

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL ORGANIZATION MEETING
TUESDAY, JANUARY 7, 2020 – 7:00 PM

MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:

The Mission of the Highland Park Borough Council is to establish a government based upon the principles of good government: ethics, efficiency and the effective provision of services.

The Borough Council is committed to creating a thriving community, which is sustainable economically, environmentally and socially.

The Borough Council is further committed to creating a community which values its unique and diverse populations and encourages direct public participation in the governing process.

AGENDA

* Denotes Consent Agenda Posted Items. Ordinarily consent agenda items, pursuant to Ordinance No. 920, are not read nor debated unless there is a request by a member of Council or the public. Furthermore, unless requested by a member of Council for a separate vote, all consent agenda items, as per Council's Rules of Order, Section 3, shall be considered in the form of one motion.

1. Clerk reports certification of election and qualifications of Mayor-Elect Brill Mittler and Councilpersons-elect Hale and George.
2. Oath of Office and Allegiance administered to Mayor-elect Gayle Brill Mittler by Senator Patrick Diegnan.
3. Oath of Office and Allegiance administered to Councilperson-elect Hale by Senator Patrick Diegnan.
4. Oath of Office and Allegiance administered to Councilperson-elect George by Senator Patrick Diegnan.
5. Call to Order and Open Public Meetings Statement.
6. Pledge of Allegiance.
7. Invocation – Rabbi Philip Bazeley.
8. Roll Call.
9. Mayor introduces newly sworn Council Members.
10. 1-20-01 Resolution to adopt Rules of Order for 2020.
MOTION adopt/reject. **ROLL CALL VOTE**
11. 1-20-02 Resolution to adopt Mission Statement for the Borough of Highland Park.
MOTION adopt/reject. **ROLL CALL VOTE**
12. a. Mayor calls for nominations for President of Council for 2020.
b. Councilperson Welkovits nominates Councilperson George.
MOTION that nominations be closed and 2020 Council President elected by acclamation.
13. 1-20-03 Resolution to establish 2020 Standing Committees.
MOTION adopt/reject. **ROLL CALL VOTE**
14. Mayor's Annual State of the Borough Address.
MOTION to spread message upon minutes.

CONSENT AGENDA ITEMS: - MOTION to adopt the following starred (*) items. **ROLL CALL VOTE**

15. *1-20-04 Resolution to adopt schedule of meeting dates.
16. *1-20-05 Resolution to establish garbage collection schedule.
17. *1-20-06 Resolution to designate bank depository for the Bail and General Accounts.
18. *1-20-07 Resolution to adopt policy re: personnel discussions in closed session.

19. *1-20-08 Resolution to designate Official Newspaper(s).
20. *1-20-09 Resolution to adopt certain rules, policies, and/or procedures for 2020.
 - a) Establish policy for financial reimbursement for challenged populations.
 - b) Adopt policy for furnishing public information.
 - c) Adopt policy for use of Borough owned facilities.
 - d) Adopt policy for Pre-Meeting Notification for Persons with Disabilities.
 - e) Adopt Façade Improvement Program Policy.
 - f) Approve Facility Use Alcohol Permit requirement.
 - g) Adopt Policy for Maintenance of Trees in Borough Right-of-Way by Residents.
 - h) Authorization to permit Mayor, Borough Administrator or Engineer to sign permits and applications with NJ Dept. of Environmental Protection.
 - i) Authorization to permit Borough Administrator to administer Volunteer Tuition Credit Program.
21. *1-20-10 Resolution to establish rules, policies and procedures concerning administrative and organization matters.
 - (1) Require Department Heads to attend certain Budget Meetings.
 - (2) Require Department Heads and professionals to attend Organization Meeting.
 - (3) Adopt policy for grant seeking and acceptance.
 - (4) Adopt policy re: expenditure of municipal funds.
 - (5) Adopt personnel policy manual and handbook.
 - (6) Adopt policy for police weapons.
 - (7) Adopt Co-Sponsorship Policy.
 - (8) Adopt Exposure Control Plan.
 - (9) Adopt policy re:interlocal services/cooperative activities with other municipalities.
 - (10) Authorize modified work schedule for Borough Hall and Senior/Youth Center.
 - (11) Authorize summer schedule for Borough Hall and Senior/Youth Center.
22. *1-20-11 Resolution to designate certain positions.
 1. Designate Insurance Commissioner – Josephine "Teri" Jover.
 2. Designate Alt. Insurance Commissioners – Joan Hullings & Emma Missey.
 3. Designate Assessment Search Officer – Joan Hullings.
 4. Designate Affirmative Action PACO – Jennifer Santiago.
 5. Designate Recycling Coordinator & Clean Communities Coordinator – Francis Troy.
23. *1-20-12 Resolution to adopt rules and procedures governing financial, tax and contractual matters.
 - (1) Designate bank depositories.
 - (2) and (3) Designate signatories on bank accounts.
 - (4) Designate depositories for investments.
 - (5) Establish interest rate for delinquent taxes.
 - (6) Establish petty cash funds.
 - (7) Authorize Administrator to approve purchases up to \$8,000.
 - (8) Authorize cash drawers for Tax Collection, Violations Bureau, Police Department, Code Enforcement and Clerk's Office.
 - (9) Authorize Administrator to pursue shared service ventures with Board of Education.
 - (10) Authorize Tax Collector to conduct a December tax sale for all taxes and municipal charges unpaid as of November 11, 2020.
 - (11) Adopt Cash Management Plan for 2020.
 - (12) Authorize Assessor to file counterclaims in certain tax appeals.
 - (13) Authorize Assessor to file tax appeals.
 - (14) Authorize Tax Collector to process certain tax and water/sewer refunds and delinquencies.
 - (15) Authorize approval of certain professional services.
 - (16) Exempt Borough properties from Water & Sewer Charges.
 - (17) Authorize Municipal Court to accept credit card payment of Court fines.
 - (18) Authorize Community Services Department to refund fees deposited in Recreation Trust fund subject to approval of Borough Administrator.
 - (19) Authorize Finance Director to process off-duty overpayments.
 - (20) Authorize Finance Department to process certain payments without signatures.

