

BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING
JANUARY 3, 2023 – 7:00 PM

MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:

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

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

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

AGENDA

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

1. Clerk reports certification of election and qualifications of Councilpersons-Elect George and Hale.
2. Oath of Office and Allegiance administered to Councilperson-elect George.
3. Oath of Office and Allegiance administered to Councilperson-elect Hale.
4. Call to Order and Open Public Meetings Statement.
5. Pledge of Allegiance.
6. Invocation.
7. Roll Call.
8. Mayor introduces newly sworn Council Members.
9. Resolutions Requiring a Separate Reading.
 - 9.a 1-23-01 Resolution to Adopt Rules of Order
MOTION adopt/reject **ROLL CALL VOTE**
 - 9.b 1-23-02 Resolution to Adopt Mission Statement for the Borough of Highland Park
MOTION adopt/reject **ROLL CALL VOTE**
10. Mayor Calls for nominations for President of Council for 2023.

MOTION that the nominations be closed and the 2023 Council President election by acclamation.

11. Resolution Requiring a Separate Reading.

11.a 1-23-03 Resolution to Establish 2023 Council Standing Committees
MOTION adopt/reject **ROLL CALL VOTE**

12. Mayor's Annual State of the Borough Address.
MOTION to spread message upon minutes.

13. Consent Agenda Items - Resolutions

MOTION adopt/reject **ROLL CALL VOTE**

13.a *1-22-04 Resolution to Adopt Schedule of Meeting Dates

13.b *1-23-05 Resolution to Establish Garbage and Recycling Collection Schedule

13.c *1-23-06 Resolution to Designate Bank Depository for the Bail and General Accounts

13.d *1-23-07 Resolution to Designate Official Newspapers

13.e *1-23-08 Resolution to Adopt Certain Rules, Policies, and/or Procedures Governing Administrative and Organizational Matters

13.f *1-23-09 Resolution to Designate Certain Positions

13.g *1-23-10 Resolution to Adopt Rules and Procedures Governing Financial, Tax and Contractual Matters

13.h *1-23-11 Resolution to Establish Certain Fees

13.i *1-23-12 Annual Salary Resolution

13.j *1-23-13 Resolution Regarding the Appointment of Zoning Board of Adjustment and Planning Board Attorneys

13.k *1-23-14 Resolution to Appoint Temporary Chief Financial Officer, Nerea Champion, Pursuant to N.J.S.A. 40A:9-140.13(f)

14. Mayor Appoints the Following:

- ADA Coordinator - Scott Brescher
- Library Board of Trustees, Council Rep. - Phil George

MOTION adopt/reject **ROLL CALL VOTE**

15. Mayor Appoints the Following:

Arts Commission	Clara Scott
	Jennifer Evans
Board of Adjustment	Robert Rothberg
	Robert Holzapfel
Board of Health	Sarat Busari, Alt. No. 1
	Mickayla Ramrekha, Alt. No. 2
	Annette Sorbino
CDBG Advisory Committee	Deborah Morgan
	Edward Prince
Commission for Universal Access	Connell Hutkin, Alt. No. 1
Community Emergency Response Team	James Polos
	Bruce Nadler
	Susan Winter
	Ann-Sheryl White
	Rodolfo Juliani
	Nancy Wolf
	Elissa Kaplan
	Pamala Plastock
	Brian Douches
Community Food Pantry	Bruce Bush
	Susan MacKinnon
	Lynne Platt
	Kathi Lombardi
	Evelyn Sedehi
	Nancy "Muffin" Lord
	Laurel Kornfeld
	Janice Ballou
	Miriam Lefkowitz
	Oscar Sanchez Castro
Emergency Management Council	James Polos
	Jason Culver
	Richard Abrams
	Mordechai Gershen
	Norman Shamy
	William Heins
	Scott Brescher

	Kathleen Smith
	Teri Jover
	Kristina Nicosia
	Michael Wieczorkiewicz
	Kim McGraw
Employee Safety Committee	Jacklyn Vasquez
	Kim McGraw
	Lt. Thomas Hammill
	Michael Wieczorkiewicz
	Chief of Police Richard Abrams
	Brian O'Mara
	Jennifer Smith-Mullen
	Emma Von Thun
	Edward Corson
	Nicole Huff
	Norman Shamy
HP Gives A Hoot	Bill Winfrey
	Evelyn Sedehi
	Marilyn Pruce
	James Polos
	Michael Buchman
	Kamara Umbaugh
Library Board of Trustees	Helen Rovner
	Nancy Kranich
	Michele Rodrigues, Alt. School Superintendent
	Peichi Waite
Mayor's Wellness Campaign Committee	Dr. Patricia Whitley-Williams
	Dr. Elliot Frank
	Dr. Keren Ebel Avery
	Dr. Bruce Fisher
	Chris Woodward
	Ashton Burrell
	Pastor Greg McLendon
	Hayden Hsuing
	Dr. Norma Bowe
	Fr. Abraham Lotha
	Josh Pruzansky
	Dr. Clifton Lacy
	Ptl. Gaetano Paumbo

	Eric Gonzalez
Mayor's Mental Health Commission	Brian O'Mara
	Ken Kressel
	Karen Jarzabski
	Nicole Huff
	Dr. Norma Bowe
	Illana Bohm
	Ruth Beyer
	Elizabeth Asamoah
	Karen Jarzabski
Mayor's Equity Advisory Council	Carolyn Timmons
	Hayden Hsiung
	Kai Stevens
	Franklin Moreno
Municipal Alliance	Ashton Burrell, Youth Services Rep
	Lara Arp, Cave Program
	Irene Marx
	Brian O'Mara, Police Chief Designee
	Karen Lane, BOE SAC
	Kim McGraw, Older Adult Rep
	MAYOR
	Elizabeth Asamoah, HPEA Rep.
	Hailey Hsiung
	Hayden Hsiung
Public Information Committee	Olivia G. Parker
Recreation Advisory Committee	Ryan Potter
	Kenneth Haskins
	Andrea Alexander
	Nicholas Kambitsis
	Debbie Hehir
	Alex Duncan
	Yudi Davis
	Shawn Harrison
	Jay Weinberg
Rehabilitation & Redevelopment Screening Committee	Rebecca Hersh
	James Nicholas

