

BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING
JANUARY 5, 2021 – 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:

Dial-in: 1-929-205-6099

Webinar ID: 988 1480 5105

By Computer, Smart Phone or Tablet:

Web Link: <https://zoom.us/j/98814805105>

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. Clerk reports certification of election and qualifications of Councilpersons-Elect Foster and Hersh.
2. Oath of Office and Allegiance administered to Councilperson-elect Foster by Assemblyman Robert Karabinchak.
3. Oath of Office and Allegiance administered to Councilperson-elect Hersh by Mayor Gayle Brill Mittler.
4. Call to Order and Open Public Meetings Statement.
5. Pledge of Allegiance.

- 6. Invocation.
- 7. Roll Call.
- 8. Mayor introduces newly sworn Council Members.
- 9. Resolutions Requiring a Separate Reading.

- 9.a 1-21-01 Resolution to adopt Rules of Order for 2021.
MOTION adopt/reject

ROLL CALL VOTE

- 9.b 1-21-02 Resolution to adopt Mission Statement for the Borough of Highland Park.
MOTION adopt/reject

ROLL CALL VOTE

- 10. Mayor Calls for nominations for President of Council for 2021.

Councilperson Foster nominates Councilperson George.

MOTION that nominations be closed and 2021 Council President elected by acclamation.

- 11. Resolution Requiring a Separate Reading.

- 11.a 1-21-03 Resolution to establish 2021 Standing Committees.
MOTION adopt/reject

ROLL CALL VOTE

- 12. Mayor's Annual State of the Borough Address.

MOTION to spread message upon minutes.

- 13. Consent Agenda Items - Resolutions.

ROLL CALL VOTE

- 13.a *1-21-04 Resolution to adopt schedule of meeting dates.

- 13.b *1-21-05 Resolution to establish garbage collection schedule.

- 13.c *1-21-06 Resolution to designate bank depository for the Bail and General Accounts.

- 13.d *1-21-07 Resolution to adopt policy re: personnel discussions in closed session.

13.e *1-21-08 Resolution to designate Official Newspaper(s).

13.f *1-21-09 Resolution to adopt certain rules, policies, and/or procedures for 2021.

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| 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 Facade 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. |

13.g *1-21-10 Resolution to establish rules, policies and procedures concerning administrative and organization matters.

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| (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. |

13.h *1-21-11 Resolution to designate certain positions.

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| 1. Designate Insurance Commissioner - Josephine "Teri" Jover. |
| 2. Designate Alt. Insurance Commissioners - Joan Hullings & Emma Missey. |
| 3. Designate Assessment Search Office - Joan Hullings. |
| 4. Designate Affirmative Action PACO - Jennifer Santiago. |
| 5. Designate Recycling Coordinator & Clean Communities Coordinate - Francis Troy. |

13.i *1-21-12 Resolution to adopt rules and procedures governing financial, tax and contractual matters.

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| (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, 2021. |
| (11) Adopt Cash Management Plan for 2021. |
| (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. |

13.j *1-21-13 Resolution to establish certain fees.

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|---|
| (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 Department Services. |
| (9) Establish fee for bid specification preparation and distribution. |
| (10) Establish fee for Earth Day Activities. |

13.k *1-21-14 Annual Salary Resolution.

13.l *1-21-15 Resolution re: Zoning Board of Adjustment and Planning Board

Attorneys.