24. *1-20-13 Resolution to establish certain fees.
- (1) Establish document duplication fees.
 - (2) Establish Police Service fees.
 - (3) Establish Community Service Department Activities fees.
 - (4) Authorize administrative fee for certain refunds.
 - (5) Authorize fee for returned checks.
 - (6) Establish fee for Natural Resource Inventory, Master Plan & Land Use Ordinance.
 - (7) Establish Community Service Fee for non-resident Senior Participants.
 - (8) Authorize fees for Tax Dept. Services.
 - (9) Establish fee for bid specification preparation and distribution.
 - (10) Establish fee for Earth Day Activities.

25. *1-20-14 Annual Salary Resolution.

26. *1-20-15 Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.

MOTION to adopt the following starred (*) items. **ROLL CALL VOTE**

27. A. Mayor appoints the following to serve as Professionals for 2020:

Borough Attorney	Edwin Schmierer, Esq.
Tax Appeal Attorney	Martin Allen, Esq.
Labor Attorney	Arthur Thibault, Esq.
Borough Prosecutor	Robert Janzekovich
Public Defender	Roselli & Roselli
Bond Counsel	Wilentz, Goldman & Spitzer
Borough Engineer	David J. Samuel
Borough Auditor	Gerard Stankiewicz
Borough Planner	James Constantine
Special COAH Attorney	Jeffrey Surenian
Special Planner	Phillip Caton
Special Redevelopment Counsel	Joseph Baumann
Risk Manager	David Balken

MOTION to confirm.

ROLL CALL VOTE

B. Mayor appoints the following:

Deputy Court Administrator	Linda Simons
Deputy Borough Clerk	Jennifer Santiago
ADA Coordinator	Scott Brescher
Library Bd. of Trustees, Council Rep.	Philip George
Qualified Purchasing Agent	Gregory Fehrenbach

MOTION to confirm above appointments.

ROLL CALL VOTE

28. Mayor appoints the following

Arts Commission	Pandora Scooter
Board of Health	Laurel Kornfeld Jesse Crosson Dan Stern Cardinale, Alt. #1
CDBG Advisory Committee	Susan Welkovits Edward Prince Shelia Highsmith Deborah Morgan
Commission for Universal Access	Diane Feldman Tara Canavera
Commission on Immigrant & Refugee Affairs	John Adler Tracy Cahgiano Laurent Reyes Harry Pangemanan Shaina Ward

Community Emergency Response Team	Joanna Joseph Elissa Kaplan Pamala Plastock Brian Douches Roberto Munoz Shari Larsen Paul Scharf Susan Winter David Larsen Bruce Nadler Ann-Sheryl White Nancy Wolf Rodolfo Juliano
Community Food Pantry Committee	Janice Ballou Monica Day Andrea Greenberg-Horowitz Susan Powell Laurel Kornfeld Lynne Platt Susan MacKinnon Deborah Convery Bruce Bush Evelyn Sedehi Nancy Lord Craig Ambroch Miriam Lefkowitz, Alt. Kathi Lombardi, Alt.
Council on Aging	Ah Lok Leila Guzman Lila Frost Ramona Rosas
Emergency Management Council	Thomas Hammill Linda Hoefele Teri Jover Michael Wieczorkiewicz Scott Brescher Nancy Wolf
Employee Safety Committee	Leann Cosley-Richardson Rick Abrams Michael Wieczorkiewicz Robert Cahill Renee George Jay Littman Brian O'Mara Kim McGraw Nicole Huff
Ethics Board	Fred Cole Paul Ambos
Highland Park Equity Commission	Sheela Sekhar Julie Luck Lucinda Holt Matthew Hersh
Historical Commission	Michele Racioppi Ana Pairet Tom Glynn Jeremy Gross John Beetham Bernice Bernstein Donald Beetham

HP Gives a Hoot	Monica Jackson Michael Buchman Joyce Orenstein Eva Love Evelyn Sedehi H. James Polos Marilyn Pruce
Library Board of Trustees	Roberta Kressel
Mayor's Wellness Campaign Committee	Dr. Cliff Lacy David Siegman Justin Footerman Ptl. Gaetano Palumbo Donald Corr Michele Kornblum Dr. Marc Scheiner
Municipal Alliance	Ptl. Brian O'Mara Elizabeth Asamoah Austin Morreale Lara Arp Ashton Burrell Leann Cosley-Richardson Rev. Seth Kaper-Dale Irene Marx Wendy Yang Kimberly McGraw
Public Information Commission	Laurel Kornfeld Mason Resnick Abby Stern Cardinale Shelee Saal
Recreation Advisory Committee	Micky Landis Debbie Hehir Kenneth Haskins Kathie Pace Jay Weinberg Tara Canavera Nick Kambitsis Shawn Harrison Andrea Alexander Yudi Davis Alex Duncan
Rehabilitation & Redevelopment Screening Committee	Wolfram Hofer Judy Richman Robert Fechter Randall Solomon Kim Hammond Rebecca Hersh James Nichols
Safe Walking & Cycling Committee	Colleen McKay-Wharton Ben Arenger Tracey Maiden Andy Lan
Shade Tree Advisory Committee	Roseanne Baruh Karen Swaine Aileen Coffey Roseann Cala Carol Avelsgaard Belinda Beetham Mary Denver Mary Ann Allard Christine Best Joshua Best Marian Sackrowitz Paul Sauers

Sustainable Highland Park

Tina Weishaus
Allan Williams
Hagit Mano
Irene Riegner
Irene Chan Marx
Wendy Rosen
Paul Sauers
Olivia Park
Joyce Mo

MOTION TO CONFIRM

ROLL CALL VOTE

29. Mayor appoints the following

Environmental Commission

Michael Rosenberg
Laurel Kornfeld
Steve Barnes

Planning Board

Scott Brescher

Planning Board Mayor's Designee

Padraic Millet

Library Bd. of Trustees, Mayor Alt.