	Wolfram Hoefler
	Rebecca Hand
Safe Walking & Cycling Committee	Colleen McKay-Wharton
	Coneen Aaron
	Ben Arenger
	Jan Verstraete
	Tracey Maiden
	Sean Meehan
	Peter Bilton
	William Winfrey
	Trish Sanchez
	Erin Kelley
	Sam Rosenthal
Shade Tree Advisory Committee	Roseanne Baruh
	Paul Sauers
	Mary Denver
	Aileen Coffey
	Karen Swaine
	Melanie McDermott
	Christy Van Horn
	Marcia Shiffman
	Margaret Ingate
	Karin Rabe
	William Solecki
Sustainable Highland Park	Paul Sauers
	Irene Riegner
	Wendy Rosen
	Olivia Park
	Rose DeLorenzo
	Irene Marx
	Tina Weishaus
	Claudia Faber
	Mark Lesko
	Christopher Perez
MOTION TO CONFIRM	ROLL CALL VOTE

16. Mayor Appoints the Following:

Planning Board	Scott Brescher
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	Padraic Millet, Mayor's Designee
	Dan Stern-Cardinale, Alt. 1
	Jeffrey Perlman
Library Board of Trustees, Mayor's Alternate	Ronald Wong
NO CONFIRMATION NECESSARY	

17. Resolutions Requiring a Separate Reading.

17.a 1-23-15 Resolution to Appoint Council Representative to the Planning Board - Elsie Foster

MOTION adopt/reject

ROLL CALL VOTE

17.b 1-23-16 Resolution Designating Council Representative to the Middlesex County CDBG Committee - Matthew Hale

MOTION adopt/reject

ROLL CALL VOTE

17.c 1-23-17 Resolution to Adopt 2023 Municipal and Water & Sewer Temporary Budgets.

MOTION adopt/reject

ROLL CALL VOTE

18. Public Discussion (15 minutes).

19. MOTION to adjourn.

20. **Next Scheduled Meeting:** January 17, 2023 @ 7:00 PM

**RESOLUTION NO. 1-23-01
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ADOPT RULES OF ORDER FOR 2023

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

WHEREAS, on March 2, 2021 the Borough Council of the Borough of Highland Park adopted amended Rules of Order for 2021; and

WHEREAS, the Borough of Highland Park Council wishes to adopt said Rules of Order for 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park, Middlesex County that the Rules of Order are hereby adopted to govern the proceedings of Council during the calendar year 2023 or until said rules are further amended by the Council.

BE IT FURTHER RESOLVED that the Rules of Order hereby adopted are on file in the Office of the Borough Clerk and may be inspected during regular office hours.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-02
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO ADOPT MISSION STATEMENT
FOR THE BOROUGH OF HIGHLAND PARK**

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mission Statement attached to the original of this resolution and on file in the office of the Borough Clerk shall be and is hereby adopted as the Mission Statement for the Borough of Highland Park.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:

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

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

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

**RESOLUTION NO. 1-23-03
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ESTABLISH 2023 COUNCIL STANDING COMMITTEES

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Standing Committees of said Council for the year 2023 shall be and are hereby established as follows:

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

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

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-04
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ADOPT SCHEDULE OF MEETING DATES

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following schedule of meetings for the year 2023 be and the same is hereby adopted.

SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR 2023

January	3	2023 Reorganization Meeting	7:00	PM
January	10	Redevelopment Entity Meeting	7:00	PM
January	17	Regular Meeting/Work Session	7:00	PM
February	7	Regular Meeting/Work Session	7:00	PM
February	14	Redevelopment Entity Meeting	7:00	PM
February	21	Regular Meeting/Work Session	7:00	PM
March	14	Regular Meeting/Work Session	7:00	PM
March	21	Redevelopment Entity Meeting	7:00	PM
April	4	Regular Meeting/Work Session	7:00	PM
April	18	Regular Meeting/Work Session	7:00	PM
April	11	Redevelopment Entity Meeting	7:00	PM
May	2	Regular Meeting/Work Session	7:00	PM
May	16	Regular Meeting/Work Session	7:00	PM
May	9	Redevelopment Entity Meeting	7:00	PM
June	13	Redevelopment Entity Meeting	7:00	PM
June	20	Regular Meeting/Work Session	7:00	PM

July	11	Regular Meeting/Work Session	7:00 PM
July	18	Redevelopment Entity Meeting	7:00 PM
August	1	Regular Meeting/Work Session	7:00 PM
August	15	Redevelopment Entity Meeting	7:00 PM
September	5	Regular Meeting/Work Session	7:00 PM
September	12	Redevelopment Entity Meeting	7:00 PM
September	19	Regular Meeting/Work Session	7:00 PM
October	10	Regular Meeting/Work Session	7:00 PM
October	17	Redevelopment Entity Meeting	7:00 PM
October	24	Regular Meeting/Work Session	7:00 PM
November	21	Regular Meeting/Work Session	7:00 PM
November	28	Redevelopment Entity Meeting	7:00 PM
December	5	Regular Meeting/Work Session	7:00 PM
December	12	Redevelopment Entity Meeting	7:00 PM
December	19	Regular Meeting/Work Session	7:00 PM

All Borough Council Meetings are held in Borough Hall, 221 South 5th Avenue, unless otherwise indicated. The Governing Body may take official action on matters at Special Meetings as well as Regular Meetings, as needed. The time the Work Session begins is dependent on Regular Meeting adjournment. Unless otherwise moved, Work Sessions are scheduled to be called to order by 9:00 P.M.