14. Mayor Appoints the Following to Serve as Professionals for 2021:

| | |
|-------------------------------|----------------------------|
| 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 | Daniel Hauben |
| Special Redevelopment Counsel | Joseph Baumann |
| Risk Manager | David Balken |
| MOTION TO CONFIRM | ROLL CALL VOTE |

15. Mayor Appoints the Following:

| | |
|---|-----------------------|
| Deputy Court Administrator | Linda Simons |
| Deputy Borough Clerk | Jennifer Santiago |
| ADA Coordinator | Scott Brescher |
| Library Board of Trustees, Council Rep. | Philip George |
| Qualified Purchasing Agent | Lori Majeski |
| MOTION TO CONFIRM | ROLL CALL VOTE |

16. Mayor Appoints the Following:

| | |
|-------------------------|------------------------|
| Arts Commission | Maggie Dominick |
| | |
| Board of Adjustment | Robert Holzapfel |
| | Robert Roesener |
| | Robert Fecter, Alt. #1 |
| | Alvin Chin, Alt. #2 |
| | |
| Board of Health | Candace Feinberg |
| | Diane Heimlich |
| | Sara Kelly |
| | |
| CDBG Advisory Committee | Stephany Kim-Chohan |
| | Edward Prince |
| | Shelia Highsmith |
| | Deborah Morgan |
| | |

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|-----------------------------------|---------------------------|
| Commission for Universal Access | Kim Kershaw |
| | Jan Verstraete |
| | Michaele May, Alt. #1 |
| | Marlene Tarshish, Alt. #2 |
| | |
| 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 Juliani |
| | |
| Community Food Pantry | Janice Ballou |
| | Monica Day |
| | Andrea Greenberg-Horowitz |
| | Laurel Kornfeld |
| | Lynne Platt |
| | Susan MacKinnon |
| | Deborah Convery |
| | Bruce Bush |
| | Evelyn Sedehi |
| | Nancy Lord |
| | Craige Ambtroch |
| | Miriam Lefkowitz, Alt. |
| | Kathi Lombardi, Alt. |
| | |
| Council on Aging | Dee Donnelly, Alt. #2 |
| | |
| Emergency Management Council | Thomas Hammill |
| | Linda Hoefele |
| | Teri Jover |
| | Michael Wiczorkiewicz |
| | Scott Brescher |
| | Nancy Wolf |
| | |
| Employee Safety Committee | Leann Cosley-Richardson |
| | Rick Abrams |

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|-------------------------------------|---------------------------|
| | Michael Wieczorkiewicz |
| | Edward Corson |
| | Renee George |
| | Brian O'Mara |
| | Kim McGraw |
| | Nicole Huff |
| | |
| Ethics Board | Linda Tondow |
| | Chris Rasmussen |
| | |
| Historical Commission | Jeremy Gross |
| | John Beetham |
| | Bernice Bernstein |
| | |
| | Donald Beetham |
| | Grazina Strolia |
| | |
| HP Gives a Hoot | Monica Jackson |
| | Michael Buchman |
| | Derek Gamble |
| | Sylvia Hove |
| | Evelyn Sedehi |
| | H. James Polos |
| | Marilyn Pruce |
| | |
| Library Board of Trustees | Ghislaine Darden |
| | Cassandra Oliveras-Moreno |
| | |
| Mayor's Wellness Campaign Committee | Dr. Cliff Lacy |
| | David Seigman |
| | Justin Footerman |
| | Ptl. Gaetano Palumbo |
| | Donald Corr |
| | Michele Kornblum |
| | Dr. Marc Scheiner |
| | |
| Mayor's Equity Advisory Council | Natalie Levine |
| | Franklin Moreno |
| | Pastor Antoinette Moss |
| | Jeffrey Vardaro |
| | Norma Vargas, HRC Rep. |
| | |
| | Carolyn Timmons |
| | Steven Allard, NAACP Rep. |
| | Kermit Moss, Jr. |

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|--|-------------------------|
| | John Wenz, HRC Rep. |
| | Kevin Dougherty |
| | |
| 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 | Valerie Drach Weidmann |
| | Haim Cohen |
| | Shelee Saal |
| | |
| Recreation Advisory Committee | Micky Landis |
| | Debbie Hehir |
| | Kenneth Haskins |
| | Kathie Pace |
| | Jay Weinberg |
| | Nick Kambitsis |
| | Shawn Harrison |
| | Andrea Alexander |
| | Yudi Davis |
| | Alex Duncan |
| | Ryan Potter |
| | |
| Rehabilitation & Redevelopment Screening Committee | Wolfram Hoefler |
| | Judy Richman |
| | Robert Fechter |
| | Randall Solomon |
| | Kim Hammond |
| | Rebecca Hersh |
| | James Nichols |
| | |
| Safe Walking & Cycling Committee | Peter Bilton |
| | Sean Meehan |
| | Jan Verstraete |
| | William Winfrey |
| | Aaron Coneen |

