

BOROUGH OF HIGHLAND PARK
REGULAR MEETING
MARCH 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: 988 7706 7468

By Computer, Smart Phone or Tablet:

Web Link: <https://zoom.us/j/98877067468>

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.
 - 6a. **MOTION** to approve minutes of the Regular/Work Session Meeting held

February 16, 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.
3-21-70 Resolution to Approve Emergency Temporary Appropriations.
MOTION adopt/reject **ROLL CALL VOTE**
13. Ordinances Requiring a Second Reading.
 - 13a. Clerk reports advertising Capital Ordinance for Improvements to South 6th Avenue, South 9th Avenue, North 9th Avenue, Benner Street and Barnard Street, for consideration of passage on final reading by title.
 - a. MOTION to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 3-21-71 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject
ROLL CALL VOTE
 - 13b. Clerk reports advertising Capital Ordinance for Improvements to North 10th Avenue, South 10th Avenue, Lexington Avenue, Alcazar Avenue and Aurora Street, for consideration of passage on final reading by title.
 - a. MOTION to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 3-21-72 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject
ROLL CALL VOTE
14. Ordinances Requiring a First Reading.
 - 14a. Clerk reports introduction of Bond Ordinance amending Bond Ordinance #1968 to provide for the appropriation of a New Jersey Department of Transportation FY 2019 Municipal Aid Grant.
 - a. **MOTION** to adopt/reject and advertise ordinance on first reading by title.

(Resolution No. 3-21-73)

- 14b. Clerk reports introduction of Capital Ordinance for Phase 2 Intersection Safety Improvements in the Borough of Highland Park as funded by a New Jersey Department of Transportation Safe Routes to School Grant.
a. **MOTION** to adopt/reject and advertise ordinance on first reading by title.
(Resolution No. 3-21-74)

15. Consent Agenda Items - Resolutions.

ROLL CALL VOTE

- 15a. *3-21-75 Resolution to Approve Wrecker Licenses - Oasis Towing, Edison Automotive Repairs, Inc., Dependable Motors, and Rich's Towing Service, Inc.
- 15b. *3-21-76 Resolution to Approve Taxi Owner License - 2021.
- 15c. *3-21-77 Resolution to Execute Grant Agreement with NJ Department of Human Services, Division of Aging Services.
- 15d. *3-21-78 Resolution Authorizing Execution of Agreement for Environmental Consulting Services - Joseph Perse of Cornerstone Environmental Group, LLC - A Tetra Tech Company.
- 15e. *3-21-79 Resolution Authorizing Execution of Agreement with the Lower Raritan Watershed Association for Community Outreach and Education Services Related to Stormwater Management.
- 15f. *3-21-80 Resolution to Amend Annual Salary Resolution.
- 15g. *3-21-81 Resolution to Approve Facade and Awning Improvement Contracts.
- 15h.. *3-21-82 Resolution to Approve Bills List.

16. Resolutions requiring a Separate Reading.

- 16a. 3-21-83 Resolution to Adopt Amended Rules of Order for 2021.
MOTION adopt/reject **ROLL CALL VOTE**
- 16b. 3-21-84 Resolution in Support of Senate Bill No. 2656/Assembly Bill No. 5301 that Requires Access to Law Enforcement Disciplinary Records as Government Records.
MOTION adopt/reject **ROLL CALL VOTE**
- 3-21-85 Resolution Opposing the Passage of A1571 and 1576.
MOTION adopt/reject **ROLL CALL VOTE**

17. Appointments.
18. Second Public Participation.
(3 minutes per speaker on any items; subject to 9PM conclusion prior to Work Session)
19. Recess (5 minutes).
20. Work Session Items: No formal action to be taken.
 - a. A1571 - Legislative proposal requiring prevailing wage for projects receiving tax abatements/exemptions (Hale).
 - b. Snow removal planning (George).
 - c. Accessible Parking Ordinance Amendments (Foster).
21. Goals.
22. Executive Session (if necessary).
23. MOTION to adjourn.
24. **Next Scheduled Meeting: March 16, 2021**

BOROUGH OF HIGHLAND PARK
NO. 3-21-70

RESOLUTION: Finance Committee

WHEREAS, N.J.S.A. 40A: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 operation 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 additional temporary budget appropriations be authorized:

ADOPTED: March, 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 2nd day of March, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

2021 Temporary Operating Budget

DESCRIPTION	ACCOUNT NUMBER	2021 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	55,000.00
Other Expenses	20-100-2	6,000.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	8,500.00
Other Expenses	20-110-2	5,000.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	44,000.00
Other Expenses	20-120-2	2,000.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	48,000.00
Other Expenses	20-130-2	3,000.00
ANNUAL AUDIT		
Other Expenses	20-135-2	7,000.00
TAX COLLECTION		
Salaries & Wages	20-145-1	30,000.00
Other Expenses	20-145-2	5,000.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	16,000.00
Other Expenses	20-150-2	3,500.00
LEGAL SERVICES		
Other Expenses	20-155-2	80,000.00
ENGINEERING		
Other Expenses	20-165-2	5,000.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Salaries & Wages	20-170-1	7,000.00
Other Expenses	20-170-2	26,000.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	28,000.00
CENTRAL SERVICES		
Other Expenses	20-316-2	20,500.00
LAND USE ADMINISTRATION		
PLANNING BOARD		
Salaries & Wages	21-180-1	2,000.00
Other Expenses	21-180-2	12,500.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	5,500.00
Other Expenses	21-185-2	1,000.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-195-2	500.00

INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	125,000.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	400,000.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	1,000,000.00
Other Expenses	25-240-2	65,000.00
OFFICE OF EMERGENCY MANAGEMENT		
Salaries & Wages	25-250-1	12,000.00
Other Expenses	25-252-2	6,000.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	4,000.00
FIRE		
Salaries & Wages	25-265-1	65,000.00
Other Expenses	25-265-2	22,000.00
MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	9,000.00
PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	450,000.00
Other Expenses	26-290-2	32,000.00
APARTMENT COLLECTION		
Other Expenses	26-305-2	60,000.00
PUBLIC BUILDINGS & GROUNDS		
Salaries & Wages	26-310-1	14,000.00
Other Expenses	26-310-2	46,000.00
MOTOR POOL		
Salaries & Wages	26-315-1	25,000.00
Other Expenses	26-315-2	43,000.00
STORMWATER MAINTENANCE		
Other Expenses	26-1297-2	8,000.00
BOARD OF HEALTH		
Other Expenses	27-330-2	500.00
ENVIRONMENTAL COMMISSION		
Other Expenses	27-335-2	250.00
COMMISSION ON IMMIGRANT & REFUGEE AFFAIRS		
Other Expenses	27-336-2	250.00
SAFE WALKING & CYCLING COMMITTEE		
Other Expenses	27-337-2	500.00

SUSTAINABLE HIGHLAND PARK		
Other Expenses	27-338-2	275.00
UNIVERSAL ACCESS COMMISSION		
Other Expenses	27-334-2	500.00
HISTORICAL COMMISSION		
Other Expenses	27-339-2	250.00
PARKS & RECREATION FUNCTIONS		
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	20,000.00
Other Expenses	28-370-2	4,000.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	55,000.00
Other Expenses	28-371-2	7,500.00
ARTS COMMISSION		
Other Expenses	28-374-2	500.00
SHADE TREE ADVISORY COMMITTEE		
Other Expenses	28-375-2	200.00
CELEBRATION OF PUBLIC EVENTS		
Other Expenses	30-420-2	1,250.00
TEEN CENTER		
Salaries & Wages	28-373-1	22,000.00
Other Expenses	28-373-2	
UTILITY EXPENSES & BULK PURCHASING		
ELECTRICITY		
Other Expenses	31-430-2	29,000.00
STREET LIGHTING		
Other Expenses	31-435-2	44,000.00
TELEPHONE		
Other Expenses	31-440-2	12,500.00
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	30,000.00
SANITARY LANFILL		
Other Expenses	32-465-2	95,000.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	92,000.00
Other Expenses	22-195-2	2,100.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	2,500.00
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	
COMMUNICATIONS		
Salaries & Wages	20-105-1	28,000.00
Other Expenses	20-105-2	6,000.00

MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	50,000.00
Other Expenses	43-490-2	3,200.00
PUBLIC DEFENDER		
Other Expenses	43-495-2	1,500.00
LIBRARY		
Salaries & Wages	29-390-1	200,000.00
Other Expenses	29-390-2	100,000.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
COUNTY HEALTH SERVICES		
Other Expenses	42-401-2	12,000.00
M.C.I.A. RECYCLING		
Other Expenses	42-402-2	4,000.00
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	4,500.00
PUBLIC AND PRIVATE PROGRAMS		
NJDEP Radon Awareness	41-724-2	
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	150,000.00
UNEMPLOYMENT COMPENSATION INSURANCE		
Other Expenses	23-225	
PUBLIC EMPLOYEES RETIREMENT SYSTEM		
Other Expenses	36-471-2	
POLICE AND FIREMAN'S RETIREMENT SYSTEM		
Other Expenses	36-475-2	
	TOTAL	3,786,275.00
DEBT SERVICE		
BOND PRINCIPAL	45-920-2	
NOTE PRINCIPAL	45-925-2	25,000.00
INTEREST ON BONDS	45-930-2	
INTEREST ON NOTES	45-935-2	
M.C.I.A. LEASE/LOAN	45-950-2	
DBIZ LOAN	45-925-2	
		-
	TOTAL	25,000.00

	3,811,275.00
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2021 Temporary Water and Sewer Budget

DESCRIPTION		2021 TEMPORARY BUDGET
OPERATING		
Other Expenses		1,000,000.00
Middlesex County Utilities Authority		643,000.00
		-
		-
		-
	TOTAL	1,634,000.00
DEBT SERVICE		
Payment of Bond Principal		
Interest on Bonds		
Interest on Notes		
	TOTAL	

BOROUGH OF HIGHLAND PARK
No. 2-21-71

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO SO. 6TH AVENUE, SO. 9TH AVENUE, NO. 9TH AVENUE, BENNER STREET AND BARNARD STREET, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$475,000.00 THEREFORE TO PAY THE COST THEREOF , passed on final reading at this meeting, be delivered to the Mayor for her approval, and if approved by her, 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 East Brunswick, 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 and that said Clerk shall annex to and publish with said Ordinance a Notice in substantially the following form –

The ordinance published herewith has been finally passed and the ten (10) day period of limitation within which suit, action or proceeding questioning the validity of such ordinance may be commenced has begun to run from the date of the first publication of this statement.

ADOPTED: March 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 2nd day of March, 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
CAPITAL ORDINANCE NO. 21-2017**

CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO SO. 6TH AVENUE, SO. 9TH AVENUE, NO. 9TH AVENUE, BENNER STREET AND BARNARD STREET, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$475,000.00 THEREFOR TO PAY THE COST THEREOF:

NOW, THEREFORE BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY AS FOLLOWS:

SECTION 1: The capital purpose described in Section 2 of the capital ordinance is hereby authorized as a general capital purpose to be undertaken by the Borough of Highland Park, in the County of Middlesex, State of New Jersey for the said improvement (s) or purpose stated in Section 2 hereof, there is hereby appropriated the sum of \$475,000.00 funded by a New Jersey Department of Transportation FY 2020 Municipal Aid Grant.

SECTION 2: The capital purpose hereby authorizes roadway improvements to So. 6th Avenue from Magnolia Street to Benner Street, So. 9th Avenue from Eden Avenue to Graham Street, No. 9th Avenue from Raritan Avenue to Abbott Street, Benner Street from So. 7th Avenue to So. 9th Avenue, and Barnard Street from Woodbridge Avenue to Central Avenue.

SECTION 3: The expenditure of the \$475,000.00 appropriation from the a New Jersey Department of Transportation FY 2020 Municipal Aid Grant, for the purpose set forth in Section 2 hereof in hereby authorized and approved.

SECTION 4: The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the office of the Clerk and is available for public inspection.

SECTION 5: This ordinance shall take effect immediately after final adoption as described in N.J.S.A. 40:49-2.

Introduced on first reading
by title: February 16, 2021

ADOPTED: March 2, 2021

ATTEST:

APPROVED: March 2, 2021

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

BOROUGH OF HIGHLAND PARK
No. 2-21-72

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO NO. 10TH AVENUE, SO. 10TH AVENUE, LEXINGTON AVENUE, ALCAZAR AVENUE AND AURORA STREET, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$438,225.00 THEREFORE TO PAY THE COST THEREOF , passed on final reading at this meeting, be delivered to the Mayor for her approval, and if approved by her, 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 East Brunswick, 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 and that said Clerk shall annex to and publish with said Ordinance a Notice in substantially the following form –

The ordinance published herewith has been finally passed and the ten (10) day period of limitation within which suit, action or proceeding questioning the validity of such ordinance may be commenced has begun to run from the date of the first publication of this statement.

ADOPTED: March 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 2nd day of March, 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
CAPITAL ORDINANCE NO. 21-2018**

CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO NO. 10TH AVENUE, SO. 10TH AVENUE, LEXINGTON AVENUE, ALCAZAR AVENUE AND AURORA STREET, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$438,225.00 THEREFOR TO PAY THE COST THEREOF:

NOW, THEREFORE BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY AS FOLLOWS:

SECTION 1: The capital purpose described in Section 2 of the capital ordinance is hereby authorized as a general capital purpose to be undertaken by the Borough of Highland Park, in the County of Middlesex, State of New Jersey for the said improvement (s) or purpose stated in Section 2 hereof, there is hereby appropriated the sum of \$438,225.00 funded by a New Jersey Department of Transportation FY 2021 Municipal Aid Grant.

SECTION 2: The capital purpose hereby authorizes roadway improvements to No. 10th Avenue from Abbott Street to Raritan Avenue, So. 10th Avenue from Raritan Avenue to Woodbridge Avenue, Lexington Avenue from Raritan Avenue to Municipal Border, Alcazar Avenue from Central Avenue to Cherry Street, and Aurora Street from So. 9th Avenue to So. 11th Avenue.

SECTION 3: The expenditure of the \$438,225.00 appropriation from the a New Jersey Department of Transportation FY 2021 Municipal Aid Grant, for the purpose set forth in Section 2 hereof in hereby authorized and approved.

SECTION 4: The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the office of the Clerk and is available for public inspection.

SECTION 5: This ordinance shall take effect immediately after final adoption as described in N.J.S.A. 40:49-2.

Introduced on first reading
by title: February 16, 2021

ADOPTED: March 2, 2021

ATTEST:

APPROVED: March 2, 2021

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

BOROUGH OF HIGHLAND PARK
NO. 3-21-73

RESOLUTION: Finance Committee

WHEREAS, an Ordinance entitled, BOND ORDINANCE AMENDING BOND ORDINANCE #1968 PROVIDING FOR THE APPROPRIATION OF A NEW NJDOT GRANT IN THE AMOUNT OF \$596,550 AND A REDUCTION IN THE AMOUNT OF PRIOR NJDOT GRANTS, has been introduced and duly passed on first reading;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that this Council meet at the Borough Hall, 221, South Fifth Avenue, Highland Park, New Jersey, on Tuesday, March 16, 2021 at 7:00 PM, for the purpose of considering said Ordinance on final passage.

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

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

ADOPTED: March 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 2nd day of March, 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 NUMBER 21-_____**

**BOND ORDINANCE AMENDING BOND ORDINANCE #1968
PROVIDING FOR THE APPROPRIATION OF A NEW NJDOT
GRANT IN THE AMOUNT OF \$596,550 AND A REDUCTION IN
THE AMOUNT OF PRIOR NJDOT GRANTS**

BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

SECTION 1. Bond Ordinance# 1968, finally adopted on September 4, 2018 (“Bond Ordinance #1968”) is hereby amended to reflect (i) the receipt of a 2019 New Jersey Department of Transportation (“NJDOT”) grant in the amount of \$596,550 (the “2019 Grant”) for the improvements set forth in Section 3 of Bond Ordinance #1968 and (ii) a reduction in the amount of prior NJDOT grants (the “Prior Grants”) from \$587,000 to \$209,964.16

SECTION 2. As a result of the amounts set forth in Section 1 hereof, the appropriation set forth in Bond Ordinance #1968 is hereby increased from \$2,287,000 to \$2,506,514.16 to reflect both the 2019 Grant and the reduction in the amounts of the Prior Grants.

SECTION 3. All other provisions of Bond Ordinance #1968 shall remain unchanged.

SECTION 4. This bond ordinance shall take effect twenty (20) days after the first publication hereof after final adoption, and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING
DATED: _____, 2021**

**JOAN HULLINGS,
Borough Clerk**

**ADOPTED ON SECOND READING
DATED: _____, 2021**

**JOAN HULLINGS,
Borough Clerk**

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2021.

