEE</u>
Cliff Lacey	Mayor's Wellness Campaign
David Seigman	Mayor's Wellness Campaign
Justin Footerman	Mayor's Wellness Campaign

<u>NAME</u>	<u>COMMITTEE</u>
Josephine Jover	Sustainable Highland Park
Irene Marx	Sustainable Highland Park
Allan Williams	Sustainable Highland Park
Tina Weishaus	Sustainable Highland Park
Andy Benesch	Sustainable Highland Park
Hagit Mano	Sustainable Highland Park
Sheila Shukla	Sustainable Highland Park
Randy Solomon	Sustainable Highland Park

Mayor Minkoff appointed Karen Swaine to serve as a Regular Member of the Environmental Commission for a term to expire April 1, 2015.

Mayor Minkoff appointed Scott Luthman to serve as the Borough Official Member of the Planning Board for a term to expire January 1, 2014.

Mayor Minkoff appointed Lita Greenberg as a Regular Member of the Planning Board for a term to expire September 2, 2016.

Mayor Minkoff appointed Heather Wilkerson as the Alternate #1 Member of the Planning Board for a term to expire September 2, 2014.

NO CONFIRMATION NECESSARY

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilwoman Brill Mittler, seconded by Councilman Potts, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-22

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilperson Pdraic Millet be and is hereby appointed as Council member of the Planning Board for a term expiring December 31, 2013.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Millet, seconded by Councilwoman Brill Mittler, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-23

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilwoman Jon Erickson shall be and is hereby appointed to represent the Highland Park Governing Body as a member of the Middlesex County Housing and Community Development Committee for a term expiring December 31, 2013.

The following resolution, introduced by the Finance Committee, was duly adopted on motion made by Councilman Millet, seconded by Councilman Potts, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

ORGANIZATION MEETING – JANUARY 7, 2013

No. 1-13-24

WHEREAS, Section 19 of the Local Budget Law, NJSA 40A:4-19, provides that where contracts, commitments or payments are to be made prior to the final adoption of the 2013 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and the time therein provided, and

WHEREAS, the date of the adoption of this resolution is within the first thirty days of January, 2013; and

WHEREAS, 26.25 percent of the total appropriation in the 2013 General Operating and Water and Sewer Budgets exclusive of any appropriations made for debt service, capital improvements fund and any statutory or contractual obligations is the sum of Three Million, Four Hundred, Twenty-five Thousand, Nine Hundred Twelve Dollars and Four Cents (\$3,425,912.04); and

WHEREAS, the Temporary Operating and Water and Sewer Budgets for 2013, excluding any appropriations made for debt service, capital improvement fund and any statutory or contractual obligation is Three Million, Three Hundred Sixteen Thousand, Eighty Dollars and Forty Cents (\$3,316,080.40); and

WHEREAS, the 2013 Temporary Operating and Water and Sewer Budgets inclusive of debt services, capital improvement fund and any statutory or contractual obligations is the sum of Six Million, Three Hundred Twenty-nine Thousand, Two Hundred Sixty Dollars and Six Cents (\$6,329,260.06);

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the attached temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer of the Borough.

		2013
	Account Number	TEMPORARY
		BUDGET
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	8,259.00
Other Expenses	20-110-2	2,351.25
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	20,622.75
Other Expenses	20100-2	4,050.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	26,874.25
Other Expenses	20-120-2	2,243.75
CENTRAL SERVICES		
Other Expenses	20-316-2	16,856.25
MOTOR POOL		
Salaries & Wages	26-315-1	16,697.75
Other Expenses	26-315-2	31,856.25
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	27,077.00
Other Expenses	20-130-2	6,425.00
AUDIT SERVICES		
Other Expenses	20-135-2	0.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	14,201.25
Other Expenses	20-150-2	1,558.00
TAX COLLECTION		
Salaries & Wages	20-145-1	10,976.50
Other Expenses	20-145-2	1,550.00
LEGAL SERVICES		
Other Expenses	20-155-2	64,000.00
ENGINEERING & PLANNING		
Other Expenses	20-165-2	6,250.00
BUILDING & GROUNDS		
Salaries & Wages	26-310-1	9,786.50
Other Expenses	26-310-2	9,224.25
ENVIRONMENTAL COMMISSION		
Other Expenses	27-335-2	250.00
PLANNING BOARD		
Other Expenses	21-180-2	17,875.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	7,039.50
Other Expenses	21-185-2	4,500.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-191-1	750.00
RENT LEVELING BOARD		
Other Expenses	21-192-2	0.00
CABLE TELEVISION		
Other Expenses	30-411-2	500.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	14,425.00

