

BOROUGH OF HIGHLAND PARK
REGULAR MAYOR & COUNCIL MEETING
VIA TELEPHONE
APRIL 7, 2020 - 7:00 PM

The Borough is using the telephone meeting format in an effort to mitigate the chance of exposure to COVID-19, as a part of the Borough's ongoing effort to slow the rate of transmission and avoid overwhelming our treatment centers.

The public is invited to attend and participate by way of a call-in number and password:

Call-in number: 1-929-205-6099

Meeting ID: 793 378 612

By Computer, Smart Phone or Tablet:

Web Link: <https://zoom.us/j/976278849>

To help keep the meeting as organized as possible, members of the public that may want to speak during the public portions of the meeting are encouraged to please register their name and address with the Borough Clerk at jhullings@hpboro.com or call 732-819-3782 with your information.

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, Article IV, shall be considered in the form of one **MOTION**.

1. Call to Order and Open Public Meetings Statement.
2. Pledge of Allegiance.
3. Roll Call.
4. **MOTION** to approve minutes of the Regular and Work Session Meetings of October 29, 2019, November 12, 2019, December 3, 2019 and December 17,

2019, the Adjourned Meeting of January 7, 2020 and the Organization Meeting of January 2, 2020, as distributed.

5. Council Reports.
6. Borough Administrator's Report.
7. Borough Attorney's Report.
8. Mayor's Report.

Public Discussion.
(21 minutes total; 3 minutes each speaker limited to items on this Agenda, including Work Session).

9. 4-20-124 Resolution to Approve Emergency Temporary Appropriations.
MOTION adopt/reject. ROLL CALL VOTE
10. Clerk reports advertising 433 Cleveland Avenue Redevelopment Plan, for consideration of passage on final reading by title.
 - a. 4-20-125 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject ROLL CALL VOTE
11. Clerk reports introduction of Ordinance to Amend Tree Protection Ordinance for consideration of passage on first reading by title.
 - a. **MOTION** to adopt/reject and advertise ordinance on first reading by title.
(Resolution No. 4-20-126) **ROLL CALL VOTE**

CONSENT AGENDA - **MOTION** to adopt the following starred (*) items:

12. *4-20-127 Resolution to Purchase Workstations for Tax, Finance and Deputy Clerk's Offices. **ROLL CALL VOTE**
13. *4-20-128 Resolution to Approve Wrecker License.
14. *4-20-129 Resolution to Submit a Request for Public Assistance from FEMA Due to COVID-19 State of Emergency
15. *4-20-130 Resolution to Award Spring Tree Planting Bid to Sunset Creations, Inc.
16. *4-20-131 Resolution to Amend Annual Salary Resolution.
17. *4-20-132 Resolution to Approve Bills List.
MOTION adopt/reject ROLL CALL VOTE
18. 4-20-133 Resolution to Approve Final Payout for Police Officer Donald Newton.
MOTION adopt/reject ROLL CALL VOTE

19. Public Comments.
(3 minutes per speaker on any items; subject to 9PM conclusion prior to Work Session)

20. Work Session Items: No formal action to be taken.
 - a. 2020-2021 School Budget Review (Dr. Taylor, Anne Gowen).
 - b. Revised 2020 Budget Timeline and Process (TJ).
 - c. Water & Sewer RFP Update (TJ).

21. Goals.

22. **MOTION** to adjourn.

Next Scheduled Meeting: April 21, 2020

BOROUGH OF HIGHLAND PARK
NO. 4-20-124

RESOLUTION: Finance Committee

WHEREAS, a need has arisen to provide adequate funds for certain budget items pending adoption of the Local Municipal Budget for 2020 and NJSA 40A:4-20 provides for the making of emergency appropriations in such cases; and

WHEREAS, the total emergency temporary resolutions adopted in the year 2020 pursuant to the provisions of NJSA 40A:4-20 (Chapter 96, PL 1951), as amended, including this resolution, total \$11,630,099.00; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Highland Park (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with NJSA 40A:4-20;

1. An emergency temporary appropriation be and the same is hereby made for the budgetary appropriations herein:

2020 TEMPORARY OPERATING BUDGET

DESCRIPTION	ACCOUNT NUMBER	2020 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	89,871.00
Other Expenses	20-100-2	11,875.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	16,518.00
Other Expenses	20-110-2	5,994.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	78,910.00
Other Expenses	20-120-2	13,188.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	19,600.00
Other Expenses	20-130-2	67,350.00
ANNUAL AUDIT		
Other Expenses	20-135-2	13,500.00
TAX COLLECTION		
Salaries & Wages	20-145-1	37,806.00
Other Expenses	20-145-2	8,200.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	27,956.00
Other Expenses	20-150-2	6,875.00
LEGAL SERVICES		
Other Expenses	20-155-2	175,000.00
ENGINEERING & PLANNING		

Other Expenses	20-165-2	10,000.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Salaries & Wages		3,570.00
Other Expenses	20-170-2	52,500.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	54,750.00
CENTRAL SERVICES		
Other Expenses	20-316-2	42,250.00
LAND USE ADMINISTRATION		
PLANNING BOARD		
Salaries & Wages		3,570.00
Other Expenses	20-180-2	25,075.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	10,357.00
Other Expenses	21-185-2	6,075.00
HUMAN RIGHTS COMMISSION		
Other Expenses	20-195-2	525.00
INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	206,660.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	645,029.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	1,759,173.00
Other Expenses	25-240-2	105,968.00
POLICE DISPATCH/911		
Salaries & Wages	25-250-1	119,361.00
Other Expenses	25-250-2	2,250.00
OFFICE OF EMERGENCY MANAGEMENT		
Salaries & Wages	25-252-1	10,000.00
Other Expenses	25-252-2	13,250.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	7,500.00
FIRE		
Salaries & Wages	25-265-1	117,325.00

Other Expenses	25-265-2	36,465.00
LOSAP		
Other Expenses	25-265-2	8,250.00
MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	17,500.00
PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	569,798.00
Other Expenses	26-290-2	60,350.00
APARTMENT COLLECTION		
Other Expenses	26-300-2	112,500.00
PUBLIC BUILDINGS & GROUNDS		
Salaries & Wages	26-310-1	22,496.00
Other Expenses	26-310-2	85,500.00
MOTOR POOL		
Salaries & Wages	26-315-1	38,359.00
Other Expenses	26-315-2	69,500.00
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	1,150.00
HISTORICAL COMMISSION		
Other Expenses	27-339-2	263.00
PARKS & RECREATION FUNCTIONS		
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	35,460.00
Other Expenses	28-370-2	8,250.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	101,978.00