Ronald Wong

Human Relations Commission

Matt Hersh
Hava Friedenreich
Austin Morreale

NO CONFIRMATION NECESSARY

30. 1-20-16 Resolution to appoint Council Rep. to Planning Board – Matthew Hale.
MOTION adopt/reject. **ROLL CALL VOTE**

31. 1-20-17 Resolution designating Council Representative to Middlesex County CDBG
Committee – Susan Welkovits.
MOTION adopt/reject **ROLL CALL VOTE**

32. 1-20-18 Resolution to adopt 2020 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject. **ROLL CALL VOTE**

33. Public Discussion (15 minutes).

34. MOTION to adjourn.

BOROUGH OF HIGHLAND PARK
NO. 1-20-01

RESOLUTION TO ADOPT RULES OF ORDER FOR 2020

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Rules of Order dated January 7, 2020, 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 2020.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-02

RESOLUTION TO ADOPT MISSION STATEMENT
FOR THE BOROUGH OF HIGHLAND PARK

RESOLUTION: Council as a Whole

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.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:

The Mission of the Highland Park Borough Council is to establish a government based upon the principles of good government: ethics, efficiency and the effective provision of services.

The Borough Council is committed to creating a thriving community, which is sustainable economically, environmentally and socially.

The Borough Council is further committed to creating a community which values its unique and diverse populations and encourages direct public participation in the governing process.

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-20-03

RESOLUTION TO ESTABLISH 2020 STANDING COMMITTEES

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Standing Committees of said Council for the year 2020 shall be and are hereby established as follows:

RECREATION AND ARTS	Councilpersons FINE, Kim-Chohan, Welkovits.
ECONOMIC DEVELOPMENT & PLANNING	Councilpersons HALE, Welkovits, Kim-Chohan.
FINANCE	Councilpersons WELKOVITS, Fine, George.
HEALTH & HUMAN SERVICES	Councilpersons KIM-CHOHAN, Hale, Foster-Dublin.
PUBLIC SAFETY	Councilpersons FOSTER-DUBLIN, George, Hale.
PUBLIC WORKS & PUBLIC UTILITIES	Councilpersons GEORGE, Foster-Dublin, Fine.

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

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Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 01-20-04

RESOLUTION TO ADOPT SCHEDULE OF MEETING DATES

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following schedule of meetings for the year 2020 be and the same is hereby adopted.

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

SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR 2020

January	7	2020 Adjourned Meeting 2020 Organization Meeting	6:30 PM 7:00 PM
January	14	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
January	21	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
January	28	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
February	4	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
February	11	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
February	18	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
February	25	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
March	3	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
March	10	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM

March	17	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
March	24	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
April	7	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
April	14	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
April	21	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
April	28	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
May	5	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
May	12	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
May	19	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
May	26	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
June	9	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
June	16	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
June	23	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
June	30	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM

July	7	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
July	21	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
August	4	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
August	18	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
September	1	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
September	8	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
September	15	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
September	22	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
October	6	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
October	13	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
October	20	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
October	27	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
November	10	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
December	1	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM

December	8	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
December	15	Agenda Meeting Regular Meeting/Work Session	6:30 PM 7:00 PM
December	22	Standing Committee Meeting / Special Meeting (if needed)	7:00 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, and the Highland Park Planet and filed with the Borough Clerk.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-05

RESOLUTION TO ESTABLISH GARBAGE COLLECTION SCHEDULE

RESOLUTION: Public Works and Public Utilities Committee

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:

Bulky waste within the Borough of Highland Park will be collected on the following dates:

Business District: May 6 and October 20.*

North Side and Triangle Area: May 6 and October 20.*

South Side: May 13 and October 22.*

*Additional date in September or October will be announced to coincide with Borough-wide Garage Sale weekend.

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.

South Side - Every Thursday.

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 October, November and December only, on a weekly basis.

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, 2020.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-06

RESOLUTION TO DESIGNATE BANK DEPOSITORY FOR
THE BAIL AND GENERAL ACCOUNTS

RESOLUTION: Finance Committee

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 Unity Bank shall be the depository for the General Account and the Bail Account of the Borough of Highland Park for the period ending December 31, 2020 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.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-07
RESOLUTION TO ADOPT POLICY RE: PERSONNEL DISCUSSIONS IN CLOSED SESSION

RESOLUTION: Council as a Whole

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;
- 6) employees or their representatives will be afforded an opportunity to comment during open personnel sessions but no cross-examination or dialogue will be allowed;
- 7) 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.

ADOPTED: January 7, 2020
ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

REQUEST FOR OPEN SESSION
DISCUSSION OF PERSONNEL MATTER

DATE

I, _____, request that the closed session involving me
which is scheduled for _____
be discussed at a public meeting as provided by N.J.S. 40:4-12b(8) of the Open Public Meetings Act
and Highland Park Resolution No. 1-20-07.

WITNESS

NAME

IF IN DOUBT ABOUT SIGNING THIS REQUEST, YOU SHOULD SEEK COMPETENT LEGAL
ADVICE.

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-20-08

RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPER

RESOLUTION: Council as a Whole

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

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
RESOLUTION NO. 1-20-09
RESOLUTION TO ADOPT CERTAIN RULES, POLICIES AND/OR PROCEDURES FOR 2020

RESOLUTION: Council as a Whole

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 2020, 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:

$$\frac{\text{Difference of non-res. \& res. Fee} \times \text{\#of hrs. of Borough Program}}{\text{\# of hrs. of Outside Program}}$$

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 2020.

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 2020.