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

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-05
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ESTABLISH GARBAGE & RECYCLING COLLECTION SCHEDULE

WHEREAS, pursuant to the provisions of Section 6, of an ordinance entitled "AN ORDINANCE TO PROVIDE FOR THE COLLECTION OF REFUSE AND TRASH WITHIN THE BOROUGH OF HIGHLAND PARK, AND TO PROVIDE FOR MANDATORY RECYCLING OF SPECIFIED MATERIALS BY THE RESIDENTS AND COMMERCIAL ESTABLISHMENTS OF THE BOROUGH OF HIGHLAND PARK", adopted July 19, 1988, being known as Ord. No. 1146, the Borough Council shall adopt by resolution regulations governing the collection of all items;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highland Park that the following revised regulations shall be and are hereby adopted, to wit:

- a. There shall be no collections on the following holidays:
 - 1. New Year's Day
 - 2. Martin Luther King Day
 - 3. President's Day
 - 4. Good Friday
 - 5. Memorial Day
 - 6. Juneteenth
 - 7. Fourth of July
 - 8. Labor Day
 - 9. Columbus Day
 - 10. Veteran's Day
 - 11. Thanksgiving Day and the Friday After Thanksgiving Day
 - 12. Christmas Day.

b. Regular Refuse Collection

Residential Districts:

North Side and Triangle – Every Monday

South Side – Every Friday

If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday. Small amounts of yard debris, brush and branches, should be placed at the curb for collection on the same day as the regularly scheduled garbage collection.

Business District:

Mondays and Fridays

If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday.

c. Bulk Items

Bulk item pickup in 2023 will be by appointment only, except as noted below. Pick-ups will occur on Wednesdays in April, May, June, September and October. Details on how to make a reservation will be included on the waste/recycling collection schedule delivered to each home, as well as the Borough's website, social media and email outlets throughout the year.

There will be curbside bulk pick-up to coincide with the town wide yard sale weekend. Recycling pick-up will not take place that week.

d. Mandatory Recycling

Collection of glass, aluminum, tin, plastics, textiles, mixed paper, newspapers, and cardboard.

Business District:

Tuesdays

Residential Districts:

North Side and Triangle - Tuesdays

South Side – Thursdays

If pickup falls on a Borough holiday, pickup will be on Wednesday of the same week. There will be no recycling pick-up the week of the town-side garage sale or the week of Thanksgiving.

e. Leaves

Leaves are collected for recycling in Biodegradable leaf bags in October, November and December only, on a weekly basis.

f. Placement and Removal of Containers

Containers of regular refuse and recyclables should be placed at curbside no sooner than 6:00 p.m. or one hour before sundown of the day prior to the scheduled pickup and no later than 6:30 a.m. on the day of collection. Containers shall be removed no later than one hour after sundown on the day of collection.

g. Enforcement

The Superintendent of Public Works and the Borough Administrator will designate who within the Department will enforce this ordinance.

BE IT FURTHER RESOLVED that these regulations shall take effect as of the 1st day of January, 2023.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-06
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO DESIGNATE BANK DEPOSITORY FOR
THE BAIL AND GENERAL MUNICIPAL COURT ACCOUNTS**

WHEREAS, NJSA 40A:4-63 provides that money held in any separate fund shall be treated as moneys held in trust and shall not be diverted to any other purpose;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Unity Bank shall be the depository for the General Municipal Court Account and the Bail Account of the Borough of Highland Park for the period ending December 31, 2023 and the custodian shall be Judge Edward H. Herman, Municipal Court Judge.

BE IT FURTHER RESOLVED that all disbursements shall be made by check signed by Judge Edward H. Herman, Municipal Court Judge, or Tracey Horan, Municipal Court Administrator.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-07
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

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

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

2. That The Star-Ledger, Middlesex Edition, of Newark, NJ, shall be designated as the secondary official newspaper of the Borough of Highland Park.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-08
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO ADOPT CERTAIN RULES, POLICIES AND PROCEDURES GOVERNING
ADMINISTRATIVE AND ORGANIZATIONAL MATTERS**

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, New Jersey that the following rules, policies, and/or procedures are hereby adopted for the year 2023:

1. The Borough Administrator, Borough Attorney and Borough Auditor shall attend any Council Meetings at which there is a public information session or public hearing on the budget and any meeting at which it is anticipated that the budget is to be adopted. Any person who may be required to attend and not so named will have at least ten (10) calendar days' notice.
2. The Borough Council will not approve any expenditure of municipal funds, by either direct payment or reimbursement, when said funds are for dinner meetings, gifts, or any other purposes not associated with the official function of any Board, Commission, Committee, Authority or Agency of the Borough of Highland Park.
3. The Personnel Policies and Procedures Handbook/Manual, as revised and updated in November 2021, is adopted as official policy of the Borough for 2023.
4. Police weapons, being public property, will not be given to members of the Borough of Highland Park Police Department upon their retirement, termination of employment, or under any other circumstances.
5. The Blood Borne Pathogens Exposure Control Plan, as revised and updated in October 2021 and on file with the office of the Borough Clerk, is adopted for the year 2023.
6. The Borough Administrator shall establish as a priority the exploration of new shared services and cooperative agreements in the areas of personnel, equipment purchases, and repair and maintenance.
7. Borough Hall and the Community Center shall continue to operate on a modified schedule on Tuesdays by remaining open until 6:00 PM and closing on Fridays at 1:00 PM.
8. The following formula shall be used in those instances where the Governing Body agrees to reimburse residents for programs offered to the disabled by other municipalities upon request of the disabled individual or his or her guardian in order to insure access to Borough programs under the Americans with Disabilities Act:

Difference of non-resident and resident fee multiplied by the number of hours of Borough Program, divided by the number of hours of the Outside Program. In no case shall the reimbursement be more than the difference between the non-resident and resident fee.
9. The Policy Manual for the Use of Municipally Owned Buildings, as subsequently amended, is adopted as official policy of the Borough for 2023.
10. The Borough of Highland Park, upon seventy-two (72) hours notice to the Borough Clerk, will consider requests for auxiliary aids by any individual with a disability as defined under the Americans with Disabilities Act, and that the individual's choice of auxiliary aid will be given

primary consideration and will be honored, unless another effective means of communication exists or that the use of the means chosen creates an undue financial or administrative burden.