Other Expenses	28-371-2	14,603.00
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	34,959.00
Other Expenses	28-373-2	-
CELEBRATION OF PUBLIC EVENTS		
Other Expenses	30-420-2	14,605,000.00
UTILITY EXPENSES & BULK PURCHASING		
ELECTRICITY		
Other Expenses	28-374-2	525.00
Other Expenses	30-420-2	55,000.00
STREET LIGHTING		
Other Expenses	28-375-2	302.00
Other Expenses	31-435-2	85,000.00
TELEPHONE		
Other Expenses	28-373-1	34,959.00
Other Expenses	31-440-2	26,000.00
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	50,000.00
SANITARY LANFILL		
Other Expenses	32-465-2	159,548.00
UNIFORM CONSTRUCTION CODE		
Other Expenses	31-435-2	85,000.00
Salaries & Wages	22-195-1	171,336.00
Other Expenses	22-195-2	6,675.00
Other Expenses	31-440-2	26,000.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	5,000.00
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	40,000.00
COMMUNICATIONS		
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	20-105-1	52,833.00
Salaries & Wages	22-195-1	171,336.00
Other Expenses	20-105-2	11,591.00
CORONAVIRUS MITIGATION	31-440-2	26,000.00
UNCLASSIFIED		
Other Expenses		25,000.00
MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	90,012.00
COMMUNICATIONS		

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MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Other Expenses	43-490-2	6,325.00
PUBLIC DEFENDER		
Other Expenses	43-490-1	90,012.00
Other Expenses	43-495-2	3,000.00
LIBRARY		
Salaries & Wages	29-390-1	328,256.00
Other Expenses	29-390-2	176,143.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
COUNTY HEALTH SERVICES		
Other Expenses	43-490-2	6,325.00
Other Expenses	42-401-2	22,664.00
M.C.I.A. RECYCLING		
Other Expenses	43-495-2	3,000.00
Other Expenses	42-401-2	5,384.00
ANIMAL CONTROL SERVICES		
Other Expenses	42-340-2	7,800.00
PUBLIC AND PRIVATE PROGRAMS		
NJDEP Radon Awareness	41-724-2	-
Art & History Grant		3,750.00
Township Match		938.00
Rivers Reforestation Grant		2,335.00
Middlesex County Census Grant		2,000.00
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	164,630.00
UNEMPLOYMENT COMPENSATION INSURANCE		
Other Expenses	23-225	15,000.00
PUBLIC EMPLOYEES RETIREMENT SYSTEM		
Other Expenses	36-471-2	489,601.00
POLICE AND FIREMAN'S RETIREMENT SYSTEM		
Other Expenses	36-475-2	837,812.00
DCRP		
Other Expenses	36-476-2	5,775.00
Other Expenses	36-472-2	164,630.00
UNEMPLOYMENT COMPENSATION INSURANCE	SUBTOTAL	7,842,823.00
Other Expenses	23-225	15,000.00
DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	36-471-2	489,601.00
Other Expenses	45-920-2	625,000.00
INTEREST ON BONDS		
Other Expenses	36-475-2	837,812.00
Other Expenses	45-930-2	242,369.00
Other Expenses	36-476-2	5,775.00

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DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	45-970-2	625,000.00
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	9,001,896.00

2020 TEMPORARY WATER AND SEWER BUDGET

DESCRIPTION	2020 TEMP
OPERATING	
Salaries & Wages	120,444.00
Other Expenses	1,239,409.00
Middlesex County Utilities Authority	740,900.00
STATUTORY EXPENDITURES	
Public Employee Retirement System	-
Social Security System	-
DEFERRED CHARGES	
Overexpenditure Budget Appropriation	-
	SUBTOTAL
	2,100,753.00
DEBT SERVICE	
Payment of Bond Principal	460,000.00
Interest on Bonds	67,450.00
	SUBTOTAL
	527,450.00
	GRAND TOTAL
	2,628,203.00

2. Said emergency temporary appropriations will be provided for in the 2020 budget under the various captions listed herein.

3. A certified copy of this Resolution will be filed with the Director of the Division of Local Government Services.

ADOPTED: April 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 April 2020.

A certified copy of this Resolution will be filed with the Director of the Division of Local Government Services.

...with a
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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				

DRAFT

BOROUGH OF HIGHLAND PARK
No. 4-20-125

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, ORDINANCE OF THE MUNICIPAL COUNCIL OF THE BOROUGH OF HIGHLAND PARK, COUNTY OF MIDDLESEX, NEW JERSEY, AUTHORIZING THE ADOPTION OF A REDEVELOPMENT PLAN FOR 433 CLEVELAND AVENUE PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1 ET SEQ., passed on final reading at this meeting be delivered to the Mayor for his approval, and if approved by him, that the same be recorded in full by the Borough Clerk in a proper book kept for that purpose, and be advertised by publishing the same by title in the "Home News Tribune", of Neptune, New Jersey, a newspaper published in the County of Middlesex and circulating in this municipality, there being no newspaper published in this municipality, in the manner prescribed by law.

ADOPTED: April 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 April, 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
ORDINANCE NO. 20-

ORDINANCE OF THE MUNICIPAL COUNCIL OF THE
BOROUGH OF HIGHLAND PARK, COUNTY OF
MIDDLESEX, NEW JERSEY, AUTHORIZING THE
ADOPTION OF A REDEVELOPMENT PLAN FOR 433
CLEVELAND AVENUE PURSUANT TO THE LOCAL
REDEVELOPMENT AND HOUSING LAW, N.J.S.A.
40A:12A-1 ET SEQ.

WHEREAS, the Borough of Highland Park, a public body corporate and politic of the State of New Jersey (the "**Borough**") is authorized pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 *et seq.* (the "**Redevelopment Law**") to determine whether certain parcels of land within the Borough constitute an area in need of rehabilitation; and

WHEREAS, by Ordinance No. 16-1921, adopted on December 20, 2016, the Borough Council declared the entire Borough, including the property commonly known as 433 Cleveland Avenue and identified as Block 143, Lots 15, 17, 18 and 19, Block 154, Lots 6.01, 10 and 11 and Block 191, Lots 6.01 and 6.02 on the Official Tax Map of the Borough (the "**Property**") an 'area in need of rehabilitation'; and

WHEREAS, pursuant to the Redevelopment Law the Borough Council caused a redevelopment plan, to be prepared for the Property, entitled the "433 Cleveland Avenue Redevelopment Plan" (the "**Redevelopment Plan**"), attached hereto as *Exhibit A*; and

WHEREAS, the Borough Council referred the Redevelopment Plan to the Planning Board for its review and recommendation pursuant to N.J.S.A. 40A:12A-7(e); and

WHEREAS, the Planning Board, at a duly noticed and constituted public meeting, has reviewed the Redevelopment Plan;

WHEREAS, following such review the Planning Board has rendered its report and recommendations to the Borough Council and by resolution recommended the adoption of the Redevelopment Plan pursuant to N.J.S.A. 40A:12A-7(e); and

WHEREAS, the Borough Council hereby finds that the Redevelopment Plan helps to achieve the Borough's Master Plan Goals And Objectives and it that it is appropriate for the Redevelopment Plan to be adopted for the Property; and

WHEREAS, the Borough Council now desires to adopt the Redevelopment Plan and to direct that the applicable provisions of the Borough's Zoning Ordinance and Map be amended and superseded to reflect the provisions of the Redevelopment Plan, as and to the extent set forth therein.

NOW, THEREFORE, BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE BOROUGH OF HIGHLAND PARK AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. The recommendations of the Planning Board are hereby accepted, and the Redevelopment Plan, attached hereto as Exhibit A, is hereby adopted pursuant to the terms of the Redevelopment Law.

