

BOROUGH OF HIGHLAND PARK  
REGULAR MEETING  
FEBRUARY 2, 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: 993 5296 6964

By Computer, Smart Phone or Tablet:

Web Link: <https://zoom.us/j/99352966964>

**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. Agenda Questions by Council Members.
5. Honors and Awards.
6. Approval of Minutes.
  - 6.a **MOTION** to approve minutes of the Regular/Work Session Meeting held

January 19, 2021, as distributed.

7. Council Reports.
8. Borough Administrator's Report.
9. Borough Attorney's Report.
10. Mayor's Report.
11. Public Participation.  
*(21 minutes total; 3 minutes each speaker limited to items on this Agenda, including Work Session).*
12. Resolutions requiring a Separate Reading.
  - 12.a 1-21-49 Resolution to Approve Emergency Temporary Appropriations.  
**MOTION** adopt/reject **ROLL CALL VOTE**
  - 12.b 1-21-50 Resolution to Approve Budget Transfers  
**MOTION** adopt/reject **ROLL CALL VOTE**
13. Ordinances Requiring a Second Reading.
  - 13.a Clerk reports advertising Ordinance to Amend Administration of Government Ordinance for consideration of passage on final reading by title.
    - a. MOTION to take up ordinance on final reading by title.
    - b. Public Hearing.
    - c. 2-21-51 Resolution to adopt/reject and advertise ordinance on final reading by title.  
**MOTION** adopt/reject  
**ROLL CALL VOTE**
14. Ordinances Requiring a First Reading.
15. Consent Agenda Items - Resolutions.  
**ROLL CALL VOTE**
  - 15.a \*2-21-52 Resolution to Amend 2021 Rules of Order.
  - 15.b \*2-21-53 Resolution to Submit Grant Application to FEMA for Assistance to Firefighters Grant Program.
  - 15.c \*2-21-54 Resolution to Submit Grant Application to NJ Transit for Federal Transit

Administration's S5310 FFY2020 Grant Program.

15.d \*2-21-55 Resolution Authorizing Contract with Xtel Communications for VOIP Phone Services.

15.e \*2-21-56 Resolution Authorizing Execution of Professional Service Agreement for Special Planner - Brian Slaugh.

15.f \*2-21-57 Resolution Authorizing Final Payout for Sergeant Ilan Lancry.

15.g \*2-21-58 Resolution Authorizing Temporary Street Closures to Support Restaurants/Businesses During COVID-19 Emergency.

15.h \*2-21-59 Resolution to Authorize Renewal of Service Contract with Integrated Systems and Services for Highland Park Police Department Video Cameras and Swipe Card Systems.

15.i \*2-21-60 Resolution to Approve Bills List.

16. Appointments.

17. Second Public Participation.

*(3 minutes per speaker on any items; subject to 9PM conclusion prior to Work Session)*

18. Recess (5 minutes).

19. Work Session Items: No formal action to be taken.

a. State Mandated Changes to Stormwater Management Ordinance (PG/TJ).

b. PSE&G Solar Field Project Update (TJ).

20. Goals.

21. Executive Session (if necessary).

21.a 1-21-61 Executive Session: Litigation.

**MOTION** adopt/reject

**ROLL CALL VOTE**

22. MOTION to adjourn.

23. **Next Scheduled Meeting: February 16, 2021.**

BOROUGH OF HIGHLAND PARK  
NO. 2-21-49

RESOLUTION: Finance Committee

WHEREAS, N.J.S.A. 40A:4-19 allows for a municipality to adopt a temporary budget within the first 30 days of its budget year when contracts, commitments or payments need to be made prior to the adoption of the regular budget; and

WHEREAS, the Borough of Highland Park requires additional appropriations to maintain operations until such time that the Borough Budget is adopted;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park, County of Middlesex, that the following temporary emergency budget appropriations be authorized:

<u>DEPARTMENT</u>	<u>TYPE</u>	<u>AMOUNT</u>
DCRP	O/E	\$ 8,000.00
PERS	O/E	\$573,342.00
PFRS	O/E	\$839,602.00

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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  
1-21-50

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that transfers of 2020 budget appropriation balances shall be made as follows:

Description	From	To
Borough Administrator OE		4,100.00
Electric		2,150.00
Legal OE		55,000.00
Street Lighting	2,150.00	
Communications OE	10,000.00	
Mayor & Council OE	10,000.00	
Borough Clerk OE	10,000.00	
Group Insurance	5,000.00	
Police OE	4,100.00	
Dept. of Aging OE	20,000.00	
Total	\$61,250.00	\$61,250.00