11. The Façade Improvement Program Policy, including Associated A.D.A. & Awning Programs, shall be adopted for the year 2023, as subsequently amended.
12. That the Facility Use Permit shall be required to be approved prior to the rental of the Senior/Youth Recreation Center or any other Borough facilities.
13. The Policy for Maintenance of Trees in the Borough Right-of-Way by Residents shall be adopted for the year 2023.
14. The Mayor, Borough Administrator or Borough Engineer shall be authorized to sign any and all permits and applications with State Agencies.
15. The Borough Administrator shall be authorized to administer the Volunteer Tuition Credit Program.

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

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-09
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO DESIGNATE CERTAIN POSITIONS FOR 2023

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following are designated in the positions opposite their name for the year 2023:

<u>NAME</u>	<u>POSITION</u>
Teri Jover, Borough Administrator	Insurance Commissioner to the Garden State Municipal Joint Insurance Fund
Emma Von Thun	Alternate Insurance Commissioner
Nerea Champion	Alternate Insurance Commissioner
Jennifer Santiago, Borough Clerk	Assessment Search Officer
Jennifer Santiago, Borough Clerk	Affirmative Action Public Agency Compliance Officer
Frank Troy	Recycling Coordinator Clean Communities Coordinator
Lori Majeski	Qualified Purchasing Agent

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

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-10
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

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

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following financial procedures are hereby established for the year 2023:

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

BANK

Unity Bank

2. Withdrawals from the following accounts shall be made on forms provided and signed by Borough Administrator or Chief Financial Officer and the Mayor:

Current	Dog License	Payroll
Trust Other	General Capital	Payroll Agency
Claims Fund	Water & Sewer Operating	Recreation Trust
Assessment Trust	Grants	Unemployment Trust
Water & Sewer Capital	Tax Collector’s Trust	COAH Trust
Charging Stations	Microgrid	

3. A centralized petty cash fund in the amount of \$500.00 shall be established in the Administration Department with the Borough Administrator serving as custodian. Such petty cash funds are to be used for purchases not to exceed \$25.00.
4. The Borough Administrator is authorized and directed to make, negotiate or award all purchases, contracts, or agreements, the cost of which does not exceed \$8,000.00, without a further resolution of this Council, except those purchases, contracts or agreements approved by the Library Board of Trustees; and that the Borough Council will continue to approve by individual resolutions all purchases, contracts and agreements, the estimated cost of which is in excess of \$8,000.00, except those purchases, contracts or agreements approved by the Library Board of Trustees.
5. Cash drawers are hereby established in the following departments and amounts in order to make change for in-person cash payments:

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

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

6. The “Cash Management Plan” as adopted by Resolution No. 4-98-154 on April 7, 1998 and attached to the original of that resolution shall be and is hereby adopted as policy to be utilized for the Borough of Highland Park for 2022, as required under NJSA 40A:5-14 of the Local Fiscal Affairs Law. Certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, the Borough Auditor and the Chief Financial Officer of the Borough.
7. The Borough Tax Assessor is hereby authorized to file counterclaims in tax appeals for certain properties that said Tax Assessor determines to be under assessed rather than over assessed, subject to the concurrence of the Tax Appeal Attorney.
8. The Tax Assessor shall be authorized to grant property tax exemption to Veterans suffering from 100% service-related disabilities as declared by the United States Department of Veterans Affairs

upon the filing of a claim demonstrating the right to an exemption; such property tax exemption shall be effective as of the date the completed application is received in the Tax Assessor’s Office.

9. The Borough Tax Assessor is hereby authorized to file tax appeals, on behalf of the Borough, as it may become necessary from time to time, to correct, amend, or update the records of said Tax Assessor.
10. The Borough Tax Collector is hereby authorized and directed to schedule and conduct an electronic/on-line tax sale during December, 2023, for all taxes and municipal charges unpaid as of November 11, 2023.
11. The Tax Collector shall be directed to collect interest at 8% per annum on the first \$1,500.00 of delinquency, and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date when any tax installment shall be payable and delinquent until the date said installment together with interest is paid, provided, however, that if any installment is paid within ten (10) days after the due date, then in that event there shall be no interest charged. The Governing Body may also fix a 6% penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency as billed, prior to the end of the fiscal year.
12. The Borough Tax Collector is hereby authorized to process, without further action by the governing body, the cancellation of any property tax refund of less than \$10.00, or any property tax delinquency of less than \$10.00, or any water and sewer refund or delinquency of less than \$10.00, together with interest, per calendar year.
13. The Mayor and Council do hereby authorize the Tax Collector to make any necessary water and sewer billing adjustments/corrections to any property that was billed incorrectly as deemed by the Borough Administrator or Chief Financial Officer and issue correct billings.
14. The Municipal Court is hereby authorized to accept credit card payment of Court fines subject to appropriate bank procedures.
15. The Finance Department is authorized to process bills for payment, without signatures from the vendor, for State Agencies, County Agencies, Municipal Agencies, Utility Companies, and other agencies that utilize lock boxes for payments (examples: FedEx, UPS, Pitney Bowes, The Home News Tribune, The Star Ledger, USPS, etc.).