Section 3. The zoning district map and the zoning ordinance of the Borough are hereby amended to incorporate and reflect the Redevelopment Plan, and, to the extent provided in the Redevelopment Plan, are superseded thereby.

Section 4. If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Ordinance.

Section 5. A copy of this Ordinance and the Redevelopment Plan shall be available for public inspection at the office of the Borough Clerk during regular business hours.

Section 6. This Ordinance shall take effect in accordance with all applicable laws.

Introduced and passed on first reading: February 4, 2020

ADOPTED:
ATTEST:

APPROVED:

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 4-20-126

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, an Ordinance entitled, AN ORDINANCE TO REPLACE CHAPTER 388 AS THE "CODE OF THE BOROUGH OF HIGHLAND PARK, 2010" CONCERNING TREE REMOVAL AND PROTECTION, has been introduced and duly passed on first reading;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that this Council meet at the Borough Hall, 221 South Fifth Avenue, Highland Park, New Jersey, on Tuesday, April 21, 2020, at 7:00 PM, for the purpose of considering said Ordinance on final passage after public hearing thereon.

BE IT FURTHER RESOLVED that said a Notice of Pending Ordinance and Summary of said Ordinance be published once at least one (1) week prior to the time fixed for further consideration of said Ordinance for final passage in the "Home News Tribune", of East Brunswick, New Jersey, a newspaper published in the County of Middlesex and circulating in this municipality, there being no newspaper published daily in this municipality, together with a notice of the introduction thereof and of the time and place when and where said Ordinance will be further considered for final passage as aforesaid.

BE IT FURTHER RESOLVED that a copy of said Ordinance shall be posted on the bulletin board at Borough Hall, 221 South Fifth Avenue, Highland Park, New Jersey, forthwith and that the Borough Clerk have available in her office for the members of the general public of Highland Park copies of said Ordinance for those members of the general public who may request the same.

ADOPTED: April 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 March, 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

ORDINANCE NO. 20-_____

AN ORDINANCE TO REPLACE CHAPTER 388 AS THE "CODE OF THE BOROUGH OF HIGHLAND PARK, 2010" CONCERNING TREE REMOVAL AND PROTECTION.

BE IT ORDAINED by the Highland Park Borough Council, Middlesex County as follows:

1. Chapter 388 of the "Code of the Borough of Highland Park, 2010" concerning tree removal and protection is hereby rescinded and replaced with the following:

§ 388-1. Title.

This chapter shall be known as the "Tree Removal and Protection Ordinance of the Borough of Highland Park."

§ 388-2. Purpose and findings of fact.

- A. The Mayor and Council of the Borough of Highland Park find that the preservation, maintenance, protection and planting of trees assist in the stabilization of soil by the prevention of erosion and sedimentation; reduce stormwater runoff and the potential damage it may create; aid in the removal of pollutants from the air and assists in the generation of oxygen; provide a buffer and screen against noise and pollution; provides protection against severe weather; aid in the control of drainage and restoration of denuded soil subsequent to construction or grading; provide a haven for birds and other wildlife and otherwise enhances the environment; protect and increases property values; preserve and enhance the Borough's physical and aesthetic appearance; and protect the public health and safety as well as the general welfare. It is the intent, therefore, of this chapter to regulate and control the indiscriminate and excessive cutting of trees in the Borough. It is the further intent of this chapter to encourage property owners to preserve and build around trees whenever possible.
- B. Trees are declared to be important cultural, ecological, scenic and economic resources. It is recognized that there is a strong relationship between the integrity of the Borough's water resources, development on steep slopes, tree removal, soil disturbance, stormwater management and the general use of the land resources; and a correlation between increased air pollution and high-density residential and commercial or industrial uses. Therefore, the Borough finds that the appropriate management of these resources is an important health, safety and general welfare concern.
- C. The enforcement of this chapter shall be the duty of the Department of Code Enforcement of the Borough of Highland Park in consultation with DPW for the purpose of the regulation, planting, care and control of shade, ornamental and evergreen trees and shrubs in the streets, highways and public places of the Borough and tree removal on all lands within the Borough of Highland Park.

§ 388-3. Definitions.

As used in this chapter, the terms hereafter set forth shall be defined and deemed to have the following meanings:

CLEAR-CUTTING as the removal or destruction of Twenty (20%) or greater of the trees having a diameter at point of measurement ("DPM") of eight (8") inches or more for shade trees or a height of ten (10') feet or more for evergreen and ornamental trees on any lot within a twelve (12) month period.

DIAMETER AT POINT OF MEASUREMENT — the diameter of a tree measured 4 1/2 feet (forestry method) above the ground level on the downhill side for existing trees. Trees utilized in the replacement of existing trees or proposed as part of a landscape plan shall be measured 12 inches above ground level for trees over a four-inch diameter, and the measurement shall be six inches above grade for trees up to a four-inch diameter (nursery method). Diameter at point of measurement may appear as the abbreviation "DPM."

EXTRAORDINARY TREE — Any tree with a DPM of 36 inches or greater and any other tree or species as designated by Borough Council. The Borough Council may, from time to time, designate an extraordinary tree, including but not limited to an historic or landmark tree.

MANAGEMENT PLAN — Plan for the management of timbered or forested lands developed by the New Jersey Department of Environmental Protection (DEP), Bureau of Forestry, or similar county, state or federal agency or the Highland Park Community Forestry Management Plan.

REPLACEMENT TREE — A nursery-grown certified tree, properly balled and burlapped, and marked with a durable label indicating genus, species and variety, and satisfying the standards for nursery stock and installation thereof set forth by the American Association of Nurserymen. Native species are encouraged to be used whenever possible. Nonbiodegradable materials such as plastic shall be removed when the replacement tree is planted.

STAC — The Shade Tree Advisory Committee (STAC) of the Borough of Highland Park, including any of its duly appointed members and any of its duly authorized agents or employees.

Any term or provision of this chapter that contemplates, directs, regulates or prohibits the doing of any act may, in applicable cases and where the context so requires, be construed to include the causing, allowing, permitting or suffering of such act to be done by others under the direction, control or supervision of the person charged therewith. Every such act shall be deemed to be within the scope of this chapter, regardless of whether it is a deliberate, intentional or purposeful act or a careless, negligent or unintentional act.

§ 388-4. Permit required.

A. It shall be unlawful for any person to cut, destroy or remove, or cause to be cut, destroyed or removed, any tree upon any lands within the Borough that has a caliper diameter at point of

measurement (DPM) of eight inches or more without a tree removal permit. Tree removal permits shall be applied for at the Code Enforcement Office in Borough Hall. Property owners are encouraged to keep and build structures and sidewalks around trees whenever possible. If a tree on private property is less than eight inches DPM, a permit is not required unless declared by Borough Council to be an extraordinary tree.