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-51

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, "AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHLAND PARK, CHAPTER 3, "ADMINISTRATION OF GOVERNMENT", passed on final reading at this meeting be delivered to the Mayor for his/her 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: February 2, 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 2<sup>nd</sup> day of February, 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  
ORDINANCE NO. 21-2016

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF HIGHLAND PARK, CHAPTER 3, "ADMINISTRATION OF GOVERNMENT"

BE IT ORDAINED by the Borough Council of the Borough of Highland Park, County of Middlesex, State of New Jersey, as follows:

SECTION I. Chapter 3, "Administration of Government", Article IV, **§3-18** "Responsibilities of Mayor and Council", is hereby amended to read as follows with the [bracketed] material to be deleted, and the underlined material to be added:

**ARTICLE IV Governing Body (§3-18)**

- A. The Mayor shall preside at all meetings of the Borough Council and shall have principal responsibility for all public celebrations and events. He or she shall serve, ex officio, on all committees of Council.
- B. The following officers shall report directly to the Mayor: Borough Administrator, Borough Attorney, Borough Auditor, Borough Engineer and Borough Planner, provided that nothing contained herein shall be deemed to prevent any of said officials from reporting to, communicating with or performing services for the Borough at the direction of the Borough Council.
- C. The Council, at its organization meeting in January of each year, shall organize into the following standing committees, each of which shall bear primary responsibility for matters within designated areas:
  - (1) Recreation and Arts. Cultural and civic activities, Arts Commission, [Celebration of Public Events], Council on Aging, Department on Aging, Municipal Alliance, Recreation Advisory Committee, Recreation Department and Safe Walking & Cycling Committee.
  - (2) Economic Development and Planning. Zoning Board of Adjustment, Planning Board, Code Enforcement, County Transportation Committee, Rehabilitation and Redevelopment Screening Committee, [Safe Walking and Cycling Committee], and Main Street Liaison.
  - (3) Finance. Budget preparation and monitoring, execution of annual plan, audits, capital project review, Tax Assessment and Collection, investment oversight, insurance, purchasing, Federal and State aid, Community Development Block Grant (CDBG) Advisory Committee and Ethics Board Liaison.
  - (4) Health and Human Services. Board of Health, Commission for Universal Access, [Commission on Immigrant and Refugee Affairs], Community Food Pantry, [HP Equity Commission], HP Gives a Hoot, Housing Authority, Human Relations Commission, Mayor's Wellness Campaign, Mental Health Commission.
  - (5) Public Safety. Fire Department, Police Department, First Aid Squad, Office of Emergency Management, Municipal Court, and Community Emergency Response Team.
  - (6) Public Works and Public Utilities Committee. Clean Communities, Department of Public Works, Public Utilities, [Water & Sewer Department], Environmental Commission, Shade Tree Advisory Committee, Sustainable Highland Park, and Sidewalks.

SECTION II. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions of the Ordinance and to this end the provisions of this Ordinance are declared to be severable.

SECTION III. This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Introduced and passed on first reading: January 19, 2021

ADOPTED: February 2, 2021  
ATTEST:

APPROVED: February 2, 2021

\_\_\_\_\_  
Joan Hullings, Borough Clerk

\_\_\_\_\_  
Gayle Brill Mittler, Mayor

BOROUGH OF HIGHLAND PARK  
NO. 2-21-52

RESOLUTION TO ADOPT AMENDED 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 the Borough Council of the Borough of Highland Park shall adopt Rules of Order to govern all Council proceedings; and

WHEREAS, the Borough Council of the Borough of Highland Park wish to amend the Rules of Order which were adopted by said Council on January 5, 2021; and

WHEREAS, Article XV of the Rules of Order adopted on January 5, 2021, Section 3 permits the Rules of Order to be amended by a two-thirds vote on a roll call, taken at two successive Regular or Adjourned meetings of the Borough Council; and

WHEREAS, a roll call vote will be taken on the proposed Amended Rules of Order at the Borough Council meeting on February 2, 2021; and

WHEREAS, if, as a result of the roll call vote on the Amended Rules of Order on February 2, 2021, two-thirds of the Borough Council vote to adopt the Amended Rules of Order a final vote will be taken on the Amended Rules of Order at the Borough Council Regular meeting on February 16, 2021.