| | |
|-------------------------------|-----------------------|
| | Trish Sanchez |
| | |
| Shade Tree Advisory Committee | Roseanne Baruh |
| | Karen Swaine |
| | Aileen Coffey |
| | Carol Avelsgaard |
| | Mary Denver |
| | Mary Ann Allard |
| | Marian Sackrowitz |
| | Paul Sauers |
| | |
| Sustainable Highland Park | Allan Williams |
| | Hagit Mano |
| | Irene Riegner |
| | Irene Chan Marx |
| | Wendy Rosen |
| | Paul Sauers |
| | Olivia Park |
| | |
| MOTION TO CONFIRM | ROLL CALL VOTE |

17. Mayor Appoints the Following:

| | |
|--|---------------------------|
| Environmental Commission | Jonathan Abrams |
| | Karen Swaine |
| | Allan Willilams |
| | |
| Planning Board | Scott Brescher |
| | Kim Hammond |
| | Khalidra Hadhazy, Alt. #2 |
| | |
| Planning Board Mayor's Designee | Padraic Millet |
| | |
| Library Board of Trustees, Mayor's Alternate | Ronald Wong |
| | |
| Human Relations Commission | Ashton Burrell |
| | John Wenz |
| | Mary Denver |
| | Donald Beetham |
| | Norma Vargas-Greenberg |
| | |
| NO CONFIRMATION NECESSARY | |

18. Resolutions Requiring a Separate Reading.

18.a 1-21-16 Resolution to appoint Council Rep. to Planning Board - Matthew Hale.
MOTION adopt/reject **ROLL CALL VOTE**

18.b 1-21-17 Resolution Designating Council Representative to Middlesex County
CDBG Committee - Stephany Kim-Chohan.
MOTION adopt/reject **ROLL CALL VOTE**

18.c 1-21-18 Resolution to Adopt 2021 Municipal and Water & Sewer Temporary
Budgets.
MOTION adopt/reject **ROLL CALL VOTE**

19. Public Discussion (15 minutes).

20. MOTION to adjourn.

21. **Next Scheduled Meeting: January 19, 2021**

BOROUGH OF HIGHLAND PARK
NO. 1-21-01

RESOLUTION TO ADOPT RULES OF ORDER FOR 2021

RESOLUTION: Council as a Whole

WHEREAS, Section 3-20 of the "Code of the Borough of Highland Park" provides that at the annual reorganization of the Borough of Highland Park Council, Rules of Order to govern all Council proceedings are to be adopted; and

WHEREAS, the Borough of Highland Park Council wishes to update and adopt said Rules of Order.

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

1. The Council of the Borough of Highland Park hereby adopts on January 5, 2021, Rules of Order to govern the proceedings of Council during the calendar year 2021 or until said rules are further amended by the Council. The Rules of Order hereby adopted are on file in the Office of the Borough Clerk and may be inspected during regular office hours.

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-02

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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

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.

BOROUGH OF HIGHLAND PARK
NO. 1-21-03

RESOLUTION TO ESTABLISH 2021 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 2021 shall be and are hereby established as follows:

| | |
|---------------------------------|---|
| RECREATION AND ARTS | Councilpersons HERSH, Kim-Chohan, Canavera. |
| ECONOMIC DEVELOPMENT & PLANNING | Councilpersons HALE, Hersh, Kim-Chohan. |
| FINANCE | Councilpersons KIM-CHOHAN, Hale, Foster. |
| HEALTH & HUMAN SERVICES | Councilpersons CANAVERA, Foster, George. |
| PUBLIC SAFETY | Councilpersons FOSTER, George, Hale. |
| PUBLIC WORKS & PUBLIC UTILITIES | Councilpersons GEORGE, Canavera, Hersh. |