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

I, Jennifer Santiago, 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 4th day of January, 2022.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-11
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ESTABLISH CERTAIN FEES

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following certain fees are hereby established for the year 2023:

1. That copies of official records requested by members of the public and other non-Borough persons, offices and entities shall be available through the Borough Clerk or other custodian upon payment of the following fees, which shall be based upon the total number of pages or parts thereof for each document for which a page or pages are requested:

8 ½ “ x 11” paper	\$.05	per page
8 ½” x 14” paper	.07	per page
11” x 19” paper	.07	per page
Election District Map	.75	
Zoning Map	1.50	
DVD/CD w/case	.90	
Blue burn Gramco CD	2.00	

2. That copies of police records maintained by the Police Department which are requested by members of the public and non-Borough offices and entities shall be available upon payment of the following fees for documents, pages or parts thereof:

Motor Vehicle Accident Reports and Investigation Reports

In person requests:

8 ½ “ x 11” paper	\$.05	per page
8 ½” x 14” paper	.07	per page
11” x 19” paper	.07	per page

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

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

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

Program Fees	Participant Fees		
	HP	Non-resident	
<u>Description</u>			
Late Fees	\$15.00	\$15.00	
Men's Basketball	\$30.00	\$40.00	(10 sessions)
Flag Football	\$110	\$145.00	
Adult Indoor Soccer	\$30.00	\$50.00	(10 sessions)
Adult Soccer on the turf	\$30.00	\$40.00	(10 sessions)
Soccer & Sports Clinics	\$60.00	\$85.00	(5 sessions)
Fall Soccer	\$80.00	\$95.00	
Youth Basketball	\$80.00	\$95.00	
Youth Baseball and Softball	\$80.00	\$95.00	
Men's Softball (per team)	\$300.00	\$300.00	
Women's Softball (per team)	\$300.00	\$300.00	
Tennis (Instructional)	\$96.00	\$136.00	(8 sessions)
Youth Track and Field	\$80.00	\$96.00	(8 sessions)
Volleyball - Adult	\$30.00	\$40.00	(10 sessions)
Israeli Dance	\$80.00	\$100.00	(10 sessions)
Fitness For All	\$80.00	\$100.00	(10 sessions)
Tai Chi	\$80.00	\$100.00	(10 sessions)
Adult Class 2X per week	\$130.00	\$160.00	(20 sessions)
Summer Camp	\$225.00	\$260.00	(per week)
Specialty Camps	\$245.00	\$290.00	(per week)
Before care	\$20.00	\$25.00	(per week)
Aftercare	\$30.00	\$40.00	(per week)
Before & Aftercare	\$40.00	\$50.00	(per week)
Table Tennis	\$40.00	\$48.00	(4 sessions)
Theater	\$180.00	\$230.00	
Chess	\$80.00	\$96.00	(8 sessions)
Art Class	\$50.00	\$60.00	(5 sessions)
Volunteer Led Clubs	\$30.00	\$40.00	(10 sessions)
Engineering/Coding	\$60.00	\$80.00	(5 sessions)
Art Class – Painting	\$60.00	\$80.00	(5 sessions)
Art Class – Ceramics	\$70.00	\$100.00	(5 sessions)
Adult Classes	\$10.00	\$12.00	Per session
Sports Sponsors	\$300	Supports a team in 1 sport	
	\$600	Supports teams in 3 sports	
Vendor Fees	\$150	Food Vendor	
	\$100	Small Merchandise Vendor	
	\$150	Large Merchandise Vendor	
	\$50	Any Highland Park Business	

In Town Yearly Membership	20.00	Per person
Out of Town Membership	90.00	Per person
Membership Late Fee	5.00	Per person
Senior Holiday Party & Luncheon	10.00	Per person
Craft Programs	5.00	Per session
Jewelry Workshop	5.00	Per session
Atlantic City Trips	35.00	Per trip (3/4 times per year)
NYC Broadway Shows	TBA	Based on show
Peddler's Village	15.00	Per trip
Smithville	15.00	Per trip
Delicious Orchards	5.00	Per trip
Longwood Gardens	TBA	Per trip
Hunterdon Hills Playhouse	60-80.00	Based on show
Villa Roma Resort Trip	TBA	
Jackson & Jersey Shore Outlets	10.00	Per trip
Pottery Studio Trip	5.00	Per trip
Long Branch/Point Pleasant Beach	10.00	Per trip
NJ Flower & Garden Show	5.00	Per trip
Diamond Tours Trips	TBA	Based on location
Rendezvous Travel Trips	TBA	Based on location
Cornucopia Cruise Trips	TBD \$60.00 and up	Spring & Fall
Monday Movie Donations	\$1.00	Per movie
Donation Drive	TBA	Spring & Fall (for Community
Senior Exercise Programs	1.00	Per class or payment plan on bundle
Zumba Gold	3.00	Per class

Turf Field

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

Running Track

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

To be eligible for a scholarship, participant must submit application by the due date and show proof of income eligibility. Residents eligible for free and reduced lunch pay for 40% of the program fee.

One coach per team receives a \$75 credit for use on a future program registration once coaching season is completed.

REFUND POLICY

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

4. That the Borough Clerk shall charge a Five (\$5.00) Dollar administrative fee for all resolutions approving refunds for fees, licenses, and permits issued by the Borough Clerk’s Office and paid to the Borough, which charge shall be deducted from the refund by the Finance Department.
5. That a fee of Twenty (\$20.00) Dollars shall be charged for all checks or credit cards presented to the Borough in payment of any tax, service, program, etc., that are returned by the bank for any reason, except that in cases where the check is returned in error by the bank, the Finance Director shall waive said fee.
6. That copies of the Highland Park Natural Resource Inventory prepared and published in its original state shall be available to the public at a cost of \$2.50 per black and white copy and \$15.00 per color copy. That copies of the Master Plan prepared and published in its original state shall be available to the public at a cost of \$4.50 per black and white copy and \$15.00 per color copy; and that copies of the Land Use Ordinance prepared and published in its original state shall be available to the public at a cost of \$17.50 per copy.
8. a. That the Borough Tax Collector shall charge a fee of \$100.00 to prepare duplicate certificate of tax sale for a lost or destroyed tax sale certificate.
 b. That the Borough Tax Collector shall charge a fee of \$50.00 to prepare a Certificate for Redemption of Certificate of Sale.
 c. That the Borough Tax Collector shall charge a fee of \$25.00 per tax sale notice mailing to property owners, said mailings not to exceed two (2). Such fee shall be added to the cost of said tax sales.
 d. That the Borough Tax Collector shall charge a fee of \$5.00 to prepare duplicate tax bill (first copy) and a fee of \$25.00 for each subsequent duplicate copy of the same tax bill in the same fiscal year.
9. That the Borough Clerk shall collect a fee for distribution of bid specifications in an amount to be determined by the Borough Engineer.
10. That Sustainable Highland Park shall collect a fee of \$75.00 for vendor participants in Earth Day celebration.