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

1. The Borough Council of the Borough of Highland Park by a two-thirds vote on a roll call hereby agree to adopt Amended Rules of Order to govern the Borough Council proceedings during the calendar year 2021 or until said Rules are further amended by the Council.
2. The Council of the Borough of Highland Park pursuant to Article XV, Section 3 of the Rules of Order for the Highland Park Council shall vote again on the adoption of the Amended Rules of Order at its meeting on February 16, 2021 and if said Amended Rules of Order are again adopted by a two-thirds vote on a roll call, then the Rules of Order shall be deemed amended as of February 16, 2021.
3. The proposed Amended Rules of Order are on file with the Office of the Borough Clerk and may be inspected during regular office hours.

ADOPTED: February 2, 2021

ATTEST:

\_\_\_\_\_  
Joan Hullings, Borough Clerk

I, Joan Hullings, Clerk of the Borough of Highland Park, Middlesex County, do hereby certify that the above Resolution was adopted by the Borough of Highland Park Council at its annual reorganization meeting on the 2<sup>nd</sup> day of February, 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. 2-21-53

RESOLUTION TO SUBMIT GRANT APPLICATION TO FEMA FOR  
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM

RESOLUTION: Public Safety Committee

WHEREAS, the Highland Park Fire Department would like to apply to FEMA for funding for critically needed resources to equip and train paid and volunteer Fire Department members, enhance efficiencies, and support community resilience; and

WHEREAS, the Assistance to Firefighters Grants Program offers opportunities for funding for Operations & Safety, Regional Operations, and vehicles; and

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 and submit, on behalf of the Highland Park Fire Department, the grant application to FEMA, a copy of which is attached to the original of this resolution.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-54

RESOLUTION TO SUBMIT GRANT APPLICATION TO NJ TRANSIT FOR  
FEDERAL TRANSIT ADMINISTRATION'S SECTION 5310 GRANT

RESOLUTION: Recreation and Arts Committee

WHEREAS, the Office of Aging is interested in purchasing a 15-passenger van with wheelchair access to replace its existing minivan; and

WHEREAS, NJ Transit administers the Federal Transit Administration's (FTA) Section 5310 Grant program for the state of New Jersey; and

WHEREAS, the Borough's transportation needs are not met through the Middlesex County Coordinated Human Services Transportation Plan (CHSTP); and

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 and submit, on behalf of the Office of Aging, the grant application to NJ Transit, a copy of which is attached to the original of this resolution.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-55

RESOLUTION AUTHORIZING CONTRACT WITH XTEL  
COMMUNICATIONS FOR VOIP PHONE SERVICES

RESOLUTION: Finance Committee

WHEREAS, the Borough of Highland Park seeks to upgrade its phone system for enhanced reliability and cost savings; and

WHEREAS, three (3) quotes were solicited and were received as follows:

Document Solutions	\$31,728.72 (Annually)
Verizon OneTalk	\$34,152.00 (Annually)
Xtel Communications	\$17,031.60 (Annually)

and

WHEREAS, the Administrator's Office has recommended that VOIP services be purchased from Xtel Communications based on their quote for same and significant cost savings potential over what is currently being paid; and

WHEREAS, under ESCNJ Contract #19/20 – 30 the Borough may purchase said services from Xtel Communications; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Administrator is hereby authorized to sign a 3-year contract with Xtel Communications for VOIP services; and

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

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 2021.

\_\_\_\_\_  
Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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



*Voice*



*Internet*



*Networks*



*Cloud*

800.GET.XTEL | [www.xtel.net](http://www.xtel.net)



Highland Park Borough



## Executive Summary

Customer Name: Highland Park Borough

Date: January 21, 2021

**Project Scope** – Brief description about the goal of the project:

Resign w/changes

Billing Account # 14111

\*Note: Customer must request a disconnect by emailing disconnect@xtel.net for the lines or features that are disconnecting if number is not being ported to Xtel Hosted Services. LNP charges will apply to port a POTS line number to a DID on Xtel Hosted Services.

POE switching is required for quoted phones. Additional charges will apply for power supplies if customer does not have sufficient POE power.