**GAYLE BRILL MITTLER,
Mayor**

BOROUGH OF HIGHLAND PARK
No. 3-21-74

RESOLUTION: Finance Committee

WHEREAS, an Ordinance entitled, CAPITAL ORDINANCE PROVIDING FOR PHASE 2 INTERSECTION SAFETY IMPROVEMENTS IN THE BOROUGH OF HIGHLAND PARK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$250,000.00 THEREFOR TO PAY THE COST THEREOF; has been introduced and duly passed on first reading;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that this Council meet at the Borough Hall, 221 South Fifth Avenue, Highland Park, New Jersey, on March 16, 2021, at 7:00 PM, for the purpose of considering said Ordinance on final passage.

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

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

ADOPTED: March 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 2nd day of March, 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
CAPITAL ORDINANCE NO.**

CAPITAL ORDINANCE PROVIDING FOR PHASE 2 INTERSECTION SAFETY IMPROVEMENTS IN THE BOROUGH OF HIGHLAND PARK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$250,000.00 THEREFOR TO PAY THE COST THEREOF:

NOW, THEREFORE BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY AS FOLLOWS:

SECTION 1: The capital purpose described in Section 2 of the capital ordinance is hereby authorized as a general capital purpose to be undertaken by the Borough of Highland Park, in the County of Middlesex, State of New Jersey for the said improvement (s) or purpose stated in Section 2 hereof, there is hereby appropriated the sum of \$250,000.00 funded by a New Jersey Department of Transportation FY 2018 Safe Routes to School Grant.

SECTION 2: The capital purpose hereby authorizes Phase 2 Intersection Improvements throughout the Borough to facilitate safe and accessible walking to schools.

SECTION 3: The expenditure of the \$250,000.00 appropriation from the a New Jersey Department of Transportation FY 2018 Safe Routes to School Grant, for the purpose set forth in Section 2 hereof in hereby authorized and approved.

SECTION 4: The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the office of the Clerk and is available for public inspection.

SECTION 5: This ordinance shall take effect immediately after final adoption as described in N.J.S.A. 40:49-2.

Introduced on first reading
by title: March 2, 2021

ADOPTED:

ATTEST:

APPROVED:

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

BOROUGH OF HIGHLAND PARK
No. 3-21-75

RESOLUTION TO APPROVE WRECKER LICENSE

RESOLUTION: Public Safety Committee

WHEREAS, Oasis Towing, Edison Automotive Repairs, Inc., Dependable Motors, and Rich's Towing Service, Inc., have filed with the Clerk of this Borough for a Wrecker/Towing License to operate heavy duty wreckers in this Borough under the provisions of the Ordinance providing for such licenses; and

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

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

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

ADOPTED: March 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 2nd day of March, 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. 3-21-76

RESOLUTION AUTHORIZING ISSUANCE OF TAXI OWNER LICENSES FOR THE PURPOSE
OF OWNING A TAXI CAB IN THE BOROUGH OF HIGHLAND PARK

RESOLUTION: Public Safety Committee

WHEREAS, Robert Hala has filed with the Clerk of this Borough an application for an Owners License to operate taxicabs in this Borough under the provisions of the Ordinance providing for such licenses for the year 2021; and

WHEREAS, the Chief of Police and/or his designee has investigated said applicant sand has reported favorably upon said application;

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

BE IT FURTHER RESOLVED that the Borough Clerk shall be and is hereby authorized and directed to issue an Owner License to the aforesaid applicant.

ADOPTED: March 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 2nd day of March, 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. 3-21-77

RESOLUTION: Recreation and Arts Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mayor and Borough Clerk are hereby authorized and directed to execute, on behalf of the Borough, the ADRC Grant Agreement – Highland Park – Assisted Transportation, in the amount of \$10,000.00 for the Highland Park Department of Community Services, a copy of which is attached to the original of this resolution.

ADOPTED: March 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 2nd day of March, 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. 3-21-78

RESOLUTION AUTHORIZING AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES WITH JOSEPH PERSE OF CORNERSTONE ENVIRONMENTAL GROUP, LLC – A TETRA TECH COMPANY

RESOLUTION: Finance Committee

WHEREAS, the Borough of Highland Park has a need for the services of an Environmental Consultant who is a Licensed Site Remediation Professional (“LSRP”) in connection with litigation entitled JSM at Highland Park, LLC v. The Borough of Highland Park, Docket No. MID-L-4958-17; 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, Jonathan Perse, P.G., of Cornerstone Environmental Group, LLC – A Tetra Tech Company, is an LSRP licensed in the State of New Jersey; and

WHEREAS, Jonathan Perse, P.G. has already served as the Borough’s Environmental Consultant in connection with the above-referenced matter; and

WHEREAS, the Mayor and Council desire to provide a written agreement providing for the compensation of Jonathan Perse to continue to serve as the Borough’s Environmental Consultant; and

WHEREAS, funds for this purpose are not to exceed the amount of \$9,000.00 without further resolution of Council; and

WHEREAS, funds will be available for this purpose in the amount of \$9,000.00 in the Borough’s temporary or permanent budget for the Calendar Year 2021 in account No. 1-01-20-155-233, as reflected by the Certification of Funds 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 Jonathan Perse, P.G., LSRP, a copy of which is attached hereto, and that notice of this contract be published as required by law and that a copy of the executed Agreement be placed on file in the Office of the Borough Clerk.

ADOPTED: March 2, 2021

ATTEST:

Joan Hullings, BOROUGH CLERK

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$9,000.00 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 2nd day of March, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

February 11, 2021

***Privileged & Confidential
Prepared at the Request of Counsel***

Borough of Highland Park, NJ
c/o Eric E. Tomaszewski
Counsel / Partner
McManimon, Scotland & Baumann, LLC
75 Livingston Avenue
Roseland, New Jersey 07068

RE: Proposal for Continuing LSRP Expert Services
JSM v. Borough, et al. Superior Court of New Jersey, Middlesex County, MID-L-4958-17
Bucks Woods Property, South Sixth Avenue and Mansfield Street, Middlesex County, New Jersey
(Block 47, Lots 27 to 75)

Dear Mr. Tomaszewski:

Cornerstone Environmental Group, LLC, a wholly owned subsidiary of Tetra Tech (“Tetra Tech”) appreciates the opportunity to submit this Proposal to provide continuing Licensed Site Remediation Professional (“LSRP”) expert services for the above-referenced matter pertaining to the Buck Woods property located at South Sixth Avenue and Mansfield Street in Highland Park, Middlesex County, New Jersey (Block 47, Lots 27 to 75) – i.e., “the Site”. Tetra Tech provided their Expert Report for this matter on July 17, 2020. The following tasks are anticipated to be completed for the continued support of the above-referenced matter.

- Task 1: Preparation for Deposition
- Task 2: Attendance at Deposition
- Task 3: Communications and Coordination with Client and Counsel

Effort associated with the preparation for or attendance at trial will be provided under separate cover, if needed. The tasks included as part of this Proposal are provided below.

Task 1: Preparation for Deposition

The Tetra Tech expert will prepare for the anticipated deposition for this matter. This preparation is expected to include reviewing and digesting the previously-prepared expert reports (including rebuttals) as well as applicable documents, information, and/or data that are believed to be pertinent to the Tetra Tech deposition. This task also includes deposition coordination and preparation with Counsel and assumes that deposition preparation will be conducted virtually [i.e., in-person meeting(s) will not be required]. This task includes assisting Counsel with developing lines of questions during deposition of opposing expert(s) and developing strategy for the deposition of the Tetra Tech expert.

Task 2: Attendance at Deposition

The Tetra Tech expert will attend the deposition (assumed to be conducted over virtual platforms – i.e., an in-person deposition will not occur).

Mr. Tomaszewski
February 11, 2021

Task 3: Communications and Coordination with Client and Counsel

Tetra Tech has prepared an allowance for various communications with Client and Counsel as well as other miscellaneous project management tasks.

Cost Estimate

The Proposal described herein will be conducted on a time-and-materials basis with a budget of \$8,269. A breakdown of the budget with hours and expenses¹ is provided below:

Task #	Personnel	Estimated Hours	Units	Billing Rate	Total
1	Expert	16	Hours	\$223	\$3,568
	Support Staff	4	Hours	\$140	\$560
	Administrative	2	Hours	\$110	\$220
	Expenses	1	Each	\$130	\$130
2	Expert	8	Hours	\$223	\$1,784
	Expenses	1	Each	\$54	\$54
3	Expert	8	Hours	\$223	\$1,784
	Expenses	1	Each	\$169	\$169
TOTAL					\$8,269

The above breakdown is for budgeting purposes only. Actual hours billed and/or expenses may be higher or lower per task than what is provided above; however, Tetra Tech will not exceed the above budgetary estimate. If during the course of the project it becomes evident that a higher level of effort is necessary, we will notify you. Additional staff (if and as needed) beyond which is provided above will be billed at rates provided within the Fee Schedule enclosed as part of the April 1, 2020 proposal.