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 2020, 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 2020.

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.

9. That the Borough Administrator shall be authorized to administer the Volunteer Tuition Credit Program.

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
 RESOLUTION NO. 1-20-10
 RESOLUTION TO ESTABLISH RULES, POLICIES AND PROCEDURES
 CONCERNING ADMINISTRATIVE AND ORGANIZATION MATTERS

RESOLUTION: Council as a Whole

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 2020, 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 2020.
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 2020.
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 2020.
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 2020.
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.
10. That Borough Hall and the Senior/Youth Recreation Center will modify work hours on Tuesdays by remaining open until 6:00 PM, with Borough Hall closing on Friday at 1:00 PM.
11. That Borough Hall and the Senior/Youth Recreation Center will modify work hours in the summer by going to a four (4) day, 35-hour workweek schedule, with Borough operations closed on Fridays in the summer between the Fourth of July and Labor Day.

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

ADOPTED: January 7, 2020

ATTEST:

 Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

 Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-11

RESOLUTION TO DESIGNATE CERTAIN POSITIONS

RESOLUTION: Council as a Whole

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 2020:

<u>NAME</u>	<u>POSITION</u>
Teri Jover, Borough Administrator	Insurance Commissioner to the Garden State Municipal Joint Insurance Fund
Joan Hullings, Borough Clerk Emma Missey	Alternate Insurance Commissioners
Joan Hullings, Borough Clerk	Assessment Search Officer
Jennifer Santiago, Deputy Clerk	Affirmative Action Public Agency Compliance Officer
Frank Troy	Recycling Coordinator Clean Communities Coordinator

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-12

RESOLUTION TO ADOPT RULES AND PROCEDURES GOVERNING
FINANCIAL, TAX AND CONTRACTUAL MATTERS

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following financial procedures are hereby established for the year 2020:

1. That the following banks shall be designated as official depositories for the Borough's accounts, and the custodian of these accounts shall be the Chief Financial Officer and the Borough Administrator. Two signatures are required on all checks. The Mayor, Borough Administrator and Borough Clerk are authorized to sign checks.

BANK

Bank of America
PNC Bank
Provident
Wachovia
Unity Bank

2. 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*	

*Tax Collector's Trust only can be signed by Tax Collector as well as above signatories.

3. 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. The Governing Body may also fix a 6% penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency as billed, prior to the end of the fiscal year.
4. That a centralized petty cash fund in the amount of \$500.00 be established in the Administration Department with the Assistant to the Borough Administrator serving as custodian. Such petty cash funds are to be used for purchases not to exceed \$25.00.
5. 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 \$8,000.00, 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 \$8,000.00, except those purchases, contracts or agreements approved by the Library Board of Trustees.
6. That cash drawers are hereby established in the following departments and amounts in order to make change for in-person cash payments:

<u>Department</u>		<u>Supervisor</u>
Tax Collection Department	\$150.00	Tax Collector
Water/Sewer Department	\$150.00	Tax Collector
Violations Bureau*	\$150.00	Court Administrator
Code Enforcement	\$200.00	Director of Code Enforcement
Police Department	\$ 40.00	Chief of Police
Borough Clerk's Office	\$100.00	Borough Clerk

*Violations Bureau – 3 drawers @ \$50.00 each per AOC recommendation.

7. That the Borough Tax Collector is hereby authorized and directed to schedule and conduct an electronic/on-line tax sale during December, 2020, for all taxes and municipal charges unpaid as of November 11, 2020.
8. 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 2020, 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.
9. 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.
10. 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.
11. 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 \$10.00, together with interest, per calendar year.
12. The Mayor and Council do hereby authorize the Tax Collector to make any necessary billing corrections to any property that was billed incorrectly as deemed incorrect by the Borough Administrator and issue correct billings.
13. That the Municipal Court is hereby authorized to accept credit card payment of Court fines subject to appropriate bank procedures.
14. That the Finance Department is authorized to process bills for payment, without signatures from the vendor, for State Agencies, County Agencies, Municipal Agencies, Utility Companies, and other agencies that utilize lock boxes for payments (examples: FedEx, UPS, Pitney Bowes, The Home News Tribune, The Star Ledger, USPS, etc.).

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-13

RESOLUTION TO ESTABLISH CERTAIN FEES

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following certain fees are hereby established for the year 2020:

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 19" paper	.07	per page
Election District Map	.75	
Zoning Map	1.50	
DVD/CD w/case	.90	
Blue burn Gramco CD	2.00	

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 19" paper	.07	per page

Other Than In person requests

Discovery	Flat fee of \$5.00; plus cost of mailing
Copying video tapes	per page charge plus cost of mailing when applicable
Audio tape reproduction	requestor shall provide sealed tape
Insurance Claims (in person or mailed)	requestor shall provide sealed tape
Pistol Permits	per page charge plus cost of mailing when applicable
Firearms Identification Card	2.00
Fingerprinting other than criminal	5.00
	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 Fees <u>Description Programs</u>	Participant Fees		
	HP	Non- resident	
Late Fees	\$15.00	\$15.00	
Men's Basketball	\$30.00	\$40.00	(10 sessions)
Flag Football	\$95.00	\$120.00	
Adult Indoor Soccer	\$30.00	\$50.00	(10 sessions)
Adult Soccer on the turf	\$30.00	\$40.00	(10 sessions)
Soccer Clinics	\$50.00	\$70.00	(5 sessions)
Fall Soccer	\$75.00	\$90.00	
Youth Basketball	\$75.00	\$90.00	
Youth Baseball and Softball	\$75.00	\$90.00	
Men's Softball (per team)	\$300.00	\$300.00	
Women's Softball (per team)	\$300.00	\$300.00	
Tennis	\$80.00	\$96.00	(8 sessions)
Youth Track and Field	\$60.00	\$80.00	(8 sessions)
Volleyball - Adult	\$30.00	\$40.00	(10 sessions)
Israeli Dance	\$80.00	\$100.00	(10 sessions)
Fitness For All	\$80.00	\$100.00	(10 sessions)
Tai Chi	\$80.00	\$100.00	(10 sessions)
Adult Class 2X per week	\$130.00	\$160.00	(20 sessions)
Misc. Programs			
Summer Camp	\$200.00	\$250.00	(per week)
before care	\$15.00	\$20.00	
aftercare	\$50.00	\$60.00	
Table Tennis	\$40.00	\$48.00	(4 sessions)
Theater	\$125.00	\$150.00	
Chess	\$80.00	\$95.00	(8 sessions)
Art Class	\$30.00	\$36.00	(5 sessions)
Juggling Club	\$30.00	\$36.00	(5 sessions)
Engineering	\$60.00	\$80.00	(5 sessions)
Art Class – Painting	\$30.00	\$36.00	(5 sessions)
Art Class – Ceramics	\$60.00	\$80.00	(6 sessions)
Adult Classes	\$10.00	\$12.00	Per session