B. Extraordinary trees. On all real property upon which extraordinary trees are located, trees having been designated as such under the provisions of this chapter shall be maintained in a living condition, and it shall be unlawful for any person to remove such tree without an approved tree removal permit.

a. Site plan or tree removal plan. Trees shall be designated as follows and shall require that their location, DPM and type be clearly listed on the site plan or tree removal plan:

i. Living deciduous trees having a DPM of 10 inches or greater.

ii. All living coniferous trees having a DPM of 12 inches or greater.

iii. Any extraordinary tree.

C. Excepted from specific tree removal permit application and permit fee, but not from tree replacement or from mitigation payments to the tree replacement fund, shall be:

a. All property development as authorized in accordance with a site plan approval or subdivision approval granted by the Planning Board or Board of Adjustment of the Borough in accordance with the provisions of N.J.S.A. 40:55D-20 (exclusive authority of Planning Board and Board of Adjustment) and strictly conforming to any conditions imposed by such boards. Under no circumstances shall clear-cutting be permitted on any property.

b. The pruning or trimming of trees in a manner that is not harmful to the health of the tree.

c. The cutting, removal or destruction of a tree as necessary to construct any structure for which a building permit has been issued by the Department of Code Enforcement.

d. The cutting, removal or destruction of any tree pursuant to an order or directive of any municipal, county or state agency or court.

§ 388-5. Applying for a permit.

A. Any person wishing to obtain a permit to remove one or more trees within the Borough with a DPM equal to or greater than 8" shall make application to the Department of Code Enforcement by filing a written application and paying such fee as set forth herein. Where an application as required by this chapter has been submitted, no permit shall be issued until a

tree removal and replacement plan for the lot or parcel has been reviewed and approved by the Department of Code Enforcement after an on-site inspection or review by a licensed tree expert statement as to condition of the tree. An approval or denial of application shall be issued within 20 business days of submission of an application for a permit.

§ 388-6. Permit application.

- A. Applications for a permit shall be made to the Department of Code Enforcement and shall contain the following information:
- a. The name and address of the applicant.
 - b. The name and address of the owner of the property from which the trees are to be removed.
 - c. The address and tax lot and block of the property.
 - d. The number of trees requested to be removed, their DPM, and the reason for removal.
 - e. For the removal of five trees or more, a tree removal plan consisting of a map drawn to scale showing the following information:
 - i. The shape and dimensions of the lot or parcel, including the location of all easements.
 - ii. All existing and proposed tree live limits.
 - iii. The identification and location of all trees to be removed, specifically by an assigned number, species and the DPM of each tree.
 - iv. The installation and limits of any temporary existing tree protection fence necessary to comply with this chapter.
 - v. The location of all existing and proposed structures on the property, along with the distance that the trees proposed to be removed are located from such structures and from property lines. A reproduction of the Tax Map or an existing survey modified to provide this information shall be acceptable.
 - vi. Any other information which shall reasonably be required to enable the application to be properly evaluated, including but not limited to a description of the purpose for which this application is to be made; e.g., danger to adjacent properties, removal of diseased or damaged trees, transplanting or removal in a growing condition to other locations, installation of utilities, or drainage of surface water.
 - f. A tree replacement plan consisting of a map drawn to scale showing the location of

all replacement trees to be planted, the species of such trees and their respective DPM or a check payable to the Tree Replacement Fund in the amount to cover the number of replacement trees not planted.

- B. Inspection. The applicant shall place a one-inch-wide red, yellow, or blue ribbon around the trunk of each tree to be removed at a height of 4 1/2 feet above the ground so that the proposed tree removal may be inspected in the field.
- C. All reasonable efforts shall be made to preserve extraordinary trees, including but not limited to, if feasible, relocation of infrastructure, roadways, and buildings. Removal of extraordinary trees shall require the specific written recommendation of and approval of the Borough Council.

§ 388-7. Fees. [Amended 6-8-2011 by Ord. No. 11-1817]

Upon application for a tree removal permit, the applicant shall pay a permit fee of \$25. Such permit shall be valid for 12 months from the date of issuance and shall permit the removal of up to 10 trees from the named property during that period.

§ 388-8. Conditions for issuance of permit.

- A. Upon receipt of an application for the cutting, destruction or removal of trees either the Department of Code Enforcement in consultation with DPW or a licensed tree expert shall inspect the site on which the trees sought to be cut, destroyed or removed are located and shall evaluate the drainage and other physical conditions existing on the subject property and adjoining properties. The following factors shall be grounds for denial of a permit:
 - a. If any area of the property for which the tree removal permit is sought meets the definition of "steep slope," as set forth in this code, then no trees shall be removed from such area, except in compliance with the applicable code section. The tree removal plan required under § 388-6A (e) shall include the delineation of each such steep slope area.
 - b. If any area of the property for which the tree removal permit is sought meets the definition of "riparian zone," as set forth in this code, then no trees shall be removed from such area. The tree removal plan required under § 388-6A (5) shall include the delineation of each such riparian zone.
 - c. No street tree planted in Borough right-of-way shall be removed by adjacent property owners. Where tree roots interfere with sidewalks, driveways, or curbs, alternatives to removal need to be considered before removal is permitted.
 - d. No extraordinary tree shall be removed, unless STAC and DPW have made this recommendation, Borough Council has approved, and the Department of Code Enforcement has issued a permit.

B. Permission shall be granted for the removal of trees without mitigation if:

- a. The tree is dead, diseased, injured or in danger of falling; or
- b. The tree poses a safety hazard to persons or property or poses a danger to any adjacent structures, whether on the same property as the tree or a neighboring property; or
- c. The tree is of a species that appears on any list of invasive or non-indigenous species published by the New Jersey Department of Environmental Protection, as such list may be updated from time to time, or any successor list published by an agency or department of the State of New Jersey; or
- d. The tree interferes with existing utility service and cannot be reasonably remedied by trimming, as determined by the Department of Code Enforcement in consultation with the Department of Public Works or by a licensed tree expert; or
- e. The continued presence of the tree conflicts with any other ordinance or regulation promulgated by the Borough of Highland Park, or by the County of Middlesex or by the State of New Jersey.

For the avoidance of doubt, this provision requires that a permit be obtained and the fee for such permit paid, but no replacement tree or payment to the Tree Replacement Fund shall be required.

§ 388-9. Time of permit.

All tree removal permits shall be limited to one year from date of issuance as designated by the permit. If the approved tree removal has not occurred within one year, a new permit must be applied for and is subject to the payment of new fees. If, however, the applicant diligently pursues other governmental approval, or improved development is ongoing, the permit shall be renewed for up to two six-month periods. A renewal fee of \$100 shall be due and payable for an annual renewal and \$50 for a six-month renewal period.

§ 388-10. Protection of existing trees.

A. During construction. In connection with any construction, subsequent to tree removal but prior to the issuance of a building permit or start of construction, the developer shall be required to erect snow fencing or other tree protective barriers acceptable to the Department of Code Enforcement. Such barriers shall be placed at least 10 feet from the trunk of any tree and shall remain in place until the Department of Code Enforcement authorizes the removal of the protection or after issuance of a final certificate of occupancy. No equipment, chemicals, soil deposits or construction materials shall be placed within any area so protected by barriers. Nor shall any attachments or wires be attached to any of said trees so protected. Any landscaping activities subsequent to removal of barriers shall be accomplished with light machinery or hand labor.