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

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 01-21-04

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 2021 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 2021

| | | | | |
|----------|----|---|------|----|
| January | 5 | 2021 Adjourned Meeting | 6:30 | PM |
| | | 2021 Organization Meeting | 7:00 | PM |
| January | 12 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |
| January | 19 | Regular Meeting/Work Session | 7:00 | PM |
| January | 26 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |
| February | 2 | Regular Meeting/Work Session | 7:00 | PM |
| February | 9 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |
| February | 16 | Regular Meeting/Work Session | 7:00 | PM |
| February | 23 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |
| March | 2 | Regular Meeting/Work Session | 7:00 | PM |
| March | 9 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |
| March | 16 | Regular Meeting/Work Session | 7:00 | PM |
| March | 23 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 | PM |

| | | | |
|-----------|----|---|---------|
| April | 6 | Regular Meeting/Work Session | 7:00 PM |
| April | 13 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| April | 27 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| May | 4 | Regular Meeting/Work Session | 7:00 PM |
| May | 11 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| May | 25 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| June | 1 | Regular Meeting/Work Session | 7:00 PM |
| June | 8 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| June | 15 | Regular Meeting/Work Session | 7:00 PM |
| June | 22 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| July | 6 | Regular Meeting/Work Session | 7:00 PM |
| July | 20 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| August | 3 | Regular Meeting/Work Session | 7:00 PM |
| August | 17 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| September | 14 | Regular Meeting/Work Session | 7:00 PM |
| October | 5 | Regular Meeting/Work Session | 7:00 PM |
| October | 12 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |

| | | | |
|----------|----|---|---------|
| October | 19 | Regular Meeting/Work Session | 7:00 PM |
| October | 26 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| November | 9 | Regular Meeting/Work Session | 7:00 PM |
| November | 23 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| December | 7 | Regular Meeting/Work Session | 7:00 PM |
| December | 14 | Standing Committee Meeting / Special Meeting (if needed) | 7:00 PM |
| December | 21 | Regular Meeting/Work Session | 7:00 PM |
| December | 28 | 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 the Work Session begins is dependent on Regular Meeting adjournment. Unless otherwise moved, Work Sessions 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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-05

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:

Bulk item pickup in 2021 will be by appointment as piloted in 2020. Pick-ups will occur on Wednesdays in April, May, June, September and October. Details on how to make a reservation will be included on the waste/recycling collection schedule delivered to each home, as well as the Borough's website, social media and email outlets throughout the year. Public Works anticipates being able to serve approximately 1,500 households through this schedule. An additional date in September or October will be announced to coincide with the town wide yard sale weekend, provided that the COVID-19 pandemic will permit scheduling the sale in 2021.

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, 2021.

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-06

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, 2021 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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-07
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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

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.

BOROUGH OF HIGHLAND PARK
NO. 1-21-08

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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
 RESOLUTION NO. 1-21-09
 RESOLUTION TO ADOPT CERTAIN RULES, POLICIES AND/OR PROCEDURES FOR 2021

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 2021, 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 2021.

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 2021.

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 2021, 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 2021.

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 5, 2021

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 5th day of January, 2021.

 Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
RESOLUTION NO. 1-21-10
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 2021, 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 2021.

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 2021.

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 2021.

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 2021.

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.