Program Fees	Participant Fees	
	HP	Non-resident
Sports Sponsors	\$300	Supports a team in 1 sport
	\$600	Supports teams in 3 sports
Vendor Fees	\$150	Food Vendor
		Small Merchandise
	\$100	Vendor
	\$150	Large Merchandise
	\$50	Vendor Any Highland Park Business
In Town Yearly Membership	15.00	Per person
Out of Town Membership	85.00	Per person
Senior Holiday Party & Luncheon	10.00	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	15.00	Per trip
Delicious Orchards	5.00	Per trip
Longwood Gardens	TBA	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	5.00	Per trip
Diamond Tours Trips	TBA	Based on location
Rendezvous Travel Trips	TBA	Based on location
Cornucopia Cruise Trips	\$60.00	Spring & Fall
Monday Movie Donations	\$1.00	Per movie
Donation Drive	TBA	Spring & Fall (for Community Center)
Senior Exercise Programs	1.00	Per class or payment plan on bundle

Turf Field

Out-of-town groups	\$150/hour	Full field
	\$50/hour	½ field
Out-of-town groups (non-profit)	\$10/hour	Light charges
	\$100/hour	Full field
	\$34/hour	½ Field
	\$10/hour	Light charges

Running Track

Out-of-town groups	\$100/hour
Out-of-town groups (non-profit)	\$60/hour

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 (up to \$75.00)

REFUND POLICY

All refunds will be credited to a household account and funds may be used for payment of future registrations. No refunds will be given after the start of the program. A 50% refund (credit to your account) will be given if within two weeks of the start of the program. A refund credit will be given if withdrawal from a program occurs more than two weeks from the start of the program (credit to your account) with a \$10.00 Administrative Fee.

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 all checks or credit cards 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 \$85.00 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 \$25.00 per tax sale notice mailing to property owners, 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.
- 10. That Sustainable Highland Park shall collect a fee of \$75.00 for participants in Earth Day celebration.

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

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

DRAFT

	Borough of Highland Park					
	No. 01-20-14					
	Resolution: Finance Committee					
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		2020	Longevity		2020 Total
			Base	%	Amount	Salary
Mayor	Gayle	Brill Mittler	6,756.00			6,756.00
Council President	Phillip	George	5,085.00			5,085.00
Council Member	Joshua	Fine	4,239.00			4,239.00
Council Member	Matthew	Hale	4,239.00			4,239.00
Council Member	Elsie	Foster-Dublin	4,239.00			4,239.00
Council Member	Stephany	Kim-Chohan	4,239.00			4,239.00
Council Member	Susan	Welkovits	4,239.00			4,239.00
Borough Administrator	Josephine	Jover	90,203.00			90,203.00
Human Resources Coordinator	Leann	Cosley-Richardson	73,671.00			73,671.00
Assistant to the Borough Administrator	Emma	Missey	51,000.00			51,000.00
Borough Clerk	Joan	Hullings	96,685.00		2,500.00	99,185.00
Registrar of Vital Statistics	Joan	Hullings	2,500.00			2,500.00
Deputy Borough Clerk	Jennifer	Santiago	66,841.00			66,841.00
Planning Board, Redevelopment and Zoning Board of Adjustment Clerk	Jennifer	Santiago	21,848.00			21,848.00
Director of Code Enforcement & Construction Official	Scott	Brescher	105,480.00			105,480.00
Capital Projects Manager	Scott	Brescher	10,824.00			10,824.00
Electrical Subcode Official/Inspector	Mario	Varone	20,765.00			20,765.00
Plumbing Subcode Official/Inspector	Michael	Rossi	20,766.00			20,766.00
Zoning Subcode Official	Michael	Mullin	13,844.00			13,844.00
Fire Subcode Official	Phillip	Langon	10,132.00			10,132.00
Building Inspector	Michael	Luthman	16,973.00			16,973.00
Master Code Enforcement Officer	Douglas	Sipos	77,061.00			77,061.00
Technical Assistant	Annette	Sorbino	50,436.00			50,436.00
Clerk Typist	Elizabeth	Chevry	38,802.00			38,802.00
Communications Liaison	Monica	Jackson	73,139.00			73,139.00
Public Information Officer/Confidential Aide to Mayor	Harry	Glazer	36,465.00			36,465.00
Teen Center Coordinator	Ashton	Burrell	40,800.00			40,800.00
Recreation Coordinator	Andrea	Costas-Baay	70,359.00			70,359.00
Senior Program Coordinator	Kim A.	McGraw	70,359.00			70,359.00
Municipal Alliance Coordinator	Kim A.	McGraw	5,306.00			5,306.00
Social Worker	Nicole	Huff	46,308.00			46,308.00
Clerk Typist	Janet	Molina	42,968.00		1,350.00	44,318.00
Community Services Assistant	Kimberly	McGraw	42,137.00			42,137.00
Municipal Court Administrator	Tracy	Horan	73,200.00			73,200.00
Deputy Court Administrator	Linda	Simons	52,030.00			52,030.00
Municipal Court Judge	Edward E	Herman	42,580.00			42,580.00
Acting Supt. Public Works & Utility	Michael	Wieczorkiewicz	100,000.00			100,000.00
Foreman	Frank	Troy	88,809.00			88,809.00
Clean Communities Coordinator	Frank	Troy	1,250.00			1,250.00