- a. A description of the existing tree protective barrier shall be provided on all permit and

building applications. The protective barrier shall be a minimum of four feet high.

- b. The protective barrier shall be placed at the dripline of any tree along the limit of clearing and around the entire tree dripline for trees to remain undisturbed within the limit of clearing.
- c. It shall be unlawful for any person in the construction of any structures or other improvements to place solvents, material, construction machinery or temporary soil deposits within the dripline.
- d. Street right-of-way and utility easements shall be ribboned by placing stakes a minimum of 50 feet apart and tying ribbon, plastic tape, rope, etc., from stake to stake along the outside perimeters of such areas to be cleared.

B. No person shall:

- a. Cut down, destroy or remove any tree except as permitted by this article or allow or cause such cutting, destruction or removal.
- b. Cause or allow any willful damage, injury or disfigurement of any tree growing within the Borough. For purposes of this subsection, the actions of any person shall be deemed willful if the damage, injury or disfigurement of any tree is caused as a result of but not limited to the following: cutting, girdling or slitting of any tree; pouring any liquid or other material on a tree or on the nearby ground; construction or placement of any nonporous material on the ground around any tree so as to cut off air, light or water from the roots; or placement or removal of any soil from within 15 feet of any tree; or mounding mulch against the tree trunk.

C. In the event that any tree to be saved in connection with construction as set forth above or any tree planted in mitigation shall die within two years after planting, it shall be replaced by the applicant or property owner within six months.

§ 388-11. Tree replacement.

Any tree removed pursuant to this chapter and having a DPM of 8 inches or greater shall be replaced, unless otherwise exempt, by planting a replacement tree or making a payment in mitigation.

A. Planting of replacement trees

- a. All replacement trees of whatever species shall have a DPM of not less than two-inch caliper.
- b. For any property for which tree replacement is required, trees shall be replaced according to the following schedule:
 - i. For each tree removed that is 8 inches DPM or greater but less than 20 inches,

replacement shall be by one (1) replacement tree; and

ii. For each tree removed that is 20 inches DPM or greater but less than 36 inches, replacement shall be by two (2) replacement trees; and

iii. For each tree removed that is 36 inches DPM or greater, replacement shall be by three (3) replacement trees.

c. For all properties, a list showing species and sizes of all proposed replacement trees shall be submitted to the Department of Code Enforcement and/or the Planning Board for review and approval prior to the issuance of a tree removal permit. The Department of Code Enforcement and/or the Planning Board shall obtain the written recommendations of STAC for such list.

d. In the event that the tree removal occurs in an area other than as permitted under § 388-8A, mitigation shall be required at a rate of two replacements for each tree removed in addition to any fines levied.

e. In the event that it is unknown how many trees were removed from any given site, and removal took place without a tree permit issued pursuant to this or the predecessor chapter, the number of trees requiring mitigation shall be computed by the Code Enforcement Officer with written recommendations from STAC (based on an average number of trees/lot from comparable lots in the Borough).

f. Mitigation in any instance shall not be considered a penalty, but rather an implementation of the purpose of this article. Mitigation shall not be a substitute for, but shall be in addition to any penalty imposed for violation of the provisions of this article.

B. For sites where trees (regardless of size) cover large portions of the site, so that those portions may be considered woods or forest or recovering woods or forest, the applicant shall prepare a reforestation plan on other treeless open space to compensate for clearing of the tree area with equal square-foot area of new plantings. If sufficient suitable area is not available on site, the Department of Code Enforcement or Planning Board, in consultation with the STAC, may require that the compensating reforestation take place on municipally owned open space.

C. Reforestation. For sites where multiple trees (regardless of size) cover large portions of the site, so that these portions may be considered woods or forest or recovering woods or forest, that applicant shall prepare a reforestation scheme on the other treeless open space to compensate for clearing of the tree area with equal square-foot area of new plantings. If sufficient suitable on-site area is not available, the Department of Code Enforcement or Planning Board, in consultation with the STAC, may direct that the compensating reforestation take place on municipally owned open space. The reforestation plan shall be based on twenty-foot-by-twenty-foot grid. Of this number of trees, 10% shall be balled and burlapped two-inch to 2 1/2 inch caliper, 20% shall be balled and burlapped 1 3/4 inch by two inches caliper, 30% shall be bare root 1 1/4 inch by 1 1/2 inch caliper and 40% shall be bare

root six-foot to eight-foot tall whips. A mixture of trees indigenous to the area and site shall be utilized. Proposed trees shall be planted in natural groves and may be spaced five feet to 20 feet on center. The ground shall be seeded with a meadow grass mixture approved by the STAC.

- D. Tree Replacement Fund. The Department of Code Enforcement and DPW, in consultation with the STAC, may permit an applicant to make a payment to the Borough's Tree Replacement Fund, established hereunder in § 388-12, in lieu of replacement of part or all of the trees removed pursuant to § 388-8. Such payment shall be calculated at a rate of \$500 for each deciduous tree and \$450 for each evergreen tree.

All replacement trees shall be planted on site in accordance with the foregoing. However, if one or more of the following conditions exist, some or all of the replacement trees may be planted off-site:

- a. The site in question cannot physically accommodate the total replacement amount of trees, and the applicant contributes an amount equal to the calculated monetary value of unreplaced trees to the Tree Replacement Fund; or
 - b. The Department of Code Enforcement and applicant agree in writing that the applicant shall make payment to the Tree Replacement Fund based upon the above; or
 - c. The Department of Code Enforcement in consultation with DPW and the STAC and applicant agree in writing that the applicant shall plant replacement trees off-site on municipally owned property pursuant to the municipal Community Forestry Management Plan.
- E. All tree replacement requirements and/or fees as set forth in this subsection shall be approved and/or paid prior to the issuance of the tree removal permit by the Department of Code Enforcement in consultation with DPW and/or the STAC.

§ 388-12. Tree replacement fund.

- A. There is hereby established a Tree Replacement Fund to receive and disburse replacement tree contributions under the supervision of the Mayor and Council of the Borough with the advice of STAC. The Tree Replacement Fund shall be the repository of all monies paid to the Borough pursuant to this chapter and shall also accept contributions for its purposes from private sources. All funds remitted to the Borough shall be deposited and maintained in a separation designated bank account.
- B. The primary purpose of said fund is to provide for the replacement, planting and maintenance of trees and woody shrubs on public property in the Borough of Highland Park (including groundcovers, grasses, ferns, vines, and forbs when they are part of an ecological project using native plants). Professional consultant fees for administrative and/or consultant costs to implement the provisions of this chapter, including but not limited to site inspections, processing of permits, supervision of tree replacement, and enforcement of this chapter, shall

not exceed 30% of the fund, as determined on an annual basis by the Borough Finance Director. Appropriations from the Tree Replacement Fund shall be authorized by the Mayor and Council with the advice of STAC in accordance with the Community Forestry Management Plan of the Borough.

§ 388-13. Performance Guaranty.