Schedule

Tetra Tech is prepared to initiate continuing work on this matter following authorization to proceed by signing and returning a copy of this Proposal as indicated below. If there are any questions or concerns regarding the work performed or the invoice amount, please feel free to contact the undersigned.

We look forward to the opportunity of working with you on this matter. Please do not hesitate to contact me at joe.perse@tetrattech.com if you have any questions or require additional information.

CORNERSTONE ENVIRONMENTAL GROUP, LLC – A TETRA TECH COMPANY

Jonathan "Joe" Perse, LSRP # 627729
Client Manager

This work will be governed in accordance with the previously provided Cornerstone General Terms and Conditions as well as the *April 21, 2020 Agreement for Professional Services*. We appreciate the opportunity to

¹ Expenses for this matter generally include communications (e.g., telephone, postage, couriers, etc.) and/or document production. Travel is assumed to not be required as part of the activities conducted during this proposal.

Mr. Tomaszewski
February 11, 2021

present this proposal for your review and approval and trust the information presented herein will meet your expectations. Any changes to the proposal must be accepted in writing by both parties. Please indicate your authorization of the proposal by signing in the space provided. Upon signing, return a complete copy to Tetra Tech. Please contact us if you have any questions or comments or require additional information.

Tetra Tech remains responsible for and is committed to ensuring the health and safety of its employees. We also have an obligation to you as our Client to perform a service in a cost-efficient manner. Tetra Tech affirms it will comply with the law and the applicable job site safety rules and other procedures established by governing authorities and our Clients. While Tetra Tech will continue to make a conscientious, good faith effort to honor the pricing and schedules detailed herein these challenging times necessitate that Tetra Tech reserve the right to make pricing and schedule adjustments as necessary. While not an exhaustive list of when an adjustment may be expected some examples are: Acts of God, terrorist acts, acts of local, municipal or federal governments, fires, floods, epidemics, quarantine restrictions, embargoes, supply chain interruptions or unusually severe weather. These adjustments will in all likelihood vary in nature due to the geographic location of the project and local conditions. We welcome conversations on what the above potentially entails and what can be done in mitigation.

This proposal and all enclosures have been reviewed and are hereby agreed to and approved.

Borough of Highland Park, New Jersey

By _____

Date _____

Name _____

Title _____

(please print)

BOROUGH OF HIGHLAND PARK
NO. 3-21-79

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH THE LOWER
RARITAN WATERSHED ASSOCIATION FOR COMMUNITY OUTREACH AND
EDUCATION SERVICES RELATED TO STORMWATER MANAGEMENT

RESOLUTION: Public Works and Public Utilities

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Administrator shall be and is hereby authorized to execute the Memorandum of Understanding between the Lower Raritan Watershed Partnership and the Borough of Highland Park.

BE IT FURTHER RESOLVED that said agreement, in a form approved by the Borough Attorney, shall be attached to the original of this resolution.

ADOPTED: March 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 2nd day of March, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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



Heather Fenyk, Ph.D., AICP/PP

Lower Raritan Watershed Partnership
Founder and Executive Director
P.O. Box 446
New Brunswick, NJ 08901
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hfenyk@lowerraritanwatershed.org
www.lowerraritanwatershed.org/

Memorandum of Understanding

between

The Lower Raritan Watershed Partnership

and

The Borough of Highland Park

REGARDING the LRWP Municipality MS4 Membership Program

This Memorandum of Understanding (MOU) establishes a working relationship between the Lower Raritan Watershed Partnership and the Borough of Highland Park with the goal of enrolling the Borough of Highland Park in the Lower Raritan Watershed Partnership Municipality MS4 Membership Program for the 2021 compliance period.

I. MISSION

- a. The mission of the Lower Raritan Watershed Partnership (LRWP) is to restore, enhance, and conserve, the natural resources of “New Jersey Watershed Management Area 9” (the Lower Raritan Watershed) through science-based stewardship, education and innovation.

The goals of the Municipality MS4 Membership Program are improving water quality in the Lower Raritan River, keeping our Lower Raritan communities clean, and aiding municipalities in meeting the educational requirements of the Municipal Separate Storm Sewer System (MS4) permit.



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- b. The Borough of Highland Park (Highland Park), like all governing bodies in New Jersey has a duty to protect the public health, safety and welfare of the community.
 - i. Furthermore, as part of that duty, State and Federal authorities have mandated local municipalities regulate stormwater discharged into waterbodies from separate storm sewer systems.
 - ii. The MS4 Program is mandated under the Clean Water Act and administered by the New Jersey Department of Environmental Protection (DEP).
 - iii. Through the MS4 program, local municipalities must obtain a permit to legally discharge stormwater into local streams and creeks. In order to meet the terms of this permit, municipalities are required to create a Stormwater Management Program (SWMP) designed to reduce the amount of pollution entering local waterbodies. Every SWMP must address the same 6 focus areas, also called Minimum Control Measures (MCMs) that are considered essential for successfully reducing stormwater pollution: Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping.



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Through the Lower Raritan Watershed Partnership's Municipality MS4 Membership Program, the LRWP is prepared to ensure compliance with Highland Park's Public Education and Outreach requirements.

Together, the Parties enter into this Memorandum of Understanding to enroll Highland Park in the LRWP Municipality MS4 Membership Program. Accordingly, the Lower Raritan Watershed Partnership and the Borough of Highland Park, operating under this MOU agree as follows:

II. PURPOSE AND SCOPE

The LRWP Municipality MS4 Membership Program will ensure compliance with the Borough of Highland Park's Public Education and Outreach requirements of the MS4 Program mandated under the Clean Water Act.

Membership in the Municipality MS4 Membership Program will delegate responsibility for Highland Park's compliance with Public Education and Outreach requirements to the Lower Raritan Watershed Partnership.*

**subject to conditions set forth in Section III.*

The Lower Raritan Watershed Partnership will implement a 12-point program designed to improve public awareness of causes of stormwater pollution and local stormwater ordinances, improve water quality in Borough Rivers and Streams.



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The fee for membership in the Lower Raritan Watershed Partnership Municipality MS4 Membership Program is \$6,000.00**, in exchange the Lower Raritan Watershed Partnership Municipality MS4 Membership Program will ensure compliance with Highland Park’s MS4 Public Outreach and Education Requirements for its Municipal Separate Storm Sewer System (MS4) permit.

***Additional costs to the Borough not included in the \$6,000 are optional program-specific costs associated with: community clean-up supplies and garbage removal, cartage and dumping, distribution of mailed materials, signage installation etc. See Section III for more details.*

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU.

The initial Lower Raritan Watershed Partnership, Municipality MS4 Membership Program representative is:

Name: _____

Phone: _____

Office Address: _____

Email: _____



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The initial Borough of Highland Park, Stormwater Coordinator representative is:

Name: _____

Phone: _____

Office Address: _____

Email: _____

The Lower Raritan Watershed Partnership and the Borough of Highland Park agree to the following tasks for this MOU:

The LRWP Municipality MS4 Membership Program will:

- Prepare a 12-Point Program to ensure Highland Park’s compliance with the MS4 Public Education and Outreach requirements from among the following selections:

<u>Category 1: General Public Outreach</u>		
Website & Social Media:	Develop materials and language for a Borough Stormwater website. Create stormwater-related content specific to Highland Park for distribution on the Borough website, e-newsletters and social media.	(1 point)
<i>Highland Park will be responsible for distribution of stormwater content on Borough websites, e-newsletters and social media.</i>		
Green Infrastructure Signage:	Post signs at municipally-owned Green Infrastructure sites that describe the function & importance of the infrastructure, etc.	(5 points max, 0.5 points per