New Services:

Services being provided over customer provided bandwidth

Highland Park - Borough Hall

Service Address: 221 S 5th Ave, Highland Park, NJ 08904

- (1) Premium Auto Attendant
- (2) Basic Licenses
- (11) Standard Licenses
- (11) Premium Licenses
- (2) VVX 250
- (22) VVX 350
- (1) Management Device
- (1) E911
- (1) POTS Lines (existing)
- (1) Hosted Fax-Unlimited
- (3) Hosted Fax-250

Highland Park Borough - Community Center

Service Address: 220 S 6th Ave, Highland Park, NJ 08904

- (2) Standard License
- (5) Premium Licenses
- (1) VVX 250
- (6) VVX 350

- (1) E911
- (1) POTS Lines (existing)
- (1) Hosted Fax-250

Highland Park Borough - Public Works

Service Address: 444 Valentine St, Highland Park, NJ 08904

- (3) Basic Licenses
- (1) Standard License
- (2) Premium Licenses
- (3) VVX 250
- (3) VVX 350
- (1) Management Device
- (1) E911
- (1) POTS Lines (existing)
- (1) Hosted Fax-250

Highland Park Borough - Public Safety Complex - Police Department

Service Address: 220 S 5th Ave, Highland Park, NJ 08904

- (22) Basic Licenses
- (32) Standard Licenses
- (7) Premium Licenses
- (19) VVX 250
- (14) VVX 350
- (9) Wall Mounts for X50
- (1) Yealink W60P Base & Handset
- (1) Management Device - shared with Fire Department
- (1) E911
- (3) POTS Lines (existing)
- (2) Hosted Fax-Unlimited
- (1) Hosted Fax-250

Highland Park Borough - Public Safety Complex - Fire Department

Service Address: 220 S 5th Ave, Highland Park, NJ 08904

- (2) Basic Licenses
- (3) Standard Licenses
- (2) VVX 250
- (3) VVX 350
- (1) Wall Mounts for X50
- (1) E911

Highland Park Borough - Teen Center

Service Address: 600 Benner St, Highland Park, NJ 08904

- (1) Premium License
- (1) VVX 250
- (1) E911

Sales Agent ID:

**Requested Completion Date:**

Please note the date listed above is not guaranteed and will be contingent upon several factors including circuit delivery dates, customer provided information and scheduling availability.

**Responsibilities:**

**Customer** - All assumptions MUST be correct to validate this Executive Summary. If anything listed below is inaccurate, contact Xtel Communications immediately.

- All CPE must be placed within 4 feet of a 110 volt grounded outlet.
- All CPE must be placed within 20 feet, and in the same room, as the demarcation point or additional costs to extend the circuit may be incurred.
- All CPE must be placed in a secure, ventilated, temperature controlled areas suitable for electronics deployment.
- Customer must provide access for technician to building demarcation point as well as extended demarcation point if applicable.





**Location Contact Information** – Please be sure information is provided for all locations

<b>Location Name</b>	<b>Site Contact</b>	<b>Contact Info (Phone/Email)</b>	<b>Location Notes (if applicable)</b>
Highland Park - Borough Hall			
Highland Park Borough - Community Center			
Highland Park Borough - Public Works			
Highland Park Borough - Public Safety Complex - Police Department			
Highland Park Borough - Public Safety Complex - Fire Department			
Highland Park Borough - Teen Center			

<b>Quote Expiration</b>	February 28, 2021
<b>Quote Term</b>	36
<b>Sales Rep</b>	Melissa Girard
<b>Prepared For:</b>	Emma Missey
<b>Billing Address</b>	221 South 5th Avenue
<b>Billing City, State Zip</b>	Highland Park, NJ 08904
<b>Billing Account Number</b>	14111

**Highland Park - Borough Hall**  
**Service Address: 221 South 5th Avenue, Highland Park, NJ 08904**  
**Sub-Account Number:**