Whenever trees are replaced pursuant to this Chapter, the applicant shall post with the Borough Clerk a performance guaranty for one year in the amount the applicant would otherwise pay to the Tree Replacement Fund, but in no event to exceed the amount per tree specified herein. The performance guaranty shall be either letter of credit, a cashier check or certified check made payable to the Borough or in the form of a corporate surety performance bond issued by a New Jersey corporation. No performance guaranty shall be released except on certification of the Department of Code Enforcement with advice from DPW that the replacement tree(s) remain healthy one year after planting. If they are found at that time by DPW to be healthy and capable of surviving, and other performance requirements have been met, then the Department of Code Enforcement shall order the performance guaranty returned. If any trees are not at that point healthy, the tree(s) shall be replaced, or payment made to the Tree Replacement Fund for the value of the tree removed.

§ 388-14. Violations and penalties.

Any person, firm, partnership, corporation, association or other legal entity violating any of the provisions of this chapter may, upon conviction of such violation, be punished by a fine not to exceed \$2,000.00, the maximum court fine permitted pursuant to *N.J.S.A. 40:49-5* for each offense, in addition to the required mitigation for each tree illegally removed. Each illegally removed tree shall constitute a separate offense.

- 2. This Ordinance shall take effect upon its passage and publication as provided for by law.

Introduced and Passed on First Reading:

Adopted: _____

Approved: _____, 2020

Attest:

Joan Hullings, Municipal Clerk

Gayle Brill-Mittler, Mayor

BOROUGH OF HIGHLAND PARK
NO. 4-20-127

RESOLUTION TO PURCHASE WORKSTATIONS FOR CLERK, FINANCE, AND
TAX OFFICES

RESOLUTION: Finance Committee

WHEREAS, there is a need to replace the existing workstations in the Clerk's Office, the Finance Office, and the Tax Office; and

WHEREAS, Under State Contract No. 17/18-16 the Borough may purchase said workstations from Global Furniture Group; and

WHEREAS, funds are available in Account No. 0-01-20-120-231 (Clerk), #0-01-20-130-240 (Finance), and #0-01-20-145-241 (Tax) for a total amount not to exceed \$11,603.67, as reflected by the certification of funds by the Financial Director; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park that the Borough Administrator is hereby authorized and directed to authorize the purchase and installation new workstations for the abovementioned offices for the total amount of \$11,603.67.

ADOPTED: April 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 April 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

Paper Clips

QUOTE

Quote Number: 0009028
 Quote Date: 04/01/20
 Customer PO:
 Account Number: HIG004-01
 Salesperson:

PAPER CLIPS, INC.

PO BOX 402 WOOD RIDGE, NJ 07075
 Ph: (201) 393-9004 Fax: (201) 393-9005

Line	Item Number	Description	UOM	Qty	Price	Total
25	EVPERA42	42" h, End of Run Post Includes Post, Hardware & Aluminum Trim	EA	2	40.36	80.72
26	EVPIC42	42" h, Inline Panel Connector	EA	1	33.74	33.74
27	EWWT1572	Straight Transaction Top 15" d x 72" w, 3mm PVC Edge Trim	EA	1	101.84	101.84
28	EVHTB2	Transaction Brackets (Pair)	EA	4	12.05	48.20
29	MISC	FINANCE OFFICE - OTG	EA	1	0.00	0.00
30	Z16L2BFS	Storage Shell w/2 Box, 1 File Drawer, ZIRA. 23.4" d x 16" w x 28.5" h	EA	2	398.32	796.64
31	Z16L2ES	Storage Shell w/2 File Drawers 23.4" d x 16" w x 28.5" h	EA	2	345.29	690.58
32	Z2448EL	Left Flush Rtn w/No Pedestal 24" d x 48" w x 29.5" h	EA	2	305.52	611.04
33	Z3072T	Freestanding Tables w/2 Full End Panels, ZIRA 29.69" d x 72" w x 29.5" h	EA	2	439.90	879.80
34	MISC	TAX OFFICE - OTG	EA	1	0.01	0.01
35	Z16L2BFS	Storage Shell w/2 Box, 1 File Drawer, ZIRA. 23.4" d x 16" w x 28.5" h	EA	2	398.32	796.64
36	Z16L2ES	Storage Shell w/2 File Drawers 23.4" d x 16" w x 28.5" h	EA	2	345.29	690.58
37	Z2448EL	Left Flush Rtn w/No Pedestal 24" d x 48" w x 29.5" h	EA	1	305.52	305.52
38	Z2448ER	Right Flush Rtn w/No Pedestal 24" d x 48" w x 29.5" h	EA	1	305.52	305.52
39	Z3072T	Freestanding Tables w/2 Full End Panels, ZIRA 29.69" d x 72" w x 29.5" h	EA	2	439.90	879.80

 QUOTED USING GLOBAL CONTRACT #ESCNJ 17/18-16
 [SPOT TO DELIVER] *****
 Please issue PO to:
 Global Furniture Group
 17 West Stow Road
 Marlton, NJ 08053
 c/o PAPER CLIPS INC.

Subtotal	11,603.67
Shipping	0.00
Sales Tax	0.00
Total	11,603.67

Quote Number: 0009028
 Quote Date: 04/01/20
 Customer PO:
 Account Number: HIG004-01
 Salesperson:

PAPER CLIPS, INC.
 PO BOX 402 WOOD RIDGE, NJ 07075
 Ph: (201) 393-9004 Fax: (201) 393-9005

Bill To :
 BOROUGH OF HIGHLAND PARK
 221 S FIFTH AVE
 HIGHLAND PARK NJ 08904

Ship To:
 BOROUGH OF HIGHLAND PARK
 221 S FIFTH AVE
 HIGHLAND PARK NJ 08904
 Buyer Phone: (732) 287-5801
 Fax:
 Route/Seq: /0