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		new sign, 0.25 points for maintained sign)
<i>LRWP shall provide the content and design for signage. The cost for manufacture and installation signage shall be the responsibility of Highland Park.</i>		
<u>Category 2: Targeted Audiences Outreach</u>		
Stormwater Display:	Present a stormwater-related display or materials at any municipal event, at the municipal building or other public venue.	(1 point)
<i>Highland Park shall provide access to Borough display case(s) or public events</i>		
Ordinance Education:	Provide the content for a letter or e-mail from the Mayor or Municipal Official to every resident and business in the municipality highlighting the requirements and environmental benefits of specific ordinances (distribution in tax or water bills for maximum exposure).	(3 points)
<i>LRWP will be responsible for creating the content of the stormwater letter. Highland Park will be responsible for distribution of the letter or email.</i>		
Distribute Pet waste dispensers	Dispenser distribution including information on pet waste ordinances.	(2 points)
<i>Highland Park shall purchase pet waste dispensers. LRWP will coordinate design and distribution.</i>		
<u>Category 3: School / Youth Education & Activities</u>		
Water Education Workshops:	Provide one or more stormwater-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development provider.	(2 points)
<i>Highland Park shall advertise workshop in Borough schools and encourage staff participation. Highland Park must participate in order to earn these points</i>		
Educational Contest for Schools:	Hold an educational stormwater poster design contest in one or more Borough schools.	(3 points)



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<i>Highland Park shall advertise poster contest in Borough schools and encourage student participation.</i>		
Storm Drain Labeling:	Label and/or maintain storm drain labels.	(3 points)
<i>Highland Park shall allow access to, and authorization for labeling/relabeling of, Borough storm drains.</i>		
<u>Category 4: Watershed Regional Cooperation</u>		
Regional Stormwater Collaboration:	The LRWP offers an annual watershed workshop targeting stakeholders across the region.	(3 points)
<i>Highland Park must participate in order to earn these points</i>		
Community Activity:	Conduct a stream clean-up.	(3 points)
<i>LRWP will collect liability waivers from volunteers, however liability for the clean-up shall be the responsibility of Highland Park. Highland Park shall provide supplies (gloves, bags, etc.), removal of the collected litter, cartage and dumping.</i>		
<u>Category 5: Community Involvement Activities</u>		
Volunteer Stormwater Assessment or Stream Monitoring:	Stream monitoring for a waterbody in order to gauge health of the waterway through chemical, biological or visual monitoring protocols.	(3 points)

- The LRWP Municipality MS4 Membership Program shall collect relevant data and provide a report documenting work completed.



Heather Fenyk, Ph.D., AICP/PP

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- Compliance reporting to State and Federal authorities shall be the responsibility of Highland Park.

As a member of the Lower Raritan Watershed Partnership Municipality MS4 Membership Program, the Borough of Highland Park will:

- Submit MS4 compliance documentation to State and Federal Authorities.
- Provide necessary Authorization for the labeling of storm drains, the installation of signage, use of Borough display cases
- Distribute stormwater content created by the LRWP
- Advertise LRWP MS4 events within the Borough.
- Participate in MS4-related professional development workshops and regional collaboration workshops organized by LRWP
- Provide authorization to access Borough parks, streams, etc. as needed to conduct clean-ups or stream monitoring activities.
- Provide community stream clean-up supplies (gloves, bags, etc.), and provide for the removal of collected litter, including cartage and dumping.

The Lower Raritan Watershed Partnership and the Borough of Highland Park will work together to satisfy any and all Borough requirements for enrollment of Highland Park in the Lower Raritan Watershed Partnership Municipality MS4 Membership Program.



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IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of 1 year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

AUTHORIZATION

On behalf of the Lower Raritan Watershed Partnership, Municipality MS4 Membership Program, I agree to the terms contained in this MOU.

Heather Fenyk
Founder and Executive Director
Lower Raritan Watershed Partnership
Municipality MS4 Membership Program

Date

Teri Jover
Business Administrator
Borough of Highland Park

Date

BOROUGH OF HIGHLAND PARK
No. 3-21-80

RESOLUTION AUTHORIZING AMENDMENT TO ANNUAL SALARY RESOLUTION

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk be and is hereby authorized and directed to notify the Borough Finance Director that since the adoption of a resolution on January 5, 2021 showing the names of the officers and employees of the Borough of Highland Park whose salaries are on an annual basis, there have been the following changes, to wit:

EMMA MISSEY, Assistant to the Borough Administrator/Project Manager, at an annual salary of \$56,100.00, effective March 2, 2021.

ANDREW BERARDO, Firefighter Supervisor, at an annual salary of \$18,860.00, effective January 1, 2020.

ANDREW BERARDO, Firefighter Supervisor, at an annual salary of \$19,227.00, effective January 1, 2021.

NORMAN SHAMY, Acting Firefighter Supervisor, \$500.00 per month, effective March 1, 2021.

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk be and is hereby authorized and directed to notify the Borough Finance Director that since the adoption of a resolution on January 7, 2020 showing the names of the officers and employees of the Borough of Highland Park whose salaries are on an hourly basis, there have been the following changes, to wit:

ANNMARIE PARKER, Crossing Guard, at an hourly rate of \$19.36, effective February 22, 2021.

DONASHE SMITH, Building Maintenance Worker, at an hourly rate of \$22.22, effective March 1, 2021.

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

ADOPTED: March 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 2nd day of March, 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. 3-21-81

RESOLUTION: Economic Development and Planning Committee

WHEREAS, the following business/property owners have submitted a completed application to the Borough of Highland Park for matching grant under the Highland Park Façade Improvement Program and/or the Highland Park Awning Promotion Program, both funded through the Community Block Development Grant and further described on the Purchase Requisition attached to the original of this resolution for the location designated, to wit:

APPLICANT
What the Cluck NJ, LLC

BUSINESS LOCATIONS
323 Raritan Avenue

WHEREAS, the Main Street Design Committee has reviewed the applications and has recommended that the above applications be approved by the Mayor and Council; and

WHEREAS, funds for this purpose will be available in Account No. G-02-41-707-001 in the amount of \$3,000.00, as reflected by the Certification of Funds Available by Chief Financial Officer, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the application from the above named business/property owner be approved for funding under the Highland Park Façade Improvement and Awning Promotion Program in the amount set opposite, to wit:

APPLICANT
What the Cluck NJ, LLC

AMOUNT
\$3,000.00

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the applicant, Finance Department and the Main Street Executive Director forthwith.

APPROVED: March 2, 2021

ATTEST:

JOAN HULLINGS, BOROUGH CLERK

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$3,000.00 ACCOUNT NO. G-02-41-707-001 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 2ND day of March, 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. 3-21-82

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 3/2/2021 can be found in the Bills List Journal Book No. 41.

ADOPTED: March 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 2nd day of March, 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. 3-21-83

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 was taken at the Borough Council regular meeting on February 16, 2021 approving amendments to the Rules of Order; and

WHEREAS, as a result of the roll call vote on February 16, 2021, the Borough Council will again consider the adoption of amended Rules of Order at its meeting on March 2, 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 agrees 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 of the Highland Park Council voted again on March 2, 2021 to amend said Rules of Order. This vote was the second vote that was taken at successive regular meetings of the Borough Council.
3. The proposed Amended Rules of Order dated March 2, 2021 are on file at the Office of the Borough Clerk and may be inspected during regular office hours.

ADOPTED: March 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 Council of the Borough of Highland Park on a roll call vote by two-thirds members of said Council at its regular meeting on the 2nd day of March 2021. A similar resolution, approving amendments to the Council Rules of Order had previously been adopted at the Borough Council meeting held on the 16th 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, NEW JERSEY
RULES OF ORDER FOR THE
HIGHLAND PARK BOROUGH COUNCIL**

Adopted: March 2, 2021

ARTICLE I.

The deliberations of the Highland Park Borough Council shall be governed by Robert's Rules of Order, Newly Revised. The Borough Attorney shall be the Parliamentarian when he or she is present. In the absence of the Borough Attorney, the Borough Clerk shall serve as Parliamentarian.

Any questions arising not provided for in the rules hereinafter set forth shall be determined by the rules set forth in Robert's Rules of Order, Newly Revised.

ARTICLE II.

Section I. Regular Meetings

The Regular meetings which may include a Work Session of the Highland Park Borough Council shall be held on the first and third Tuesdays of every month, unless otherwise scheduled and noticed by Council, and except from June through August when the meeting schedule may be revised by a Resolution of the Borough Council adopted at the Annual Organizational Meeting, and shall be called to order at 7:00 p.m. All Regular Meetings shall be held in the Borough Hall Council Chambers; provided, however, during a declared State of Emergency said meetings may be held virtually. Any change in venue of the Regular Meeting shall be duly noticed as required by law.

Section 2. Holidays

When the day fixed for any Regular Meeting of the Governing Body falls upon a day designated by law as a legal, state, national, or religious holiday, such meeting shall be held at the same hour on the next succeeding day not a Saturday, Sunday, or holiday. Notice shall be provided to the media and otherwise in a manner likely to reach the public.