<b>Product Name</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Monthly Recurring Charges</b>	<b>Total One-Time Charges</b>
Auto Attendant - Premium	1	\$25.00	\$25.00	\$0.00
Auto Attendant - Set up	1	\$35.00	\$0.00	\$35.00
DID #	1	\$0.25	\$0.25	\$0.00
Local Number Porting Charge (LNP)	1	\$9.95	\$0.00	\$9.95
Basic License	2	\$4.00	\$8.00	\$0.00
Configuration, HPBX Subscriber	2	\$9.95	\$0.00	\$19.90
Standard License	11	\$4.00	\$44.00	\$0.00
Configuration, HPBX Subscriber	11	\$9.95	\$0.00	\$109.45
Polycom VVX 250 - DaaS	2	\$5.00	\$10.00	\$0.00
Polycom VVX 350 - DaaS	22	\$6.25	\$137.50	\$0.00
Management Device, HPBX 5 - 50	1	\$20.00	\$20.00	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
POTS Local Line - NJ	1	\$37.00	\$37.00	\$0.00
Hosted Fax - 250	3	\$14.95	\$44.85	\$0.00
Hosted Fax - Setup	3	\$5.00	\$0.00	\$15.00
Hosted Fax - Unlimited	1	\$29.95	\$29.95	\$0.00
Hosted Fax - Setup	1	\$5.00	\$0.00	\$5.00
Premium License	11	\$6.00	\$66.00	\$0.00
Configuration, HPBX Subscriber	11	\$9.95	\$0.00	\$109.45
		<b>Totals:</b>	\$425.55	\$303.75

**Highland Park Borough - Community Center**  
**Service Address: 220 South 6th Avenue, Highland Park, NJ 08904**  
**Sub-Account Number:**

<b>Product Name</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Monthly Recurring Charges</b>	<b>Total One-Time Charges</b>
Standard License	2	\$4.00	\$8.00	\$0.00
Configuration, HPBX Subscriber	2	\$9.95	\$0.00	\$19.90
Polycom VVX 350 - DaaS	6	\$6.25	\$37.50	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
POTS Local Line - NJ	1	\$37.00	\$37.00	\$0.00
Hosted Fax - 250	1	\$14.95	\$14.95	\$0.00
Hosted Fax - Setup	1	\$5.00	\$0.00	\$5.00
Premium License	5	\$6.00	\$30.00	\$0.00
Configuration, HPBX Subscriber	5	\$9.95	\$0.00	\$49.75
Polycom VVX 250 - DaaS	1	\$5.00	\$5.00	\$0.00
		<b>Totals:</b>	\$135.45	\$74.65

**Highland Park Borough - Public Works**  
**Service Address: 444 Valentine Street, Highland Park, NJ 08904**  
**Sub-Account Number:**

<b>Product Name</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Monthly Recurring Charges</b>	<b>Total One-Time Charges</b>
Basic License	3	\$4.00	\$12.00	\$0.00
Configuration, HPBX Subscriber	3	\$9.95	\$0.00	\$29.85
Standard License	1	\$4.00	\$4.00	\$0.00
Configuration, HPBX Subscriber	1	\$9.95	\$0.00	\$9.95
Polycom VVX 250 - DaaS	3	\$5.00	\$15.00	\$0.00
Polycom VVX 350 - DaaS	3	\$6.25	\$18.75	\$0.00
Management Device, HPBX 5 - 50	1	\$20.00	\$20.00	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
POTS Local Line - NJ	1	\$37.00	\$37.00	\$0.00
Hosted Fax - 250	1	\$14.95	\$14.95	\$0.00
Hosted Fax - Setup	1	\$5.00	\$0.00	\$5.00
Premium License	2	\$6.00	\$12.00	\$0.00
Configuration, HPBX Subscriber	2	\$9.95	\$0.00	\$19.90
		<b>Totals:</b>	\$136.70	\$64.70

**Highland Park Borough - Public Safety Complex - Police Department**  
**Service Address: 220 South 5th Avenue, Highland Park, NJ 08904**  
**Sub-Account Number:**

<b>Product Name</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Monthly Recurring Charges</b>	<b>Total One-Time Charges</b>
Basic License	22	\$4.00	\$88.00	\$0.00
Configuration, HPBX Subscriber	22	\$9.95	\$0.00	\$218.90
Standard License	32	\$4.00	\$128.00	\$0.00
Configuration, HPBX Subscriber	32	\$9.95	\$0.00	\$318.40
Polycom VVX 250 - DaaS	19	\$5.00	\$95.00	\$0.00
Polycom VVX 350 - DaaS	14	\$6.25	\$87.50	\$0.00
Management Device, HPBX 5 - 50	1	\$20.00	\$20.00	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
POTS Local Line - NJ	3	\$37.00	\$111.00	\$0.00
Hosted Fax - 250	1	\$14.95	\$14.95	\$0.00
Hosted Fax - Setup	1	\$5.00	\$0.00	\$5.00
Hosted Fax - Unlimited	2	\$29.95	\$59.90	\$0.00
Hosted Fax - Setup	2	\$5.00	\$0.00	\$10.00
Premium License	7	\$6.00	\$42.00	\$0.00
Configuration, HPBX Subscriber	7	\$9.95	\$0.00	\$69.65
Wall Mount, Polycom VVX - (X50)	9	\$25.00	\$0.00	\$225.00
Yealink W60P Base & Handset - DaaS	1	\$6.50	\$6.50	\$0.00
		<b>Totals:</b>	\$655.85	\$846.95