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

I, Jennifer Santiago, 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 3rd day of January 2023.

 Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 01-23-12
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk is hereby authorized and directed to notify the Finance Director that the following are the names of the officers and employees of the Borough of Highland Park whose salaries are on an annual and hourly basis:

Title	Employee Name	Longevity	2023 Pay Rate	Effective Date
Borough Administrator	Jover, Josephine		\$114,611.28	1/1/2023
Redevelopment Director	Jover, Josephine		\$15,918.12	1/1/2023
Assistant to the Mayor	Thompson, Carole		\$20,400.00	1/1/2023
Assistant to the Borough Administrator	Von Thun, Emma		\$58,366.44	1/1/2023
NPP Coordinator	Von Thun, Emma		\$9,000.00	1/1/2023
Borough Clerk	Santiago, Jennifer		\$96,900.00	1/1/2023
Registrar of Vital Statistics	Santiago, Jennifer		\$5,500.00	1/1/2023
Clean Communities Worker	Hudgins, Xavier		\$14.13	1/1/2023
Capital Projects Manager	Brescher, Scott		\$11,486.22	1/1/2023
Director of Code Enforcement & Construction Official	Brescher, Scott		\$111,936.84	1/1/2023
Zoning Subcode Official	Mullin, Michael		\$14,692.08	1/1/2023
Technical Assistant to the Construction Official (TACO)	Sorbino, Annette		\$55,215.00	1/1/2023
Housing Inspector	Sumano, Christian		\$50,874.00	1/1/2023
Planning, Zoning and Housing Clerk (Clerk Typist)	Valera Acosta, Tania N.		\$37,641.00	1/1/2023
Communications Coordinator	Jackson, Monica		\$77,616.90	1/1/2023
Camera Assistant	Chekenian, Dennis		\$150 per meeting	1/1/2023
Public Information Officer	Glazer, Harold		\$38,696.76	1/1/2023
Fire Subcode Official	Langon, Phillip		\$10,751.82	1/1/2023
Building Inspector	Luthman, Michael		\$18,012.18	1/1/2023
Plumbing Subcode Official/Inspector	Rossi, Michael A		\$22,038.12	1/1/2023
Electrical Subcode Official/Inspector	Varone, Mario		\$22,038.12	1/1/2023
Social Worker	Huff, Nicole		\$51,790.00	1/1/2023
Principal Clerk Typist (Comm. Svcs)	Molina, Janet	\$1,350.00	\$50,492.00	1/1/2023
Community Services Driver	Austin, Maria		\$44,716.00	1/1/2023
Instructor	Fricke, Donna		\$37.84	1/1/2023
Instructor	Spool, Beverly		\$38.64	1/1/2023
Director of Community Services	McGraw, Kimberly Ann		\$93,840.00	1/1/2023
Municipal Alliance Coordinator	McGraw, Kimberly Ann		\$7,500.00	1/1/2023
Driver - PT	Perez, Jose		\$26.00	1/1/2023
Recreation Coordinator	Sabovick, Annmarie		\$60,180.00	1/1/2023
Recreation Assistant II	Banks, Symone		\$21.22	1/1/2023
Seasonal Help (Recreation)	Cedarbaum, Michael		\$14.13	1/1/2023
Seasonal Help (Recreation)	Cedarbaum, Roie		\$14.13	1/1/2023
Seasonal Help (Recreation)	Chen, Tiberio		\$14.13	1/1/2023