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

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-11

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 2021:

| <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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-12

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 2021:

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 General Capital Payroll Agency
Claims Fund Water & Sewer Operating Recreation Trust
Assessment Trust Grants Unemployment Trust
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 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, 2021, for all taxes and municipal charges unpaid as of November 11, 2021.
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 2021, 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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-13

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

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

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

| Program Fees | Participant Fees | | |
|---------------------------------|------------------|--------------|---------------|
| | HP | Non-resident | |
| Description Programs | | | |
| 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 | \$25.00 | \$30.00 | |
| aftercare | \$50.00 | \$60.00 | |
| Table Tennis | \$40.00 | \$48.00 | (4 sessions) |
| Theater | \$150.00 | \$200.00 | |
| Chess | \$80.00 | \$95.00 | (8 sessions) |
| Art Class | \$30.00 | \$36.00 | (5 sessions) |
| Juggling Club | \$30.00 | \$36.00 | (5 sessions) |
| Engineering/Coding | \$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 Vendor |
| | \$100 | Large Merchandise Vendor |
| | \$150 | Any Highland Park Business |
| | \$50 | |
| 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 |
| | \$10/hour | Light charges |
| Out-of-town groups (non-profit) | \$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 and Reduced 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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

| | Borough of Highland Park | | | | | |
|---|-------------------------------|-------------------|------------|-----------|----------|------------|
| | No. 01-21-14 | | | | | |
| | 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 | | 2021 | Longevity | | 2021 Total |
| | | | Base | % | Amount | Salary |
| Mayor | Gayle | Brill Mittler | 6,756.00 | | | 6,756.00 |
| Council President | Philip | George | 5,085.00 | | | 5,085.00 |
| Council Member | Tara | Canavera | 4,239.00 | | | 4,239.00 |
| Council Member | Matthew | Hale | 4,239.00 | | | 4,239.00 |
| Council Member | Elsie | Foster | 4,239.00 | | | 4,239.00 |
| Council Member | Stephany | Kim-Chohan | 4,239.00 | | | 4,239.00 |
| Council Member | Matthew | Hersh | 4,239.00 | | | 4,239.00 |
| Borough Administrator | Josephine | Jover | 110,160.00 | | | 110,160.00 |
| Redevelopment Director | Josephine | Jover | 15,300.00 | | | 15,300.00 |
| Human Resources Coordinator | Leann | Cosley-Richardson | 75,144.00 | | | 75,144.00 |
| Assistant to the Borough Administrator | Emma | Miskey | 56,100.00 | | | 56,100.00 |
| Borough Clerk | Joan | Hullings | 98,619.00 | | 2,500.00 | 101,119.00 |
| Registrar of Vital Statistics | Joan | Hullings | 2,725.00 | | | 2,725.00 |
| Deputy Borough Clerk | Jennifer | Santiago | 68,178.00 | | | 68,178.00 |
| Planning Board, Redevelopment and Zoning Board of Adjustment Clerk | Jennifer | Santiago | 22,285.00 | | | 22,285.00 |
| Director of Code Enforcement & Construction Official | Scott | Brescher | 107,590.00 | | | 107,590.00 |
| Capital Projects Manager | Scott | Brescher | 11,040.00 | | | 11,040.00 |
| Electrical Subcode Official/Inspector | Mario | Varone | 21,180.00 | | | 21,180.00 |
| Plumbing Subcode Official/Inspector | Michael | Rossi | 21,182.00 | | | 21,182.00 |
| Zoning Subcode Official | Michael | Mullin | 14,121.00 | | | 14,121.00 |
| Fire Subcode Official | Phillip | Langon | 10,334.00 | | | 10,334.00 |
| Building Inspector | Michael | Luthman | 17,312.00 | | | 17,312.00 |
| 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 | Chevy | 38,802.00 | | | 38,802.00 |
| Communications Liaison | Monica | Jackson | 74,602.00 | | | 74,602.00 |
| Public Information Officer/Confidential Aide to Mayor | Harry | Glazer | 37,194.00 | | | 37,194.00 |
| Teen Center Coordinator | Ashton | Burrell | 51,000.00 | | | 51,000.00 |
| Recreation Coordinator | Andrea | Costas-Baay | 71,766.00 | | | 71,766.00 |
| Senior Program Coordinator | Kim A. | McGraw | 71,766.00 | | | 71,766.00 |
| 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 | 74,664.00 | | | 74,664.00 |
| Deputy Court Administrator | Linda | Simons | 52,030.00 | | | 52,030.00 |
| Municipal Court Judge | Edward E | Herman | 43,431.00 | | | 43,431.00 |
| Acting Supt. Public Works & Utility | Michael | Wieczorkiewicz | 105,060.00 | | | 105,060.00 |
| Foreman | Frank | Troy | 90,586.00 | | | 90,586.00 |
| Clean Communities Coordinator | Frank | Troy | 1,250.00 | | | 1,250.00 |