**Highland Park Borough - Public Safety Complex - Fire Department**  
**Service Address: 220 South 5th Avenue, Highland Park, NJ 08904**  
**Sub-Account Number:**

Product Name	Quantity	Unit Cost	Total Monthly Recurring Charges	Total One-Time Charges
Basic License	2	\$4.00	\$8.00	\$0.00
Configuration, HPBX Subscriber	2	\$9.95	\$0.00	\$19.90
Standard License	3	\$4.00	\$12.00	\$0.00
Configuration, HPBX Subscriber	3	\$9.95	\$0.00	\$29.85
Polycom VVX 250 - DaaS	2	\$5.00	\$10.00	\$0.00
Polycom VVX 350 - DaaS	3	\$6.25	\$18.75	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
Wall Mount, Polycom VVX - (X50)	1	\$25.00	\$0.00	\$25.00
		<b>Totals:</b>	\$51.75	\$74.75

**Highland Park Borough - Teen Center**  
**Service Address: 600 Benner Street, Highland Park, NJ 08904**  
**Sub-Account Number:**

Product Name	Quantity	Unit Cost	Total Monthly Recurring Charges	Total One-Time Charges
Polycom VVX 250 - DaaS	1	\$5.00	\$5.00	\$0.00
e911 License	1	\$3.00	\$3.00	\$0.00
Premium License	1	\$6.00	\$6.00	\$0.00
Configuration, HPBX Subscriber	1	\$9.95	\$0.00	\$9.95
		<b>Totals:</b>	\$14.00	\$9.95

**Quote Totals**

<b>Monthly Recurring Totals</b>	\$1,419.30
<b>One Time Charge Totals</b>	\$1,374.75

# x<sup>tel</sup> CUSTOMER LIFE CYCLE



The following diagrams depict the flow and approximate timelines of the Xtel Process.

**Sales Process:** Discovery Process - Information collection, expectation setting, requirement definition

**Documentation:** Site survey, solution design, service record/billing acquisition, IP Address Justification Form, Current Technologies Questionnaire, Statement of Work (SOW), Master Services Agreement (MSA)

**Sales Process:** 0-60 days depending on size, scope, and complexity



**Delivery Process:** Final data collection and validation, establish timelines, configuration and initialization, change order process, administrator and end user training preparation, communication/update procedure

**Documentation Examples:** Introductory letter, project phase communications, service activation notification

**Service Delivery Cycle:** 30-90 days depending on size, scope, and complexity of the opportunity. Large programs or uniquely complex projects may extend beyond 90 days



		SD-WAN or EDIA	Xtel Cleanpipe Bandwidth + DDoS detection and mitigation	SD-WAN with UTM and NGFW
SIP BYOB		SIP Xtel as ISP		
Hosted Fax		Hosted Contact Center Up to 25 Agents	Hosted Contact Center 26 to 50 Agents	
HPBX BYOB 5 to 25 phones	HPBX BYOB 26 to 50 phones	HPBX Xtel as ISP 5 to 75 phones	HPBX Xtel as ISP 76 to 100 phones	HPBX Xtel as ISP 101 to 200 phones

**Post Implementation Transition to Support and Billing Processes:** Post implementation followup and validation, change orders, MACDs, training, formal hand off to Xtel Support, first bill/billing explanation

**Documentation/Process:** Onsite training, phone support, customer satisfaction survey

\* Timeline applies to buildings already connected to fiber/ethernet. Ethernet on-site build requirements may increase timeline