Title	Name		2020	Longevity		2020 Total
			Base	%	Amount	Salary
Recycling Coordinator	Frank	Troy	2,000.00			2,000.00
Administrative Assistant	Linda	Monte	59,945.00		1,350.00	61,295.00
Assistant Finance Officer	Nerea	LaFontaine	62,424.00			62,424.00
Master Circulations Coordinator	Valeri	Drach Weidman	60,939.00			60,939.00
Administrative Assistant	Renee	George	65,121.00			65,121.00
Librarian	Sherry	Johnson	78,462.00			78,462.00
Interim Director Stipend	Sherry	Johnson	750/month			750/month
Master Librarian	Fran	Lee	97,679.00		2,500.00	100,179.00
Senior Library Assistant	Indru	Udeshi	50,887.00			50,887.00
Reference Librarian	Karen	Jarzabski Mitchell	66,131.00			66,131.00
Tax Assessor	Thomas	Mancuso	44,278.00			44,278.00
Tax Assessor Clerk	Kathleen	Davies	16,320.00			16,320.00
Deputy Tax Collector	Elsa	Diaz	42,698.00			42,698.00
Director of Emergency Services	Patrick	Renaldi	40,000.00			40,000.00
Public Safety Telecommunicator	Patrick	Keogh	55,992.00			55,992.00
Public Safety Telecommunicator	Janet	Marcik	55,992.00			55,992.00
Public Safety Telecommunicator	Kaitlyn	Cox	54,892.00			54,892.00
Public Safety Telecommunicator	James	Curran	47,472.00			47,472.00
Crossing Guard	Catherine	Ciorciari	11,549.00			11,549.00
Crossing Guard	Mary Ann	Kinsey	11,549.00			11,549.00
Crossing Guard	Kibby	May	11,549.00			11,549.00
Crossing Guard	Lucille	Morris	11,549.00			11,549.00
Crossing Guard	Charlene	Rayside	11,549.00			11,549.00
Crossing Guard	Beverly	Robinson	11,549.00			11,549.00
Crossing Guard	Michael	Stazeski	11,549.00			11,549.00
Crossing Guard	Margaret	Toman	11,549.00			11,549.00
Crossing Guard	Deborah	Riddick Smith	11,059.00			11,059.00
Crossing Guard	Jacqueline	Rhein	9,208.00			9,208.00
Crossing Guard	Earl	Smith	9,208.00			9,208.00
Crossing Guard	Elizabeth	Roesener	9,208.00			9,208.00
Administrative Assistant	Joann	Kopetsky	59,945.00		1,350.00	61,295.00
Principal Clerk Typist	Barbara	Fromhold	52,030.00			52,030.00
Police Records Clerk	Megan	Berry	42,968.00			42,968.00
Firefighter Supervisor	Andrew	Berardo	18,360.00			18,360.00
Firefighter	Norman	Shamy	54,060.00			54,060.00
Police Chief	Richard	Abrams	162,232.00			162,232.00
Police Captain	Jose	Curbelo	146,523.00			146,523.00
Lieutenant of Police	Thomas	Hammill	144,330.00			144,330.00
Lieutenant of Police	John	Sachau Jr.	140,085.00			140,085.00
Sergeant of Police	Jason	Culver	128,366.00			128,366.00
Sergeant of Police	Theodore	Haas	128,659.00			128,659.00
Sergeant of Police	Ilan	Lancry	128,488.00			128,488.00
Sergeant of Police	Derek	Wenskoski	128,571.00			128,571.00
Police Officer	Sean	Bibby	77,328.00			77,328.00
Police Officer	Matthew	Buttermark	44,375.00			44,375.00
Police Officer	Caitlyn	Dean	44,375.00			44,375.00
Police Officer	Christopher	DeCosta	83,919.00			83,919.00
Police Officer	Brian	Fitzgerald	64,148.00			64,148.00
Police Officer	Sean	Garley	115,319.00			115,319.00

Title	Name		2020	Longevity		2020 Total
			Base	%	Amount	Salary
Police Officer	Kevin	Garrity	115,319.00			115,319.00
Police Officer	Alaina	Giles	90,510.00			90,510.00
Police Officer	Mohab	Hannout	115,319.00			115,319.00
Police Officer	Sean	McGraw	115,319.00			115,319.00
Police Officer	Louis	Middleton	36,057.00			36,057.00
Police Officer	Donald	Newton	119,631.00			119,631.00
Police Officer	Joseph	Olarra, Jr.	64,148.00			64,148.00
Police Officer	Brian	O'Mara	115,319.00			115,319.00
Police Officer	Adalberto	Pacheco	57,557.00			57,557.00
Police Officer	Gaetano	Palumbo	90,510.00			90,510.00
Police Officer	Michael	Puchacz	44,375.00			44,375.00
Police Officer	Kevin	Shiffner	90,510.00			90,510.00
Police Officer	David	Soden	115,319.00			115,319.00

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Highland Park

following are the names of the officers and employees of the Borough of Highland Park whose salaries are on an hourly basis:

Title	Name		2020	Longevity		2020 Total
			Hourly Rate	%	Amount	Hourly Rate
Community Service Receptionist	Maria	Austin	15.64			15.64
Community Service Receptionist	Symone	Banks	15.64			15.64
Recreation Assistant	Dvir	Ravee	16.86			16.86
Receptionist	Leila	Guzman	12.24			12.24
Instructor	Donna	Fricke	36.37			36.37
Instructor	Beverly	Spool	37.14			37.14
Seasonal Recreation	Nigel	Bailey	11.00			11.00
Seasonal Recreation	Michael	Cederbaim	11.00			11.00
Seasonal Recreation	Sapir	Filharrt	11.00			11.00
Seasonal Recreation	Benjamin	Goodish	11.00			11.00
Seasonal Recreation	Myles	Herzog	11.00			11.00
Seasonal Recreation	Leah	Kaper-Dale	11.00			11.00
Seasonal Recreation	Sena	Kaper-Dale	11.00			11.00
Seasonal Recreation	Rimervi	Mendez-Vasquez	11.00			11.00
Seasonal Recreation	Janiya	Mitchell	11.00			11.00
Seasonal Recreation	Curtis	Morris	11.00			11.00
Seasonal Recreation	Faizon	Morris	11.00			11.00
Seasonal Recreation	Eliam	Nagel	11.00			11.00
Seasonal Recreation	Tyler	Trinh	11.00			11.00
Seasonal Recreation	Kathie	Volpert	11.00			11.00
Clean Communities	Xavier	Hudgins	11.00			11.00
Driver	James	Coleman	34.52			34.52
Driver	Edward	Corson	34.52			34.52
Driver	Robert	Cahill	33.71			33.71
Driver	Michael	Milan	33.71			33.71
Driver	Jeffrey	Reap	27.60			27.60
Equipment Operator	Thomas	Kohler	35.35			35.35
Senior Laborer	Frederick	Long	22.94			22.94
Senior Laborer	James	Webb Sr.	22.94			22.94
Senior Laborer	Antonio	Avila	20.01			20.01
Maintenance/Custodian	Ronald	Rowe	21.21			21.21
Mechanic	Robert	West	36.16			36.16
Master Laborer	Mark	Rohan	27.97			27.97
Title	Name		2020	Longevity		2020 Total
			Hourly Rate	%	Amount	Hourly Rate
Master Laborer	Dennis	Chekenian	25.26			25.26
Master Laborer	John	Geoghan	25.96			25.96
Master Laborer	Rudolph	Rohan	27.29			27.29

W&S Crew Leader	Jose	Gonzalez	33.71			33.71
Sr. W&S Maintenance	David	Baldwin	22.94			22.97
On-Call Firefighter	Andrew	Berardo	20.94			20.94
On-Call Firefighter	Christopher	Inzano	20.94			20.94
On-Call Firefighter	Michael	Kersey	20.94			20.94
On-Call Firefighter	Hector	Malave	20.94			20.94
On-Call Firefighter	Derek	Merrill	20.94			20.94
On-Call Firefighter	Kevin	Meehan	20.94			20.94
On-Call Firefighter	Jeffrey	Morris	20.94			20.94
On-Call Firefighter	Lester	Rosenhouse	20.94			20.94
On-Call Firefighter	Lawrence	Thiel Jr	20.94			20.94
On-Call Firefighter	Douglas	Watt	20.94			20.94
On-Call Firefighter	Christopher	Ziobro	20.94			20.94
Desk Assistant	Grace	Gasteluz	12.91			12.91
Part-Time Librarian	Carla	Herniter	31.42			31.42
Part-Time Librarian	Jennifer	Larsen	31.42			31.42
Part-Time Librarian	Abby	Kalan	31.42			31.42
Librarian	Flora Ann	Fuchter	30.80			30.80
Desk Assistant	Adam	Padavano	12.91			12.91
Desk Assistant	Coleen	Au	12.91			12.91
Library Assistant	Maria	Beck	17.12			17.12
Library Page	Joseph	Diez	11.00			11.00
Library Page	David	Diez	11.00			11.00
Library Page	Tianqi	Li	11.00			11.00
Library Page	Eleanor	Johnsen	11.00			11.00
Library Page	Talia Rose	Lapidus	11.00			11.00
Library Page	Finegan	Girvan	11.00			11.00
Special Law Enforcement Officer II	James	Feaster	27.06			27.06
Public Safety Telecommunicator	Neena	Altomonte	22.01			22.01
BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Finance Director forthwith.						

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-15

RESOLUTION RE: ZONING BOARD OF ADJUSTMENT AND PLANNING BOARD ATTORNEYS

RESOLUTION: Finance Committee

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.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-16

RESOLUTION TO APPOINT COUNCIL REPRESENTATIVE TO PLANNING BOARD

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilperson Matthew Hale be and is hereby appointed as Council member of the Planning Board for a term expiring December 31, 2020.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-17

RESOLUTION DESIGNATING COUNCIL REPRESENTATIVE
TO MIDDLESEX COUNTY CDBG COMMITTEE

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilperson Susan Welkovits 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, 2020.

ADOPTED: January 7, 2020

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK
NO. 1-20-18

RESOLUTION: Finance Committee

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 2020 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, 2020; and

WHEREAS, 26.25 percent of the total appropriation in the 2019 General Operating and Water and Sewer Budgets exclusive of any appropriations made for debt service, capital improvement fund and public assistance is the sum of Three Million, Eight Hundred Ninety-Four Thousand, Seven Hundred Seventy Dollars and Thirty-One Cents (\$3,894,770.31); and

WHEREAS, the Temporary Operating and Water and Sewer Budgets for 2020, excluding any appropriations made for debt service, capital improvement fund and public assistance is Four Million, Eight Hundred Forty-One Thousand, Nine Hundred Seventy-Three Dollars (\$4,841,973.00); and

WHEREAS, the 2020 Temporary Operating and Water and Sewer Budgets inclusive of debt service, capital improvement fund and public assistance is the sum of Six Million, Five Hundred Twenty-Eight Thousand, Four Hundred Ninety-Six Dollars (\$6,528,496.00);

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.