| | | | 2021 | Longevity | | 2021 Total |
|---------------------------------|------------|--------------------|------------|-----------|-------------------|------------|
| Title | Name | | 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 |
| Director of Finance | Lori | Majeski | 51,000.00 | | | 51,000.00 |
| Chief Financial Officer | Lori | Majeski | 66,300.00 | | | 66,300.00 |
| Assistant Finance Officer | Nerea | LaFontaine | 63,672.00 | | | 63,672.00 |
| Library Director | Katherine | Jaggers | 96,000.00 | | | 96,000.00 |
| Master Circulations Coordinator | Valeri | Drach Weidman | 60,939.00 | | | 60,939.00 |
| Administrative Assistant | Renee | George | 65,121.00 | | | 65,121.00 |
| Senior Librarian | Sherry | Johnson | 78,462.00 | | | 78,462.00 |
| Senior Library Assistant | Indru | Udeshi | 50,887.00 | | | 50,887.00 |
| Senior Librarian | Karen | Jarzabski Mitchell | 73,190.00 | | | 73,190.00 |
| Tax Assessor | Thomas | Mancuso | 45,164.00 | | | 45,164.00 |
| Tax Assessor Clerk | Kathleen | Davies | 16,646.00 | | | 16,646.00 |
| Tax Collector | Elsa | Diaz | 65,280.00 | | | 65,280.00 |
| Tax Clerk Typist | Mary Ann | Autunnales | 37,970.00 | | | 37,970.00 |
| Director of Emergency Services | Patrick | Renaldi | 40,800.00 | | | 40,800.00 |
| 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 | Neena | Altomonte | 44,342.00 | | | 44,342.00 |
| 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 | 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 | 18,727.00 | | | 18,727.00 |
| Firefighter | Norman | Shamy | 55,141.00 | | | 55,141.00 |
| Police Chief | Richard | Abrams | 171,666.00 | | | 171,666.00 |
| Police Captain | Jose | Curbelo | 153,929.00 | | | 153,929.00 |
| 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 | 136,891.00 | | | 136,891.00 |
| Sergeant of Police | Theodore | Haas | 137,203.00 | | | 137,203.00 |
| Sergeant of Police | Mohab | Hannout | 132,560.00 | | | 132,560.00 |
| Sergeant of Police | David | Soden | 132,560.00 | | | 132,560.00 |
| Sergeant of Police | Derek | Wenskoski | 137,109.00 | | | 137,109.00 |
| Police Officer | Sean | Bibby | 94,801.00 | | 1/1/21-6/10/21 | 94,801.00 |
| | Sean | Bibby | 111,585.00 | | 6/11/21-12/31/21 | 111,585.00 |
| Police Officer | Shakiyla | Brown | 44,449.00 | | 1/1/21-12/15/21 | 44,449.00 |
| | Shakiyla | Brown | 52,841.00 | | 12/16/21-12/31/21 | 52,841.00 |