## Disclaimer

Standard Rates of \$.029/minute for Interstate and Intrastate Long Distance calls, and \$.015/minute for Local calls, will apply for all call traffic not included within a call package. This includes any call overage for proposed minute plans. The standard rate for all Toll Free calls will be \$.039/minute for Interstate and \$.045/minute for Intrastate, unless otherwise noted within the Additional Details section of this agreement. International calling will be disabled by default. For IP Voice services, there is a minimum of one e911 account per location billed at \$3 per account. There is a minimum of one DID number per location, or one DID per PRI and IP Voice circuit, whichever is greater, billed at \$1 per DID number, unless otherwise noted in this document. This agreement assumes that your network can adequately accommodate the proposed services. If it cannot, additional charges may apply. This includes any necessary Ethernet Runs, Switches, or VLAN configurations not accounted for in the order form. For all fiber installations, such as for Ethernet services, special construction costs may apply. Ethernet Internet service is provided through a single copper handoff via one Ethernet port on Xtel managed equipment. Alternate handoff types are available but additional charges may apply. By signing this agreement, I acknowledge that I am authorized to execute this contract and agency on behalf of Customer to authorize Xtel Communications Inc. to provide telecommunications services as listed above and to act as agent in all matters related to this service. [Xtel's Terms and Conditions](#) are found at [www.Xtel.net](http://www.Xtel.net), and are set forth in the company's General Terms and Conditions, which together with this Service Activation Form constitute the Agreement. I certify that I have read, understand and accept these terms and conditions, both expressed and implied, without exception, The rates disclosed herein do not include federally - or state - regulated surcharges and fees (which include but are not limited to USF, TRS, E911, PICC, and payphone surcharge). If inside wiring or demarc extension is required, charges will apply. Xtel managed equipment supplied to Customer for service will remain the possession of Xtel throughout contract term and after contract term lapses. Any equipment sold by Xtel to the Customer will be billed immediately upon delivery to the Customer site. Customer is responsible for any shipping and storage charges for the equipment. If Customer should breach contract or cancel services, Xtel will physically take possession of the equipment or Customer will reimburse Xtel for the full replacement cost. If purchasing services through the E-Rate program, please reference SPIN # 143010147. Automatic contract renewals and evergreen contract extensions do not apply to services covered by the E-Rate program.

<b>Highland Park Borough</b>	<b>Xtel Communications, Inc.</b>
<b>Authorized Name</b>	<b>Authorized Name</b>
<b>Title</b>	<b>Title</b>
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>

BOROUGH OF HIGHLAND PARK  
NO. 2-21-56

RESOLUTION AUTHORIZING EXECUTION OF PROFESSIONAL SERVICE  
AGREEMENT FOR SPECIAL PLANNER

RESOLUTION: Finance Committee

WHEREAS, the Borough of Highland Park has need of the services of a Special Planning Consultant for the calendar year of 2021 and

WHEREAS, such services are professional services as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, Brian M. Slaugh, PP, AICP is a licensed professional planner of the State of New Jersey with extensive experience in municipal land use and planning matters and has heretofore been appointed as Special Planner for 2021; and

WHEREAS, the Mayor and Council desire to provide a written agreement providing for the compensation of Special Planner; and

WHEREAS, funds for this purpose are not to exceed the amount of \$10,000.00 without further resolution of Council; and

WHEREAS, funds will be available for this purpose in the amount of \$10,000.00 in Account No. 1 -01-20-155-233, upon adoption of the 2021 municipal budget, as reflected by the Certification of Funds Available by the Chief Financial Officer, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highland Park that the Mayor and Borough Clerk are authorized and directed to execute and attest on behalf of the Borough, an Agreement for professional services with Brian M. Slaugh, PP, AICP, Clarke Caton Hintz, 100 Barrack Street, Trenton, NJ 08608, a copy of which is attached hereto, and that notice of this contract be published as required by law and that a copy of executed Agreement be placed on file in the Office of the Borough Clerk.

ADOPTED: February 2, 2021

ATTEST:

\_\_\_\_\_  
Joan Hullings, BOROUGH CLERK

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$10,000.00 ACCOUNT NO. 1-01-20-155-233 P.O. NO. _____ BY: _____  <p style="text-align: center;">FINANCE DIRECTOR</p>
--

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 2<sup>nd</sup> day of February, 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. 2-21-57

RESOLUTION TO APPROVE FINAL PAYOUT TO SERGEANT ILAN LANCRY

RESOLUTION: Finance Committee

WHEREAS, ILAN LANCRY, Sergeant of Police, has retired from the Borough of Highland Park effective December 31, 2020; and

WHEREAS, per the requirements of the Agreement between Borough of Highland Park and P.B.A. Local No. 64, Ilan Lantry is entitled to unused accrued time payments in the amount as calculated below.