Line	Item Number	Description	UoM	Qty	Price	Total
1	MISC	BORO CLERK 1	EA	1	0.00	0.00
2	EVPFAM4236	Monolithic Fabric Acoustic Pnl 42"h x 36"w, Gr 1	EA	5	191.63	958.15
3	EVPFAM4242	Monolithic Fabric Acoustic Pnl 42"h x 42"w, Gr 1	EA	1	212.12	212.12
4	EVPFAM4260	Monolithic Fabric Acoustic Pnl 42"h x 60"w, Gr 1	EA	1	275.39	275.39
5	EVPCPA242	42"h, 2 Way Post Includes Post, Hardware & Aluminum Trims	EA	2	83.76	167.52
6	EVPERA42	42"h, End of Run Post Includes Post, Hardware & Aluminum Trims	EA	2	40.37	80.74
7	EVPC42	42"h, Inline Panel Connector Includes Post & Hardware, No Trim	EA	4	33.75	135.00
8	EVWCEL362472	Ext. Curved Corner Worksurface 36"d1 x 72"w x 24" h, 3mm PVC Edge Trim, Left	EA	1	362.16	362.16
9	EVWCEL362478	Ext. Curved Corner Worksurface 36"d1 x 72"w x 24" h, 3mm PVC Edge Trim, Left	EA	1	386.87	386.87
10	EVWS2460	Straight Rectangular Worksurface with Scoops, 24"d x 60"w, min PVC Edge Trim	EA	1	145.83	145.83
11	EVWT1536	Straight Transaction Top 15"d x 36"w, 3mm PVC Edge Trim	EA	1	56.04	56.04
12	EVWT1572	Straight Transaction Top 15"d x 72"w, 3mm PVC Edge Trim	EA	1	101.84	101.84
13	EVS1230DPL	Linear Combination Pedestal 30"w, Left, BBF Closest to User, 1200 Series	EA	1	726.13	726.13
14	EVS124222SWS	Lateral File, 2 Drawer 27.75"h x 42"w, All openings are Receding Door and Fixed Shelf, 1200 Series	EA	1	603.20	603.20
15	EVHC18L	18", Left, Single Cantilever	EA	2	43.39	86.78
16	EVHC18R	18", Right, Single Cantilever	EA	2	43.39	86.78
17	EVHCB2	Corner Brackets Left and Right	EA	1	12.05	12.05
18	EVHEP2924	28"h x 24"w, Laminate End Panel	EA	2	112.69	225.38
19	EVHFB1	Flat bracket (Available in BK)	EA	2	7.22	14.44
20	EVHTB2	Transaction Brackets (Pair)	EA	4	12.05	48.20
21	MISC	BORO CLERK 2	EA	1	0.00	0.00
22	EVPFAM4236	Monolithic Fabric Acoustic Pnl 42"h x 36"w, Gr1	EA	2	191.63	383.26
23	EVPFAM4248	Monolithic Fabric Acoustic Pnl 42"h x 48"w, Gr 1	EA	1	231.40	231.40
24	EVPCPA242	42"h, 2 Way Post Includes Post, Hardware & Aluminum Trims	EA	1	83.76	83.76

(Continued...)

BOROUGH OF HIGHLAND PARK
No. 4-20-128

RESOLUTION TO APPROVE WRECKER LICENSE

RESOLUTION: Public Safety Committee

WHEREAS, Coppa's service Center & Towing Inc., has filed with the Clerk of this Borough for a Wrecker/Towing License to operate heavy duty wreckers in this Borough under the provisions of the Ordinance providing for such license; and

WHEREAS, the Chief of Police has investigated said applicants and has reported favorably upon said application;

NOW, THEREFORE, BE IT RESOLVED that this Council hereby determines that said applicants are qualified and that public necessity and convenience would be served by the issuance of such License.

BE IT FURTHER RESOLVED that the Borough Clerk be and is hereby authorized and directed to issue Heavy Duty Wrecker/Towing Licenses to the aforesaid applicant.

ADOPTED: April 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 April 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. 4-20-129

RESOLUTION TO SUBMIT A REQUEST FOR PUBLIC ASSISTANCE
FROM FEMA DUE TO COVID-19 STATE OF EMERGENCY

RESOLUTION: Council as a Whole

WHEREAS, the President of the United States has declared a national state of emergency due to the spread of COVID-19; and

WHEREAS, FEMA offers public assistance to states, counties, and municipalities during a state of emergency at a 75 percent federal cost share in accordance with section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park that the Mayor and Borough Clerk are hereby authorized and directed to execute, on behalf of the Borough, a Request for Public Assistance (RPA) from FEMA via New Jersey Emergency Grants.

ADOPTED: April 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 April 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

Joan Hullings, Borough Clerk

Joan Hullings, Borough Clerk

BOROUGH OF HIGHLAND PARK
NO. 4-20-130

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, advertisement was made for receipt of bids on March 20, 2020 for the 2020 Tree Planting Project; and

WHEREAS, four (4) bids were received as follows:

<u>NAME</u>	<u>AMOUNT</u>
Sunset Creations Inc., Belle Mead, NJ	\$66,718.00
Louis Barbato Landscaping Inc., Holbrook, NY	\$95,513.00
Balitano Contracting Co., Fort Lee, NJ	\$98,965.00
Ascape Landscape & Constr., Blauvelt, NY	\$117,750.00

And

WHEREAS, following the receipt of the above-referenced bids, said bids were reviewed by the Borough Attorney's office to ensure compliance with the terms and conditions of the Notice to Bidders and other bid documents; and

WHEREAS, as a result of the review, it has been recommended by the Borough staff that the bid be awarded to the lowest responsible bidder, Sunset Creations Inc., based on their low bid; and

WHEREAS, funds are available for tree planting in the amount of \$66,718.00 in Account Nos. G-02-41-714-001 and T-12-56-500-001 as reflected by the certification of funds by the Finance Director.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mayor and Borough Clerk are authorized and directed to execute and attest a contract on behalf of the Borough with Sunset Creations Inc., 355 Route 601, Belle Mead, NJ 08502, in the amount of \$66,718.00, for the planting of trees as listed in the contract, said contract to be in accordance with the specifications and bid documents and in a form approved by the Borough Attorney.

ADOPTED: April 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 April, 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. 4-20-131

RESOLUTION AUTHORIZING AMENDMENTS TO THE 2019 AND 2020 SALARY RESOLUTIONS

RESOLUTION: Finance Committee

WHEREAS on March 11, 2020 the Borough of Highland Park entered into an Agreement with the P.B.A. Local No. 64 for the period of January 1, 2019 through December 31, 2022; and

WHEREAS the Agreement establishes a new wage scale for police officers covered by P.B.A. Local No. 64 for the period of January 1, 2019 through December 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the salary resolution No. 01-19-14 and 01-20-14 are hereby amended as articulated below.