Title	Employee Name	Longevity	2023 Pay Rate	Effective Date
Seasonal Help (Recreation)	Cole, Dorian		\$14.13	1/1/2023
Seasonal Help (Recreation)	Concepcion, Angeryca		\$14.13	1/1/2023
Seasonal Help (Recreation)	Eliam, Nagel		\$14.13	1/1/2023
Seasonal Help (Recreation)	Filhart, Sapir		\$14.13	1/1/2023
Recreation Assistant II	Ravee, Dvir		\$21.22	1/1/2023
Community Services Assistant (Aging)	Zielinski, Megan		\$45,598.00	1/1/2023
Sr. Laborer	Avila, Antonio		\$24.46	1/1/2023
Building Maintenance Worker	Batcha, Bradley		\$23.62	1/1/2023
Sr. Laborer	Bell, D'Andre		\$21.12	1/1/2023
Driver	Cahill, Robert C		\$35.77	1/1/2023
Driver	Chekenian, Dennis		\$30.32	1/1/2023
Driver	Corson, Edward T		\$36.63	1/1/2023
Master Laborer	Geoghan Jr, John		\$33.05	1/1/2023
Master Laborer	Gonzalez, Jose		\$35.07	1/1/2023
Equipment Operator	Kohler, Thomas C		\$37.51	1/1/2023
Driver	Milan, Michael J		\$35.77	1/1/2023
Administrative Assistant	Monte, Linda	\$1,350.00	\$64,964.00	1/1/2023
Driver	Reap, Jeffrey J		\$35.77	1/1/2023
Master Laborer	Rohan, Mark		\$33.05	1/1/2023
Master Laborer	Rohan, Rudolph		\$33.05	1/1/2023
Foreman	Troy, Frank		\$94,245.96	1/1/2023
Clean Communities Coordinator	Troy, Frank		\$1,500.00	1/1/2023
Recycling Coordinator	Troy, Frank		\$2,000.00	1/1/2023
Sr. Laborer	Walker, Walter		\$21.12	7/5/2022
Master Laborer	Webb Sr, James		\$26.62	1/1/2023
Superintendent of Public Works	Wieczorkiewicz, Michael		\$109,305.24	1/1/2023
Public Safety Telecommunicator	Altomonte, Neena		\$55,311.00	1/1/2023
Public Safety Telecommunicator	Cox, Kaitlyn M		\$59,418.00	1/1/2023
Public Safety Telecommunicator	Gonzalez, Sebastian		\$50,378.00	1/1/2023
Public Safety Telecommunicator	Keogh, Patrick		\$59,418.00	1/1/2023
Temporary Chief Financial Officer	Champion, Nerea		\$85,000.00	1/1/2023
Director of Finance	Majeski, Lori		\$53,060.40	1/1/2023
Payroll/Benefits Coordinator	Vasquez, Jacklyn		\$60,343.20	1/1/2023
Fire Fighter - FT	Santore, Frank		\$51,000.00	1/1/2023
Firefighter Supervisor	Shamy, Norman		\$62,424.00	1/1/2023
On-Call Firefighter	Keller, Lawrence Robet		\$22.23	1/1/2023
On-Call Firefighter	Blanchfield, William		\$22.23	1/1/2023
On-Call Firefighter	Fisher, Kenneth		\$22.23	1/1/2023
On-Call Firefighter	Inzano, Christopher G		\$22.23	1/1/2023
On-Call Firefighter	Meehan, Kevin B		\$22.23	1/1/2023
On-Call Firefighter	Morris, Jeffrey P		\$22.23	1/1/2023
On-Call Firefighter	Rampacek, Christopher		\$22.23	1/1/2023
On-Call Firefighter	Salvatore, Georgianna		\$22.23	1/1/2023
On-Call Firefighter	Thiel Jr, Lawrence		\$22.23	1/1/2023
On-Call Firefighter	Watt, Douglas F		\$22.23	1/1/2023
On-Call Firefighter	Ziobro, Christopher		\$22.23	1/1/2023
Master Circulations Coordinator	Drach Weidmann, Valeri		\$65,145.52	1/1/2023

Title	Employee Name	Longevity	2023 Pay Rate	Effective Date
Director Library Services	Jagers, Katherine M		\$104,806.00	1/1/2023
Senior Librarian, Youth Services	Jarzabski, Karen		\$81,047.00	1/1/2023
Senior Librarian, Adult Services	Johnson, Sherry R.		\$87,581.00	1/1/2023
Librarian, Adult Services	Levine, Nathalie		\$60,274.00	1/1/2023
Library Assistant	McKenna, Grace		\$44,312.00	1/1/2023
Senior Library Assistant	Udeshi, Indru M		\$54,400.07	1/1/2023
Administrative Assistant	Smith Mullen, Jennifer		\$44,834.00	1/1/2023
Substitute Librarian	Graham-Hicks, Alicia		\$32.11	1/1/2023
Librarian	Herniter, Carla		\$34.34	1/1/2023
Library Assistant	Herniter, Moriah		\$14.32	1/1/2023
Substitute Librarian	Kruglinski, Matthew		\$32.11	1/1/2023
Librarian	Larsen, Jennifer		\$34.34	1/1/2023
Library Assistant	Oriti, Joseph		\$14.32	1/1/2023
Substitute Librarian	Radeva, Irina		\$32.11	1/1/2023
Library Assistant	Raymondi, Jennifer		\$14.32	1/1/2023
Library Assistant	Shaw, Andrea		\$14.32	1/1/2023
Librarian, Youth Services	Squicciarini, Melaina		\$59,752.00	1/1/2023
Library Assistant	Teixeira, Rose		\$14.32	1/1/2023
Council Member	Canavera, Tara		\$4,324.00	1/1/2023
Council Member	Foster, Elsie		\$4,324.00	1/1/2023
Council President	George, Phillip		\$5,085.00	1/1/2023
Council Member	Hale, Matthew		\$4,324.00	1/1/2023
Council Member	Hersh, Matthew		\$4,324.00	1/1/2023
Council Member	Kim-Chohan, Stephany		\$4,324.00	1/1/2023
Mechanic	McAvoy, Delany		\$30.59	1/1/2023
Municipal Court Administrator	Horan, Tracey		\$79,203.00	1/1/2023
Municipal Court Judge	Herman, Edward H		\$45,186.00	1/1/2023
Administrative Assistant	Marcik, Janet		\$63,614.00	1/1/2023
Principle Clerk Typist (Det. Bureau)	Fromhold, Barbara		\$55,215.00	1/1/2023
Police Records Clerk	Garcia, Carolyn		\$37,641.00	1/1/2023
Police Officer	Bibby, Sean K		\$126,052.00	6/10/2023
Sergeant of Police	Culver, Jason C		\$140,314.00	1/1/2023
Police Officer	Dean, Caitlyn A		\$78,017.00	3/19/2023
Police Officer	DeCosta, Christopher		\$126,052.00	2/7/2023
Police Officer	Fitzgerald, Bryant		\$103,193.00	11/24/2023
Police Officer	Garley, Sean		\$126,052.00	1/1/2023
Police Officer	Garrity, Kevin M		\$126,052.00	1/1/2023
Police Officer	Giles, Alaina		\$126,052.00	1/1/2023
Sergeant of Police	Haas, Theodore F		\$140,634.00	1/1/2023
Police Officer	McGraw, Sean		\$126,052.00	1/1/2023
Police Officer	Nickas, Joseph		\$61,233.00	12/20/2023
Police Officer	Olarra, Jr., Joseph M		\$103,193.00	11/24/2023
Police Officer	O'Mara, Brian J		\$126,052.00	1/1/2023
Police Officer	Pacheco, Adalberto		\$94,801.00	1/1/2023
Police Officer	Palumbo Jr, Gaetano		\$126,052.00	1/1/2023
Police Officer	Reefer, Mark		\$52,841.00	2/1/2023
Police Officer	Sams, Roland		\$69,625.00	3/16/2023