ORGANIZATION MEETING – JANUARY 7, 2013

MUNICIPAL COURT		
Salaries & Wages	43-490-1	47,873.50
Other Expenses	43-490-2	1,480.00
FIRE OSHA		
Other Expenses	25-268-2	0.00
PUBLIC DEFENDER		
Salaries & Wages	43-495-1	1,500.00
FIRE DEPARTMENT		
Salaries & Wages	25-265-1	33,561.00
Other Expenses	25-265-2	14,062.50
POLICE DEPARTMENT		
Salaries & Wages	25-240-1	766,963.50
Other Expenses	25-240-2	20,868.75
POLICE DISPATCH/911		
Salaries & Wages	25-250-1	54,132.25
Other Expenses	25-250-2	612.50
PROSECUTOR'S OFFICE		
Salaries & Wages	25-275-1	8,500.00
Other Expenses	25-275-2	0.00
FIRST AID		
Contribution	25-260-2	6,500.00
OFFICE OF EMERGENCY MANAGEMENT		
Salaries & Wages	25-252-1	500.00
Other Expenses	25-252-2	0.00
FIRE OFFICIAL		
Salaries & Wages	25-266-1	26,017.00
Other Expenses	25-266-2	1,045.00
UNIFORM FIRE SAFETY ACT		
Fire Prevention - OE	25-267-2	3,250.00
BOARD OF HEALTH		
Other Expenses	27-330-2	350.00
COMMISSION FOR UNIVERSAL ACCESS		
Other Expenses	27-331-2	0.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	46,169.25
Other Expenses	28-371-2	6,647.50
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	26,718.75
Other Expenses	28-370-2	1,900.00
PUBLIC WORKS		
Salaries & Wages	26-290-1	233,115.75
Other Expenses	26-290-2	28,512.50
COMMUNITY & ECONOMIC DEVELOPMENT		
Other Expenses	20-170-2	7,000.00
ARTS COMMISSION		
Other Expenses	28-374-2	187.50
SHADE TREE COMMITTEE		
Other Expenses	28-375-2	125.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	86,539.50
Other Expenses	22-195-2	1,475.00
UNCLASSIFIED		
Gasoline	31-460-2	22,500.00
Electricity & Gas	31-430-2	40,250.00
Telephone & Telegraph	31-440-2	12,150.00
Street Lighting	31-435-2	32,500.00
Sanitary Landfill	32-465-2	67,500.00
Accumulated Sick & Vacation	30-415-1	0.00
STATUTORY EXPENDITURES		
Social Security System	36-472-2	66,563.25
Unemployment Compensation Insurance	23-225-2	0.00
INSURANCE		
General Liability/Workers Compensation	23-211-2	76,167.50
Employee Group Health	23-220-2	274,784.00
LIBRARY		
Library S & W	29-390-1	134,875.50
Library OE	29-390-2	81,131.50
GARBAGE COLLECTION		
Apartment Collection	26-305-2	0.00

ORGANIZATION MEETING – JANUARY 7, 2013

LOSAP		
Other Expenses	25-265-2	0.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
County Health Services OE	42-401-2	10,062.25
M.C.I.A. RECYCLING		
Other Expenses	42-402-2	2,250.00
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	7,238.75
SUBTOTAL		2,579,778.75
GRANTS		
Business Stimulus Grant		0.00
EPA Cherry Hill		1,300.00
Municipal Alliance		0.00
Bias County Grant		0.00
Body Armor		0.00
NJ DDEF		0.00
Recycling MCIA Grant		0.00
Smart Growth		0.00
Clean Communities		0.00
Subtotal		2,581,078.75
CAPITAL IMPROVEMENT FUND	44-901-2	\$ -
STATUTORY EXPENDITURES (OUTSIDE OF CAP)		
Public Employees' Retirement System	36-471-2	0.00
PFRS Other Expenses	36-475-2	0.00
DEBT SERVICE		
Bond Principal	45-920-2	843,000.00
BAN Principal	45-925-2	0.00
Interest on Bonds	45-930-2	148,604.00
Interest on Notes	45-935-2	120,439.00
Lease Agreement	45-950-2	181,256.66
EDA Loan	45-955-2	6,500.00
EMERGENCY APPROPRIATION	46-870-2	0.00
SPECIAL EMERGENCY	46-875-2	0.00
RESERVE FOR TAX APPEAL	46-876-2	0.00
RESERVE FOR UNCOLLECTED TAXES	50-899-2	0.00
Grand Total		3,880,878.41