Section 3. Special Meetings

The Mayor shall, when he or she deems necessary, call Special Meetings of the Borough Council. In cases of the Mayor's neglect, absence, or refusal, any four (4) members of the Borough Council may call a Special Meeting at such time and in such place within the Borough as they may designate by resolution. In all cases of Special Meetings, reasonable advance notice (considered to be 48 hours, except in the case of emergency) shall be given to the Mayor and all members of the Council or left at their place of residence (NJSA 40:48-24). Only business specified in the notice or resolution calling for the Special Meeting may be transacted.

Section 4. Annual Meeting

The Borough Council shall hold an Annual Organization Meeting during the

first seven (7) days of January in the Borough Council Chambers, virtually during a declared State of Emergency, or such other place as may be designated by the Borough Council by resolution or motion. The meeting shall be called to order at 7:00 p.m. At this meeting, the Mayor shall give his or her annual report on behalf of the governing body, elect one of its members to serve as Council President for the ensuing year, adopt its Rules of Order, adopt its meeting schedule for the year, announce Council Standing Committees, make annual appointments, and transact such other business as properly may be brought before the body.

Section 5. Adjourned Meetings

Adjourned Meetings shall be called to order and held at the time and place appointed by the motion or resolution under which they are held.

Section 6. Open Public Meetings Act

State statutes provide that all meetings described in this Article shall be open to the public (Chapter 231, P.L. 1975), subject to provisions allowing for Executive Session discussion. The Open Public Meetings statement shall be read by the presiding officer at all Regular and Special Meetings. The agenda for a Regular or Special Meetings shall be prepared, to the extent known, at least 48 hours prior to said meeting, except in the case of an emergency. Any virtual meetings permitted by Section 1 of this Article shall likewise be noticed as required by the Open Public Meetings Act, N.J.S.A. 10:4-8(b).

Section 7. Quorums

A quorum shall be as provided by the Revised Statutes of the State of New Jersey, viz. three (3) Councilpersons and the Mayor, or in the absence of the Mayor, four (4) Councilpersons (NJSA 40A:60-3.d). If no quorum exists at any particular meeting, then those assembled shall have power and are hereby authorized to set a new meeting date and then adjourn. In all cases, reasonable advance notice (considered to be 48 hours, except in the case of emergency) of the new meeting date shall be given to the Mayor and all members of Council or left at their place of residence for a Special Meeting (N.J.S.A. 40:48-24).

When a sufficient number of members to constitute a quorum is present, the Mayor, or in his or her absence, the President of Council, or in the absence of both, the Council member having the longest continuous term as such, shall call them to order, whereupon each member shall take his or her seat. In the case of two members both having the same term of service, the member to preside shall be determined by "lot" among those having equal longest service.

Section 8. Notice of Regular Meetings

The schedule of all Regular Meetings shall be adopted at the Annual Organization Meeting and shall be published and advertised according to law.

Section 9. Attendance Requirements

An office of any person appointed to the Council for a specified term shall be

deemed vacant if a member, without being excused by a majority of the authorized members of such body, fails to attend and participate at meetings of such body for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such body shall notify the appointing authority in writing of such determination, provided, further, that the Council may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness or other reasonable excuse.

ARTICLE III.

Section 1. After the Call to Order, the Mayor shall request the Clerk to call the roll and note the absences. The Clerk shall also keep a record of attendance of the Clerk, the Attorney, and the Borough Administrator. In the event of the absence of the Clerk and the Deputy Clerk, the presiding officer shall appoint a Clerk pro tempore.

Section 2. The Clerk shall perform his or her duties according to the Revised Statutes of New Jersey. The Clerk shall record, publish and keep the minutes of all Regular and Special Meetings and shall keep the "Code of the Borough of Highland Park" properly and fully indexed; he or she shall perform all the duties usually devolving upon such officer; in addition, he or she shall perform such other duties as the Mayor and Borough Council may direct.

ARTICLE IV. REGULAR MEETING ORDER OF BUSINESS

Section 1. The business of each Regular Meeting shall be conducted in the following manner:

- (a) Call to Order.
- (b) Salute to the Flag (Pledge of Allegiance).
- (c) Roll Call.
- (d) Reading of Open Public Meetings Statement.
- (e) Agenda Review.
- (f) Honors and Awards.
- (g) Approval of Minutes.
- (h) Council Reports.
- (i) Mayor's Report.
- (j) Reports by Attorney, Administrator, Clerk and Other Professionals
- (k) Public Participation (21 minutes total; 3 minutes each speaker limited to items on this agenda including the Work Session).
- (l) Ordinances requiring a First reading.
- (m) Ordinances requiring a Second Reading.
- (n) Consent Agenda Items – Resolution.
- (o) Resolutions requiring a Separate Reading (as necessary).
- (p) Second Public Participation (3 minutes per speaker on any items, subject to 9:00 p.m. conclusion prior to the Work Session).
- (q) Recess – 5 minutes. (unless waived by a majority of Council).

- (r) Work Session – Shall begin by 9:00 pm unless extended by majority vote of the Councilpersons present at the meeting; Discussion by Members of Council on pending items and Council Member goals; no formal action to be taken; no public participation subject to 10:00 p.m. conclusion.
- (s) Executive Session Resolution (if needed).
- (t) Adjournment

Section 2. The aforesaid Order of Business at any meeting may be changed by a majority vote of the members of the Borough Council present at the meeting.

Section 3. All Consent Agenda Items, identified by an asterisk (*) as shown on the Regular Meeting Agenda, and having been properly posted for the public's perusal prior to the beginning of the meeting, shall be considered in the form of one motion by Borough Council, as provided for in Ordinance 918.

If any member of the Borough Council requests of the Mayor that a Consent Agenda Item be considered and voted upon independently of all other Consent Agenda Items, then that item will be read by title and a separate vote will be taken. All other Consent Agenda Items not affected by the request shall be considered in the form of one motion by the Borough Council.

Section 4. All Regular Meetings shall end by 9:00 PM. This time may be extended by majority vote of the Councilpersons present at the meeting. All Work Sessions shall end not later than 10:00 p.m. This time may be extended by a majority vote of the Councilpersons present at the work session. A unanimous vote of the Councilpersons present at the Work Session shall be required to extend the meeting beyond 11:00 p.m.

ARTICLE V. WORK SESSION ORDER OF BUSINESS

Section 1. Agenda items for the Work Session for the Engineer, Administrator, Attorney and other professional reports shall be submitted to the Clerk by the Thursday preceding the Regular or Special Meeting for inclusion on the Meeting agenda .

Section 2. All discussion items shall be submitted to the Clerk by the Thursday preceding the Regular or Special Meeting for inclusion on the Work Session agenda. The Clerk shall list the initials of the Councilperson responsible for a particular discussion item on the Work Session agenda next to that item, along with the date on which the item was first placed on the agenda. Except for the most routine or for emergent matters, no Councilperson may list a matter, unless he or she has taken the matter through the appropriate Standing Committee for recommendation to the full Council or to the Standing Committee on Administration for assignment to a Council Standing Committee. Should a Councilperson have a question about whether a matter is routine or not, he or she should consult the Standing Committee on Administration for direction.

Section 3. All Work Sessions of the Regular or Special Meeting shall end not later than 10:00 p.m. This time may be extended by majority vote of the Councilpersons present at the meeting. A unanimous vote of the Council shall be required to extend the Work Session beyond

11:00 p.m.

ARTICLE VI. THE MAYOR

Section 1. The Mayor shall preside over the deliberations of the Borough Council and shall conduct the meetings, thereof, and shall also participate in the determination of Borough affairs to the extent permitted by statute (NJSA 40A:60-3g et seq. and also N.J.S.A. 40A:60-5h).

Section 2. The Mayor shall, on all occasions, preserve the strictest order and decorum. The Mayor may interrupt, warn or terminate an attendee of the Council meeting if the attendee's statement or comment is too lengthy, abusive, obscene or irrelevant. The Mayor may direct the attendee to leave the meeting when the attendee does not observe reasonable decorum.

Section 3. When two or more Councilpersons wish to speak at the same time, the Mayor shall designate the one entitled to the floor. The Councilperson may speak once recognized by the Mayor.

Section 4. The Mayor shall decide all questions of order without debate, subject to an appeal to the Borough Council, and may call upon the Council President or Borough Attorney for an opinion on any questions of order.

Section 5. The Mayor shall not make promises or commitments to anyone which directly, or by inference, bind the Borough Council.