Title	Name		Salary	Effective Dates
Police Officer	Sean	Bibby	\$ 70,700.00	01/01/19 - 06/10/19
Police Officer	Sean	Bibby	\$ 77,357.00	06/11/19 - 12/31/19
Police Officer	Sean	Bibby	\$ 86,409.00	01/01/20 - 06/10/20
Police Officer	Sean	Bibby	\$ 94,801.00	06/11/20 - 12/31/20
Police Officer	Matthew	Buttermark	\$ 44,375.00	06/16/2019 - 12/31/19
Police Officer	Matthew	Buttermark	\$ 47,449.00	01/01/20 - 06/16/2020
Police Officer	Matthew	Buttermark	\$ 52,841.00	06/17/20 - 12/31/20
Police Officer	Caitlyn	Dean	\$ 44,375.00	03/19/2019 - 12/31/19
Police Officer	Caitlyn	Dean	\$ 47,449.00	01/01/20 - 03/18/2020
Police Officer	Caitlyn	Dean	\$ 52,841.00	03/19/20 - 12/31/2020
Police Officer	Christopher	DeCosta	\$ 77,328.00	01/01/19 - 06/04/19
Police Officer	Christopher	DeCosta	\$ 83,919.00	06/05/19 - 12/31/19
Police Officer	Christopher	DeCosta	\$ 94,801.00	01/01/20 - 06/04/20
Police Officer	Christopher	DeCosta	\$103,193.00	06/05/20 - 12/31/20
Police Officer	Sade	Edens	\$ 57,557.00	01/01/19 - 11/23/19
Police Officer	Sade	Edens	\$ 64,148.00	11/24/19 - 12/31/19
Police Officer	Brian	Fitzgerald	\$ 57,557.00	01/01/19 - 11/23/19
Police Officer	Brian	Fitzgerald	\$ 64,148.00	11/24/19 - 12/31/19
Police Officer	Brian	Fitzgerald	\$ 69,625.00	01/01/20 - 11/23/20
Police Officer	Brian	Fitzgerald	\$ 78,017.00	11/24/20 - 12/31/20
Police Officer	Sean	Garley	\$117,625.00	01/01/19 - 12/31/19
Police Officer	Sean	Garley	\$119,977.00	01/01/20 - 12/31/20
Police Officer	Kevin	Garrity	\$117,625.00	01/01/19 - 12/31/19
Police Officer	Kevin	Garrity	\$119,977.00	01/01/20 - 12/31/20
Police Officer	Alaina	Giles	\$ 83,919.00	01/01/19 - 08/17/19
Police Officer	Alaina	Giles	\$ 90,510.00	08/18/19 - 12/31/19
Police Officer	Alaina	Giles	\$103,193.00	01/01/20 - 08/17/20
Police Officer	Alaina	Giles	\$111,585.00	08/18/20 - 12/31/20
Police Officer	Mohab	Hannout	\$117,625.00	01/01/19 - 12/31/19
Police Officer	Mohab	Hannout	\$119,977.00	01/01/20 - 12/31/20
Police Officer	Sean	McGraw	\$117,625.00	01/01/19 - 12/31/19
Police Officer	Sean	McGraw	\$119,977.00	01/01/20 - 12/31/20
Police Officer	Louis	Middleton	\$ 36,057.00	12/16/19 - 12/31/19
Police Officer	Louis	Middleton	\$ 36,057.00	01/01/20 - 12/15/20

Police Officer	Donald	Newton	\$122,024.00	01/01/19 - 12/31/19
Police Officer	Donald	Newton	\$124,464.00	01/01/20 - 12/31/20
Police Officer	Brian	O'Mara	\$117,625.00	01/01/19 - 12/31/19
Police Officer	Brian	O'Mara	\$119,977.00	01/01/20 - 12/31/20
Police Officer	Joseph	Olarra, Jr.	\$ 57,557.00	01/01/19 - 11/23/19
Police Officer	Joseph	Olarra, Jr.	\$ 64,148.00	11/24/19 - 12/31/19
Police Officer	Joseph	Olarra, Jr.	\$ 69,625.00	01/01/20 - 11/23/20
Police Officer	Joseph	Olarra, Jr.	\$ 78,017.00	11/24/20 - 12/31/20
Police Officer	Adalberto	Pacheco	\$ 57,557.00	02/11/2019 - 12/31/19
Police Officer	Adalberto	Pacheco	\$ 61,233.00	01/01/20 - 02/10/20
Police Officer	Adalberto	Pacheco	\$ 69,625.00	02/11/20 - 12/31/20
Police Officer	Gaetano	Palumbo	\$ 83,919.00	01/01/19 - 05/31/19
Police Officer	Gaetano	Palumbo	\$ 90,510.00	06/01/19 - 12/31/19
Police Officer	Gaetano	Palumbo	\$103,193.00	01/01/20 - 05/31/20
Police Officer	Gaetano	Palumbo	\$111,585.00	06/01/20 - 12/31/20
Police Officer	Theodore	Pardo	\$117,625.00	01/01/19 - 07/31/19
Police Officer	Michael	Puchacz	\$ 44,475.00	10/07/2019 - 12/31/19
Police Officer	Michael	Puchacz	\$ 44,449.00	01/01/20 - 10/06/20
Police Officer	Michael	Puchacz	\$ 52,841.00	10/07/20 - 12/31/20
Police Officer	Theo	Richards	\$ 44,449.00	03/16/20 - 12/31/20
Police Officer	Roland	Sams	\$ 44,449.00	03/16/20 - 12/31/20
Police Officer	Kevin	Shiffner	\$ 83,919.00	01/01/19 - 08/14/2019
Police Officer	Kevin	Shiffner	\$ 90,510.00	08/15/19 - 12/31/19
Police Officer	Kevin	Shiffner	\$103,193.00	01/01/20 - 08/14/20
Police Officer	Kevin	Shiffner	\$111,585.00	08/15/20 - 12/31/20
Police Officer	David	Soden	\$117,625.00	01/01/19 - 12/31/19
Police Officer	David	Soden	\$119,977.00	01/01/20 - 12/31/20
Sergeant of Police	Leon	Culver	\$130,933.00	01/01/19 - 12/31/19
Sergeant of Police	Jason	Culver	\$133,552.00	01/01/20 - 12/31/20
Sergeant of Police	Jose	Curbelo	\$126,791.00	01/01/19 - 04/16/19
Sergeant of Police	Theodore	Haas	\$131,232.00	01/01/19 - 12/31/19
Sergeant of Police	Theodore	Haas	\$133,857.00	01/01/20 - 12/31/20
Sergeant of Police	Ilan	Lancry	\$131,058.00	01/01/19 - 12/31/19
Sergeant of Police	Ilan	Lancry	\$133,679.00	01/01/20 - 12/31/20
Sergeant of Police	John	Sachau, Jr	\$126,791.00	01/01/19 - 07/07/19
Sergeant of Police	Derek	Wenskoski	\$131,142.00	01/01/19 - 12/31/19
Sergeant of Police	Derek	Wenskoski	\$133,765.00	01/01/20 - 12/31/20

BE IT FURTHER RESOLVED that the Finance Director be and is hereby directed to make the necessary changes in the payroll records of the Finance Department in accordance with the changes established by this resolution.

ADOPTED: April 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 April, 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. 4-20-132

RESOLUTION AUTHORIZING APPROVAL OF BILLS LIST

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that all claims presented prior to this meeting as shown on a detailed list prepared by the Borough Treasurer, and which have been submitted and approved in accordance with Highland Park Ordinance No. 1004, shall be and the same are hereby approved; and

BE IT FURTHER RESOLVED that the Borough Clerk shall include in the minutes of this meeting a statement as to all such claims approved as shown in a Bills List Journal in accordance with said Ordinance.

The bills approved for payment at this meeting, Bills List #24/2020 can be found in the Bills List Journal Book No. 40.

ADOPTED: April 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 April, 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. 4-20-133

RESOLUTION TO APPROVE FINAL PAYOUT TO POLICE OFFICER DONALD NEWTON

RESOLUTION: Finance Committee

WHEREAS, DONALD NEWTON, Police Officer, has resigned from the Borough of Highland Park effective April 1, 2020; and

WHEREAS, per the requirements of the Borough's Personnel Manual, Constance Ludden is entitled to unused accrued time payments in the amount as calculated below.

2020 Accrual Balance	Hours	Per Hour	Total
SICK	326.93	65.03	\$21,259.89
VACATION	6.80	65.03	\$442.19
COMP	0.13	65.03	\$8.45
TOTAL			\$21,710.54

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highland Park that the unused accrued time payment in an amount not to exceed \$21,710.54 be approved and distributed in the next available pay cycle.

ADOPTED: April 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 April 2020.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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