2020 Accrual Balance	Hours	Per Hour	Total
SICK	122.10	69.8427	\$ 8,527.80
VACATION	171.20	69.8427	\$11,957.08
COMP	7.98	69.8427	\$ 557.35
<b>TOTAL</b>			<b><u>\$21,042.22</u></b>

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 \$21,042.22 be approved and distributed in the next available pay cycle.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-58

RESOLUTION AUTHORIZING TEMPORARY STREET CLOSURES TO SUPPORT  
RESTAURANTS AND BUSINESSES DURING COVID-19

RESOLUTION: Economic Development and Planning Committee

WHEREAS, the COVID-19 pandemic has had a significant economic impact on businesses and restaurants located in Highland Park; and

WHEREAS, in an effort to further assist businesses in the Borough's downtown, Borough Council authorizes the temporary closure of So. Third Avenue off of Raritan Avenue and partial closure of No. Fourth Avenue off of Raritan Avenue until the pandemic emergency has been abated; and

WHEREAS, the purpose of the closure is to offer restaurants and businesses additional space to set up tables and chairs for outdoor dining and displays of their items for sale; and

WHEREAS, pursuant to N.J.S.A. 39:4-8, street closings that exceed forty-eight (48) continuous hours require the approval of the Commissioner of the New Jersey Department of Transportation.

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

1. Pending approval from the New Jersey Department of Transportation, So. Third Avenue off of Raritan Avenue and partial closure of No. Fourth Avenue off of Raritan Avenue shall be closed to vehicular traffic until the pandemic emergency has abated.
2. The Police Department shall work to prepare a plan to minimize traffic issues from the closure.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-59

RESOLUTION TO AUTHORIZE RENEWAL OF SERVICE CONTRACT WITH  
INTEGRATED SYSTEMS AND SERVICES FOR HIGHLAND PARK POLICE  
DEPARTMENT VIDEO CAMERAS AND SWIPE CARD SYSTEMS

RESOLUTION: Public Safety Committee

WHEREAS, the Borough has contracted with Integrated Systems and Services, Eatontown, NJ, for warranty/service for the Police Department video camera/swipe card system; and

WHEREAS, said contract has expired; and

WHEREAS, the Borough desires to renew said agreement for the period January 1, 2021 through December 31, 2021; and

WHEREAS, three (2) quotes were solicited and received as follows:

Integrated Systems and Services	\$9,000.00
Innovative Electronic Systems	\$12,246.00

and

WHEREAS, funds shall be available for this purpose in Account No. 1-01-25-240-235 in the 2021 Municipal Budget upon adoption in the amount of \$9,000.00, as reflected by the certification of funds by the Finance Director, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Highland Park that the Police Chief is hereby authorized and directed to execute on behalf of the Borough an Agreement for warranty/service with Integrated Systems and Services, 541 Industrial Way, Suite B, Eatontown, NJ 07724 at a cost of \$9,000.00 for the period January 1, 2021 through December 31, 2021, said agreement to be in a form approved by the Borough Attorney and that notice of this contract be published as required by law and that a copy of executed Agreement be placed on file in the office of the Borough Clerk.

ADOPTED: February 2, 2021

ATTEST:

\_\_\_\_\_  
Joan Hullings, BOROUGH CLERK

VERIFIED AND ENCUMBERED AS TO:  
AVAILABILITY OF FUNDS \$9,000.00  
ACCOUNT NO. 1-01-25-240-235  
P.O. NO. \_\_\_\_\_  
BY: \_\_\_\_\_  
  
FINANCE DIRECTOR

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 2<sup>nd</sup> day of February, 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. 2-21-60

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 2/2/2021 can be found in the Bills List Journal Book No. 41.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 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. 2-21-61

RESOLUTION AUTHORIZING EXECUTIVE SESSION

RESOLUTION: Council as a Whole

WHEREAS, Section 8 of the Open Public Meetings Act permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Borough Council is of the opinion that such circumstances exist.

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

1. The public shall be excluded from the closed session at close of tonight's open session.
2. The general nature of the subject matter to be discussed is as follows:  
  
(Litigation)
3. It is anticipated at this time that the above stated subject matter will be made public when these matters are resolved or as soon thereafter as it is deemed to be in the public interest to do so.
4. This Resolution shall take effect immediately.

ADOPTED: February 2, 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 2<sup>nd</sup> day of February, 2021.

\_\_\_\_\_  
Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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