WATER & SEWER

	2013
	TEMPORARY
	BUDGET
OPERATING	
Salaries & Wages	58,195.99
Other Expenses	\$ 350,000.00
Middlesex County MUA	\$ 326,805.66
CAPITAL IMPROVEMENTS	
Capital Outlay	\$ -
DEBT SERVICE	
Payment of Bond Principal	\$ 575,000.00
Interest on Bonds	\$ 92,754.00
Interest on Notes	\$ 900.00
DEP Waste Water Loan Repayment	\$ 310,330.00
STATUTORY EXPENDITURES	
Public Employees' Retirement System	\$ 15,000.00
Social Security System	\$ 25,000.00
Deferred Charges	
TOTAL	\$ 1,753,985.65

The following resolution, introduced by the Economic Development and Planning Committee, was duly adopted on motion made by Councilwoman Brill Mittler, seconded by Councilman Millet, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-25

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following shall be and is hereby appointed to serve as a Commissioner of the Highland Park Redevelopment Agency for a term to expire as indicated:

Name

Roseanne Baruh

Term to Expire

January 2, 2014

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Millet, seconded by Councilwoman Welkovits, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-26

WHEREAS, Kathleen Kovach was duly appointed and confirmed to the position of Chief Financial Officer on January 7, 2009 for a four (4) year term in accordance with N.J.S.A. 40A:9-140.1 et seq.; and

WHEREAS, Kathleen Kovach, is and has been certified as a Chief Municipal Financial Officer since December 7, 2000 and has satisfied the continuing education requirements for said certification; and

WHEREAS, the appointing authority of the Borough of Highland Park is desirous of reappointing Kathleen Kovach, CMFO, as Chief Financial Officer for the Borough of Highland Park; and

WHEREAS, the confirming authority of the Borough of Highland Park is desirous of confirming said reappointment of Kathleen Kovach, CMFO as Chief Financial Officer for the Borough of Highland Park;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. Kathleen Kovach, CMFO, is hereby appointed to the position of Chief Financial Officer in the Borough of Highland Park; and
2. Kathleen Kovach, CMFO, is and has upon this reappointment attained tenure pursuant to N.J.S.A. 40A:9-140.8 et seq.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Millet, seconded by Councilwoman Welkovits, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Brill Mittler, Erickson, Foster-Dublin, Millet, Potts, Welkovits.

Opposed: None.

Absent: None.

No. 1-13-27

WHEREAS, Kathleen Kovach was duly appointed and confirmed to the position of Certified Tax Collector on January 7, 2009 for a four (4) year term in accordance with N.J.S.A. 40A:9-145 et seq.; and

WHEREAS, Kathleen Kovach, is and has been certified as a Certified Tax Collector since October 3, 2007 and has satisfied the continuing education requirements for said certification; and

WHEREAS, the appointing authority of the Borough of Highland Park is desirous of reappointing Kathleen Kovach, CTC, as Certified Tax Collector for the Borough of Highland Park; and

WHEREAS, the confirming authority of the Borough of Highland Park is desirous of confirming said reappointment of Kathleen Kovach, CTC as Certified Tax Collector for the Borough of Highland Park;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. Kathleen Kovach, CTC, is hereby appointed to the position of Certified Tax Collector in the Borough of Highland Park; and
2. Kathleen Kovach, CTC, is and has upon this reappointment attained tenure pursuant to N.J.S.A. 40A:9-145 et seq.

Mayor Minkoff opened the meeting for public discussion and called upon all those wishing to speak to identify themselves.

Juan Ratliffe, 219 South 6th Avenue, commented about the staff at the Senior Center being rude. He also commented that he would like to see more police presence in the area because people park where they do not belong and leave garbage behind. The Highland Park Housing Authority and the Police should work together. Mayor Minkoff advised that the Borough Administrator would look into the issue of rudeness at the senior center. He asked the respective Council Liaisons for Police and the Housing Authority to address the other matter.

No one else appearing to be heard, Mayor Minkoff closed the public discussion.

There being no further business, on motion made by Councilman Millet, seconded by Councilwoman Brill Mittler, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 8:17 PM.

Respectfully submitted,

Joan Hullings
Borough Clerk