| Title | Name | | 2021 | Longevity | | 2021 Total |
|----------------|-------------|-------------|------------|-----------|-------------------|------------|
| | | | Base | % | Amount | Salary |
| Police Officer | Matthew | Buttermark | 52,841.00 | | 1/1/21-6/16/21 | 52,841.00 |
| | Matthew | Buttermark | 61,233.00 | | 6/17/21-12/31/21 | 61,223.00 |
| Police Officer | Caitlyn | Dean | 52,841.00 | | 1/1/21-3/18/21 | 52,841.00 |
| | Caitlyn | Dean | 61,223.00 | | 3/19/21-12/31/21 | 61,223.00 |
| Police Officer | Christopher | DeCosta | 103,193.00 | | 1/1/21-6/4/21 | 103,193.00 |
| | Christopher | DeCosta | 111,585.00 | | 6/5/21-12/31/21 | 111,585.00 |
| Police Officer | Bryant | Fitzgerald | 69,625.00 | | 1/1/21-11/23/21 | 69,625.00 |
| | Bryant | Fitzgerald | 78,017.00 | | 11/24/21-12/31/21 | 78,017.00 |
| Police Officer | Sean | Garley | 122,977.00 | | | 122,977.00 |
| Police Officer | Kevin | Garrity | 122,977.00 | | | 122,977.00 |
| Police Officer | Alaina | Giles | 111,585.00 | | 1/1/21-8/17/21 | 111,585.00 |
| | Alaina | Giles | 122,977.00 | | 8/18/21-12/31/21 | 122,977.00 |
| Police Officer | Sean | McGraw | 122,977.00 | | | 122,977.00 |
| Police Officer | Louis | Middleton | 44,449.00 | | 1/1/21-6/25/21 | 44,449.00 |
| | Louis | Middleton | 52,841.00 | | 6/26/21-12/31/21 | 52,841.00 |
| Police Officer | Joseph | Olarra, Jr. | 69,625.00 | | 1/1/21-11/23/21 | 69,625.00 |
| | Joseph | Olarra, Jr. | 78,017.00 | | 11/24/21-12/31/21 | 78,017.00 |
| Police Officer | Brian | O'Mara | 122,977.00 | | | 122,977.00 |
| Police Officer | Adalberto | Pacheco | 69,625.00 | | 1/1/21-2/10/21 | 69,625.00 |
| | Adalberto | Pacheco | 78,017.00 | | 2/11/21-12/31/21 | 78,017.00 |
| Police Officer | Gaetano | Palumbo | 111,585.00 | | 1/1/21-5/31/21 | 111,585.00 |
| | Gaetano | Palumbo | 122,977.00 | | 6/1/21-12/31/21 | 122,977.00 |
| Police Officer | Michael | Puchacz | 52,841.00 | | 1/1/21-10/6/21 | 52,841.00 |
| | Michael | Puchacz | 61,233.00 | | 10/7/21-12/31/21 | 61,233.00 |
| Police Officer | Theo | Richards | 44,449.00 | | 1/1/21-3/15/21 | 44,449.00 |
| | Theo | Richards | 52,841.00 | | 3/16/21-12/31/21 | 52,841.00 |
| Police Officer | Roland | Sams | 44,449.00 | | 1/1/21-3/15/21 | 44,449.00 |
| | Roland | Sams | 52,841.00 | | 3/16/21-12/31/21 | 52,841.00 |
| Police Officer | Kevin | Shiffner | 111,585.00 | | 1/1/21-8/14/21 | 111,585.00 |
| | Kevin | Shiffner | 122,977.00 | | 8/15/21-12/31/21 | 122,977.00 |

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 | | 2021 | Longevity | | 2021 Total |
|--------------------------------|----------|------------|-------------|-----------|--------|-------------|
| | | | Hourly Rate | % | Amount | Hourly Rate |
| Community Service Driver | Maria | Austin | 18.57 | | | 18.57 |
| Community Service Receptionist | Symone | Banks | 15.64 | | | 15.64 |
| Recreation Assistant | Dvir | Ravee | 16.86 | | | 16.86 |
| Seasonal Recreation | Michael | Cederbaum | 12.00 | | | 12.00 |
| Seasonal Recreation | Sapir | Filhart | 12.00 | | | 12.00 |
| Seasonal Recreation | Benjamin | Godish | 12.00 | | | 12.00 |
| Seasonal Recreation | Leah | Kaper-Dale | 12.00 | | | 12.00 |