ADOPTED: January 7, 2020
ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 7th day of January, 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

2020 Temporary Operating Budget

DESCRIPTION	ACCOUNT NUMBER	2020 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	47,182.00
Other Expenses	20-100-2	6,234.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	8,672.00
Other Expenses	20-110-2	2,494.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	41,428.00
Other Expenses	20-120-2	6,923.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	10,290.00
Other Expenses	20-130-2	35,359.00
ANNUAL AUDIT		
Other Expenses	20-135-2	7,088.00
TAX COLLECTION		
Salaries & Wages	20-145-1	19,848.00
Other Expenses	20-145-2	4,305.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	14,677.00
Other Expenses	20-150-2	3,609.00
LEGAL SERVICES		
Other Expenses	20-155-2	91,875.00
ENGINEERING & PLANNING		
Other Expenses	20-165-2	5,250.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Salaries & Wages	20-170-1	1,874.00
Other Expenses	20-170-2	27,563.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	28,744.00
CENTRAL SERVICES		
Other Expenses	20-316-2	22,181.00
LAND USE ADMINISTRATION		
PLANNING BOARD		
Salaries & Wages	21-180-1	1,874.00
Other Expenses	21-180-2	13,164.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	5,437.00
Other Expenses	21-185-2	3,189.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-195-2	525.00

INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	98,851.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	343,365.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	923,566.00
Other Expenses	25-240-2	55,633.00
POLICE DISPATCH/911		
Salaries & Wages	25-250-1	62,664.00
Other Expenses	25-250-2	1,181.00
OFFICE OF EMERGENCY MANAGEMENT		
Other Expenses	25-252-2	6,956.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	3,937.00
FIRE		
Salaries & Wages	25-265-1	61,595.00
Other Expenses	25-265-2	19,144.00
LOSAP		
Other Expenses	25-265-2	4,331.00
MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	9,188.00
PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	299,144.00
Other Expenses	26-290-2	31,684.00
APARTMENT COLLECTION		
Other Expenses	26-305-2	59,063.00
PUBLIC BUILDINGS & GROUNDS		
Salaries & Wages	26-310-1	11,810.00
Other Expenses	26-310-2	44,887.00
MOTOR POOL		
Salaries & Wages	26-315-1	20,138.00
Other Expenses	26-315-2	36,487.00
HEALTH & HUMAN SERVICES FUNCTIONS		
BOARD OF HEALTH		
Other Expenses	27-330-2	525.00
ENVIRONMENTAL COMMISSION		
Other Expenses	27-335-2	275.00
COMMISSION ON IMMIGRANT & REFUGEE AFFAIRS		
Other Expenses	27-336-2	263.00
SAFE WALKING & CYCLING COMMITTEE		
Other Expenses	27-337-2	1,313.00

SUSTAINABLE HIGHLAND PARK		
Other Expenses	27-338-2	302.00
HISTORICAL COMMISSION		
Other Expenses	27-339-2	263.00
PARKS & RECREATION FUNCTIONS		
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	18,617.00
Other Expenses	28-370-2	4,331.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	53,538.00
Other Expenses	28-371-2	7,666.00
ARTS COMMISSION		
Other Expenses	28-374-2	525.00
SHADE TREE ADVISORY COMMITTEE		
Other Expenses	28-375-2	302.00
TEEN CENTER		
Salaries & Wages	28-373-1	18,353.00
Other Expenses	28-373-2	
UTILITY EXPENSES & BULK PURCHASING		
ELECTRICITY		
Other Expenses	31-430-2	28,875.00
STREET LIGHTING		
Other Expenses	31-435-2	44,625.00
TELEPHONE		
Other Expenses	31-440-2	13,650.00
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	26,250.00
SANITARY LANFILL		
Other Expenses	32-465-2	83,763.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	89,951.00
Other Expenses	22-195-2	3,504.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	2,625.00
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	21,000.00
COMMUNICATIONS		
Salaries & Wages	20-105-1	27,738.00
Other Expenses	20-105-2	6,085.00

MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	47,256.00
Other Expenses	43-490-2	3,321.00
PUBLIC DEFENDER		
Other Expenses	43-495-2	1,575.00
LIBRARY		
Salaries & Wages	29-390-1	172,334.00
Other Expenses	29-390-2	92,475.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
COUNTY HEALTH SERVICES		
Other Expenses	42-401-2	11,898.00
M.C.I.A. RECYCLING		
Other Expenses	42-402-2	2,827.00
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	4,095.00
PUBLIC AND PRIVATE PROGRAMS		
NJDEP Radon Awareness	41-724-2	
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	86,431.00
UNEMPLOYMENT COMPENSATION INSURANCE		
Other Expenses	23-225	7,875.00
PUBLIC EMPLOYEES RETIREMENT SYSTEM		
Other Expenses	36-471-2	134,707.00
POLICE AND FIREMAN'S RETIREMENT SYSTEM		
Other Expenses	36-475-2	216,536.00
	SUBTOTAL	3,739,078.00
DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	45-920-2	625,000.00
INTEREST ON BONDS		
Other Expenses	45-930-2	242,369.00
M.C.I.A. LEASE/LOAN		
Other Expenses	45-950-2	291,704.00
DBIZ LOAN		
Other Expenses	45-925-2	-
	SUBTOTAL	1,159,073.00

GRAND TOTAL	4,898,151.00
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2020 Temporary Water and Sewer Budget

DESCRIPTION	2020 TEMPORARY BUDGET
OPERATING	
Salaries & Wages	63,233.00
Other Expenses	650,689.00
Middlesex County Utilities Authority	388,973.00
STATUTORY EXPENDITURES	
Public Employee Retirement System	-
Social Security System	-
DEFERRED CHARGES	
Overexpenditure Budget Appropriation	-

SUBTOTAL	1,102,895.00
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GRAND TOTAL	1,630,345.00
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