Section 6. The Mayor shall be a member ex officio of all Borough Council Standing, Special and Ad Hoc Committees and shall be informed in advance, and in writing, of all meetings of such Committees.

Section 7. In the absence of the Mayor, or in the event that he or she is unable to perform his or her duties, the President of Council, or in his or her inability to act, the Councilperson having the longest term as such, shall act as Mayor as provided by statute (NJSA 40A:60-3).

Section 8. The Mayor shall see that all matters referred to the Council Standing Committees are acted upon and reported promptly.

Section 9. The Mayor shall provide final approval of Regular or Special Meeting agendas. In this connection, the Mayor will consult with Council President and the Borough Clerk or his or her deputy on a bi-weekly basis concerning the Regular or Special Meeting agendas. He or she will ensure that all non-routine items have been duly considered by the appropriate Council Standing Committee or the Standing Committee on Administration before allowing them to be listed on the Regular or Special Meeting agendas, and he or she will rule on whether or not a matter is to be considered routine when questions from members of the Governing Body arise. A matter shall be added to the Regular or Special Meeting agendas if five (5) or more Members of Council make the request of the Council President to have the Mayor add it. Any items so added to the agenda shall not be presented for a vote by the Council until the full Council reviews the agenda

item at the next work session of Council.

ARTICLE VII. BOROUGH COUNCIL PRESIDENT

Section 1. President of Borough Council

By a majority vote, the Borough Council, at its Annual Organization Meeting, shall elect for the Calendar Year a Borough Council President from its number who shall preside at all meetings when the Mayor does not preside. The President shall hold office for one year until the next Annual Meeting. He or she shall have the right to debate and vote on all questions before the Borough Council. If the Borough Council, at its Annual Meeting, fails to elect a President, then the Mayor shall appoint the President from the Borough Council and no confirmation by the Borough Council shall be necessary.

Section 2. President or Senior Member of Borough Council as Acting Mayor

If the Mayor is absent from the Borough for a period of three days or for any reason is unable to act, the President of the Borough Council shall perform all the duties as Acting Mayor during such absence or inability. If the Mayor intends to be absent from the Borough for more than three days at any one time, he or she shall notify the President, in writing, of the intended absence, and the President shall become Acting Mayor from the time he or she receives the notice until the Mayor's return. If the President is temporarily unable to act, the Borough Council member having the longest term of service shall act temporarily for the President. Should more than one member of the Council have identical seniority, then the Acting Mayor shall be drawn by lot.

Section 3. Duties and Responsibilities of the Council President

In addition to the matters outlined in Sections 1. and 2., above, the Council President shall:

- a. Serve as overall liaison between the Governing Body and all authorities, boards, commissions, committees, and agencies, except as otherwise provided by statute or ordinance.
- b. Organize and oversee the annual goals and objectives sessions of the Governing Body and Governing Body reports at Work Session meetings on achieving said goals. In this connection, the Borough Council President, in cooperation with the Mayor and Borough Administrator, will solicit goals and objectives from all department heads, and he or she will solicit goals and objectives from the members of the Governing Body, all of which will be compiled into a package that will form the agenda for said discussions. The Borough Council President will conduct the goals and objectives sessions.

ARTICLE VIII. COUNCIL.

Section 1. The Council shall be the Legislative Body of the Borough.

Section 2. The Council shall be responsible to pass, adopt, amend and repeal any ordinances or resolutions for any purpose required for the government of the Borough.

Section 3. The Council shall annually adopt Operating and Capital Budget for the Borough.

Section 4. The Council may delegate executive responsibilities of the Borough to the Borough Administrator.

Section 5. The Council shall by resolution adopt Rules of Order annually which are consistent with the Code. The Rules of Order shall provide for Standing Committees of the Council.

Section 6. Council Member's comments may be construed as the voice of the governing body on public issues. Therefore, council members, when speaking or utilizing social or other media are subject to the Open Public Records Act (OPRA) and may be required to produce personal media devices or documents. Any Councilperson who maintains a social media page shall not remove or delete any posting because it is subject to OPRA. Any Councilperson shall indicate that they are expressing a position or opinion in their individual capacity as resident of the Borough and not in their capacity as a Councilperson unless specifically authorized by the Council to express a position or opinion on a public issue addressed and decided by the Council.

ARTICLE IX. BOROUGH COUNCIL STANDING COMMITTEES

Section 1. The following Standing Committees of the Borough Council shall be appointed at the Annual Organization Meeting: Administration; Recreation and Arts; Economic Development and Planning; Finance; Health and Welfare; Public Safety; and Public Works and Public Utilities. With the exception of the Administration Committee, which shall consist only of the Mayor and the Borough Council President, all other Standing Committees shall consist of three Councilpersons each and the Mayor as an ex officio member.

Section 2. Appointments to the Standing Committees of the Borough Council and of the Chairpersons thereof shall be made by resolution of Council, said resolution to be approved by a majority of Council at the Annual Organization Meeting of the Governing Body. All other Committee appointments shall be made in a like manner except where specified otherwise.

Section 3. Each Councilperson shall chair one of the six Standing Committees named in Section 1, above, and shall be a member of two others. The person whose name appears first on the Standing Committee Organizational Chart shall be the Chairperson thereof; the remaining names shall be listed in the order of their position on the Committee, it being the intention that each person shall serve in the first, second, and third positions. It shall be the duty of the Chairperson to give notice, in writing, to the Mayor and the other members of the Committee of the time and place of meetings. It shall be the duty of the Chairperson to schedule quarterly meetings, the first of which shall occur before the end of January of each year. It shall further be the duty of the Chairperson to see that written minutes be prepared and submitted to the Municipal Clerk of all Standing Committee meetings. It will be presumed that the first meeting held each year will constitute the organizational meeting at which Standing Committee priorities will be

determined. A report, oral or written, of the quarterly meetings shall be submitted to the Mayor and Council in timely fashion. Additional meetings of the Committees may be scheduled at the discretion of the Chairperson, and any scheduled Committee meeting during any quarter of the year may serve as the "official" quarterly meeting.

Section 4. In case of death, resignation, removal from office, or the inability or incapacity of a member to serve of any Standing Committee or of any elected or appointed official, a successor shall be appointed to the Standing Committee as provided for in Chapter 9 of the Borough Code. If a chairperson steps down of a Standing Committee, the remaining members of said Committee shall elect a new Chairperson. The Council may, by majority vote of its members, change existing committee assignments and/or chairpersons when it is in the best interests of the Borough to do so.

Section 5. Standing Committees are appointed to expedite and facilitate the work of the Borough Council within statutory limits, as the entire Borough Council is held responsible for any and all of its acts.

a. Standing Committees shall:

(1) Meet and report to Borough Council.

(2) Develop a written agenda for the year based on the annual goals adopted by the Committee, at its first quarterly meeting, which shall include specific goals and priorities that the Committee plans to address.

(3) Plan, study, direct, make recommendations with budgetary limitations, and carry on the routine activities for which it has primary responsibility.

(4) Perform such acts as may be assigned to it by the Borough Council.

b. Except as provided above, a Standing Committee shall not:

(1) Make budgetary commitments without prior approval of the Borough Council.

(2) Make promises or commitments to anyone which directly, or by reference, bind the Council.

(3) Act in such a manner or make any decision which sets a precedent or violates established policy.

Section 6. Special and Ad Hoc Committees may be created by motion or resolution of the Borough Council and shall consist of such number as shall be determined by such motion or resolution. Said Committees shall adhere to the same rules and procedures as the Standing Committees.

Section 7. The specific duties of the Standing Committees, i.e., the areas for which the Committees are responsible, are spelled out in the Table of Organization which is prepared

annually and which is appended to these Rules.

Section 8. The Chairperson of any Standing, Special, or Ad Hoc Committee shall record the minutes of all committee meetings.

ARTICLE X. NOMINATIONS TO AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES AND OTHER AGENCIES

Whenever a vacancy shall occur on one of the Borough's authorities, boards, commissions or committees, except for those authorities, boards, commissions, and committees for which the Mayor is the sole appointing authority, nominations to fill said vacancies shall be brought to the attention of the Council in writing, at least one week prior to the Council meeting when action is expected to be taken. Information to be provided shall include, at a minimum, the name, address, and telephone number of the nominee as well as information concerning his or her suitability to be appointed. Whenever possible, prior consultation with the authority, board, commission, or committee that has the vacancy shall occur, and the Councilperson proposing the name shall report on his or her discussions.