| Title | Name | | 2021 | Longevity | | 2021 Total |
|---|-------------|------------|-------------|-----------|--------|-------------|
| | | | Hourly Rate | % | Amount | Hourly Rate |
| Seasonal Recreation | Sena | Kaper-Dale | 12.00 | | | 12.00 |
| Seasonal Recreation | Curtis | Morris | 12.00 | | | 12.00 |
| Seasonal Recreation | Faizon | Morris | 12.00 | | | 12.00 |
| Seasonal Recreation | Eliam | Nagel | 12.00 | | | 12.00 |
| Seasonal Recreation | Tyler | Trinh | 13.00 | | | 13.00 |
| Clean Communities | Xavier | Hudgins | 12.00 | | | 12.00 |
| Driver | Edward | Corson | 36.63 | | | 36.63 |
| Driver | Robert | Cahill | 35.77 | | | 35.77 |
| Driver | Michael | Milan | 35.77 | | | 35.77 |
| Driver | Dennis | Chekenian | 28.94 | | | 28.94 |
| Equipment Operator | Thomas | Kohler | 37.51 | | | 37.51 |
| Senior Laborer | Frederick | Long | 25.26 | | | 25.26 |
| Senior Laborer | James | Webb Sr. | 25.26 | | | 25.26 |
| Senior Laborer | Antonio | Avila | 22.94 | | | 22.94 |
| Senior Laborer | David | Baldwin | 25.26 | | | 25.26 |
| Master Laborer | Mark | Rohan | 33.05 | | | 33.05 |
| Master Laborer | Jeffrey | Reap | 30.32 | | | 30.32 |
| Master Laborer | John | Geoghan | 27.97 | | | 27.97 |
| Master Laborer | Rudolph | Rohan | 33.05 | | | 33.05 |
| Master Laborer | Jose | Gonzalez | 35.77 | | | 35.77 |
| On-Call Firefighter | Andrew | Berardo | 21.36 | | | 21.36 |
| On-Call Firefighter | Christopher | Inzano | 21.36 | | | 21.36 |
| On-Call Firefighter | Hector | Malave | 21.36 | | | 21.36 |
| On-Call Firefighter | Kevin | Meehan | 21.36 | | | 21.36 |
| On-Call Firefighter | Jeffrey | Morris | 21.36 | | | 21.36 |
| On-Call Firefighter | Lawrence | Thiel Jr | 21.36 | | | 21.36 |
| On-Call Firefighter | Douglas | Watt | 21.36 | | | 21.36 |
| On-Call Firefighter | Christopher | Ziobro | 21.36 | | | 21.36 |
| Part-Time Librarian | Carla | Herniter | 32.69 | | | 32.69 |
| Part-Time Librarian | Jennifer | Larsen | 32.69 | | | 32.69 |
| Library Assistant | Marta | Herrera | 13.43 | | | 13.43 |
| Library Assistant | Eleanor | Johnsen | 13.00 | | | 13.00 |
| Library Assistant | Talia Rose | Lapidus | 13.00 | | | 13.00 |
| Library Assistant | Finegan | Girvan | 13.00 | | | 13.00 |
| Library Assistant | Grace | McKenna | 13.00 | | | 13.00 |
| Library Assistant | Rose | Teixeira | 13.00 | | | 13.00 |
| Special Law Enforcement Officer II | James | Feaster | 27.60 | | | 27.60 |
| Public Safety Telecommunicator | Mario | Diaz | 22.01 | | | 22.01 |
| BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Finance Director forthwith. | | | | | | |
| | | | | | | |

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-15

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 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-16

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, 2021.

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |

BOROUGH OF HIGHLAND PARK
NO. 1-21-17

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 Stephany Kim-Chohan 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, 2021.

ADOPTED: January 5, 2021

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 5th day of January, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

| Council Member | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Canavera | | | | |
| Foster | | | | |
| George | | | | |
| Hale | | | | |
| Hersh | | | | |
| Kim-Chohan | | | | |