ARTICLE XI. ORDINANCES and RESOLUTIONS

Section 1. All Ordinances must be presented in writing. The procedure upon adoption of Ordinances shall be as fixed by statute.

Section 2. Upon the adoption of an Ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk who shall also notify the Borough's codification consultant in a timely fashion so that the codified ordinance books may be kept up to date. The assigned number of the Ordinance shall appear in the advertisement of such Ordinance.

Section 3. In the event an ordinance(s) has been introduced prior to the end of any given calendar year, and the second reading cannot be scheduled before the new calendar year commences, then in that event, any such pending ordinance(s) shall be deemed to have expired and is thereby void.

Section 4. Every resolution submitted for consideration of the Borough Council shall be presented in writing.

ARTICLE XII. ADOPTION AND TERM

The Rules of Order shall be adopted by a resolution of the Borough Council concurred in by a majority of the members of Council. The rules shall become effective immediately after adoption and shall remain in effect until the succeeding Annual Organization Meeting.

ARTICLE XIII. RULES OF DEBATE AND DECORUM

It is the responsibility of the Mayor to ensure that all speakers use a microphone when speaking and to announce that assistive listening devices are available.

Section 1. Except as otherwise required by Statute, or specifically provided in these Rules of Order, all action of the Borough Council shall be by a majority vote of those present. A member abstaining will be noted in the record, but will not count as a vote to achieve a quorum.

Section 2. Getting the Floor.

Every Borough Councilperson desiring to speak for any purpose whatsoever shall address the Mayor , and upon recognition, shall confine himself or herself to the question under debate.

Section 3. Interruption.

A Councilperson, once recognized, shall not be interrupted when speaking.

Section 4. When a motion has been made and seconded, it shall be so recognized by the Mayor before it is open for discussion, and after being thus stated, it shall be deemed in the possession of the Borough Council, but may be withdrawn or amended by the mover at any time before discussion.

Section 5. No member should abstain on a vote unless the Councilperson places on the record the reason for the abstention.

Section 6. A motion to adjourn shall always be in order and shall be decided without debate.

ARTICLE XIV. CORRESPONDENCE

Whenever a member of the Governing Body shall have occasion to prepare any correspondence or other document relating to his or her duties, a copy of such correspondence or other document shall be provided to the Borough Clerk for inclusion in the Borough files.

ARTICLE XV. AMENDMENTS

Section 1. The Mayor or any member of the Borough Council may propose amendment to these Rules at any Regular or Adjourned Meeting.

Section 2. The Mayor will then appoint a Special Committee of three members of the Borough Council to consider the proposed amendments. The Special Committee will present its recommendations at the next Regular or Adjourned Meeting of the Borough Council.

Section 3. The Rules may be altered or amended only by a two-thirds vote on a roll call,

taken at two successive Regular or Adjourned Meetings of the Borough Council.

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amended 05/03/09
amended 03/20/12
amended 09/03/13
amended 04/17/18
amended 12/14/18
amended 01/05/21
amended 03/02/21

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DRAFT

BOROUGH OF HIGHLAND PARK
NO. 3-21-84

RESOLUTION IN SUPPORT OF SENATE BILL NO. 2656/ASSEMBLY BILL NO. 5301
THAT REQUIRES ACCESS TO LAW ENFORCEMENT DISCIPLINARY
RECORDS AS GOVERNMENT RECORDS

RESOLUTION: Council as a Whole

WHEREAS, access to government records promotes general transparency in government, and can expose significant failings and provide insight into what can be done to effectuate meaningful change, which is especially critical in the context of police disciplinary records; and

WHEREAS, shielding police disciplinary records from the public is one action that significantly reduces trust in law enforcement and causes the community to believe that misconduct is being swept under the rug; and

WHEREAS, New Jersey lags far behind other states when it comes to transparency in the police internal affairs process and police disciplinary records, including states such as Florida, Colorado, Alabama, and New York; and

WHEREAS, Senate Bill No. 2656/Assembly Bill No. 5301 would make law enforcement disciplinary records accessible as government records under the New Jersey Open Public Records Act; and

WHEREAS, Senate Bill No. 2656/Assembly Bill No. 5301 provides that certain information pertaining to the law enforcement officer, or the officer's family, the complainant, or the complainant's family, and a witness, or the witness' family, will be redacted to sufficiently protect those individuals while providing transparency; and

WHEREAS, Senate Bill No. 2656/Assembly Bill No. 5301 provides that law enforcement disciplinary records include, but are not limited to: complaints, allegations, and charges; the name of the officer complained of or charged; the transcript of any disciplinary trial or hearing, including any exhibits; the disposition of any proceeding; and the final written opinion or memorandum supporting the disposition and discipline imposed including the agency's complete factual findings and its analysis of the conduct and appropriate discipline of the covered officer; and internal affairs records; and videos that record incidents that gave rise to complaints, allegations, charges, or internal affairs investigations; and

WHEREAS, the Mayor and Borough Council wish to urge State lawmakers to adopt legislation that would require access to law enforcement disciplinary records as government records, and that such records be retained for a certain period of time.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Mayor and Council of the Borough of Highland Park hereby urge 18th District Senator Patrick J. Diegnan, Jr. to support and co-sponsor Senate Bill No. 2656.

- 2. The Mayor and Council of the Borough of Highland Park hereby urge 18th District Assembly Members Sterley Stanley and Robert Karabinchak to support and co-sponsor Assembly Bill No. 5301.
- 3. A certified true copy of this Resolution, upon its adoption, shall be furnished to 18th District Assembly Members Sterley Stanley and Robert Karabinchak, and State Senator Patrick J. Diegnan, Jr.
- 4. A certified true copy of this Resolution, upon its adoption, shall also be furnished to the Governor of the State of New Jersey.

ADOPTED: March 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 2nd day of March, 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. 3-21-85

RESOLUTION OPPOSING THE PASSAGE OF A1571 & 1576

RESOLUTION: Council as a Whole

WHEREAS, The Mayor and members of the Highland Park Borough Council strongly believe in and support labor unions, collective bargaining, and paying workers a fair and reasonable wage; and

WHEREAS, The Mayor and Highland Park Borough Council also believe that it is a moral responsibility AND good fiscal stewardship to ensure that new housing developments in Highland Park meet or exceed the borough's Fair Share affordable housing requirements and by ordinance require new development to have 15% (for sale) and 20% (for rent) affordable units; and

WHEREAS, Payments in lieu of taxes (PILOTs) are the single-most powerful tool available to municipalities to encourage property owners and developers to make improvements to property or to locate a project in a distressed or blighted area; and

WHEREAS, PILOTs and tax abatements are granted only where the municipality has determined that the project would not occur but for the PILOT; and

WHEREAS, PILOTs and tax abatements have been instrumental in the construction of affordable housing, environmental remediation, historic preservation, and the installation of infrastructure; and

WHEREAS, A1571 and A1576 imposes prevailing wage requirements on any property where a public body has provided, approved, or authorized a tax abatement or tax exemption including PILOT agreements; and

WHEREAS, increasing the cost of already challenged projects by requiring a private property owner to pay prevailing wage for improvements on their property will prompt a greater demand on the municipality to provide additional concessions, concessions that are particularly difficult for small municipalities with limited development opportunities requiring the purchase and combining of small lots, like Highland Park; and

WHEREAS, one of the most recent Highland Park developments (31 River Road) would not have been possible without a PILOT agreement and as a result, it would have been more difficult, if not impossible, for the borough to meet its moral and legal obligation to provide affordable housing units to future residents of Highland Park; and

WHEREAS, Highland Park generally lacks the space for the type of large scale development projects where paying prevailing wages is not cost prohibitive; and

WHEREAS, the type of comparatively small development opportunities available to Highland Park are those that are least likely to be able to afford paying prevailing wages if this legislation advances, all future Highland Park redevelopment projects will likely not occur, or if they do occur, will force the municipality to accept less than optimal amounts of affordable housing; and

WHEREAS, Highland Park needs every tool available to encourage and spur post-COVID development, without the economy-stunting limitations of A1571 and 1576.

NOW, THEREFORE, BE IT RESOLVED that the governing body of Highland Park in the county of Middlesex strongly opposes A1571& 1576 and urge our legislators, and in fact all legislators, to oppose the same for the benefit of all New Jersey taxpayers; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to our State Senator Patrick Diegnan, State Assembly Representatives Robert Karabinchak and Sterley Stanley as well as Senate President Steve Sweeney, Assembly Speaker Craig Coughlin, Governor Phil Murphy and the New Jersey State League of Municipalities.

ADOPTED: March 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 2nd day of March, 2021.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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