Title	Employee Name	Longevity	2023 Pay Rate	Effective Date
Police Officer	Samson, Justin		\$52,841.00	12/1/2023
Sergeant of Police	Shiffner Jr, Kevin		\$135,874.00	1/1/2023
Sergeant of Police	Soden, David T		\$135,874.00	1/1/2023
Police Officer	Triana, Alexander		\$52,841.00	12/29/2023
Sergeant of Police	Wenskoski, Derek J		\$140,537.00	1/1/2023
Chief of Police	Abrams, Richard E		\$178,602.00	1/1/2023
Captain of Police	Curbelo, Jose L		\$165,948.00	1/1/2023
Lieutenant of Police	Hammill, Thomas M		\$156,728.00	1/1/2023
Lieutenant of Police	Sachau Jr, John A		\$152,633.00	1/1/2023
Crossing Guard	Aarons, Karen		\$20.14	1/1/2023
Crossing Guard	Ciorciari, Catherine		\$12,256.00	1/1/2023
Crossing Guard	Dorval, Julie		\$20.14	1/1/2023
Crossing Guard	Gordon, Carol		\$20.14	1/1/2023
Crossing Guard	Lopez, Christopher		\$20.14	1/1/2023
Crossing Guard	Morris, Lucille		\$12,256.00	1/1/2023
Crossing Guard	Rayside, Charlene		\$12,256.00	1/1/2023
Crossing Guard	Rhein, Jacqueline A		\$12,256.00	1/1/2023
Crossing Guard	Riddick Smith, Deborah		\$12,256.00	1/1/2023
Crossing Guard	Rousseau, Shirley		\$20.14	1/1/2023
Crossing Guard	Russel, O'Dell		\$20.14	1/1/2023
Crossing Guard	Stephen, Thoams		\$20.14	1/1/2023
Tax Assessor Clerk	Davies, Kathleen		\$24,459.60	1/1/2023
Tax Assessor	Mancuso, Thomas		\$52,089.36	1/1/2023
Principal Clerk Typist (Tax)	Autunnnale, Maryann		\$48,252.00	1/1/2023
Tax Collector	Ramos, Mildred		\$81,600.00	1/1/2023
Teen Center Coordinator	Burrell, Ashton		\$62,424.00	1/1/2023

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-13
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION REGARDING THE APPOINTMENT OF
ZONING BOARD OF ADJUSTMENT AND PLANNING BOARD ATTORNEYS**

WHEREAS, situations develop that require the appointment of special counsel to the Borough’s Zoning Board of Adjustment and Planning Board; and

WHEREAS, the need for special counsel cannot always be anticipated and accordingly cannot be included in the budgets of the Borough and of the Boards; and

WHEREAS, while the Governing Body recognizes the independent authority of its local boards, efficient and financially responsible local government needs and requires the cooperation of and communication by and between the local boards and the Governing Body;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that prior to any local board of the Borough entering into an agreement for special counsel where the monetary amount exceeds that appropriated to the local board by the Governing Body, the Governing Body shall be notified of the following:

- (a) The reason said appointment is necessary;
- (b) The name of the special counsel;
- (c) The hourly rate to be received by the special counsel;
- (d) An anticipated budget for the services to be rendered by the special counsel;

and

BE IT FURTHER RESOLVED that no agreements for special counsel shall be entered into, until such time as the Governing Body has had an opportunity to review the requested information and approve the funds necessary to compensate special counsel; and

BE IT FURTHER RESOLVED that the Governing Body requests that, whenever possible, agendas be prepared so that matters requiring the attendance of both the appointed board attorney and the special counsel are not heard on the same evening; and

BE IT FURTHER RESOLVED that no compensation shall be paid to a board attorney who does not attend either a regular or special meeting of the board to which he or she is appointed; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the chairpersons, secretaries and attorneys of the Boards, and to the Borough’s Finance Director.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-14
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO APPOINT TEMPORARY CHIEF FINANCIAL OFFICER,
NEREA CHAMPION, PURSUANT TO N.J.S.A. 40A:9-140.13(f)**

WHEREAS, Lori Majeski’s term as Chief Financial Officer for the Borough of Highland Park ends as of December 31, 2022; and

WHEREAS, the Borough of Highland Park is in need of a Chief Financial Officer as of January 1, 2023; and

WHEREAS, N.J.S.A. 40A:9-140.13(f) provides for the appointment of a temporary chief financial officer when a vacancy occurs in the office of chief financial officer following the appointment of a certified municipal finance officer to the office; and

WHEREAS, the governing body, as appropriate, may appoint, for a period not to exceed one year and commencing on the date of the vacancy, a person who does not hold a municipal finance officer certificate to serve as temporary chief financial officer; and

WHEREAS, Nerea Champion, who has served as Assistant Finance Officer for the Borough of Highland Park for 5 years, has successfully completed all of the necessary coursework related to the municipal finance officer certification and is awaiting the results of her final exam.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park in the County of Middlesex, State of New Jersey, that Nerea Champion be appointed as temporary chief financial officer, effective January 1, 2023 and ending December 31, 2023.

BE IT FURTHER RESOLVED that the Borough Clerk shall forward one (1) certified copy of this resolution to the Director of the Division of Local Government Services, and to Nerea Champion and the Director of Finance.

I, Jennifer Santiago, 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 4th day of January, 2022.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-15
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO APPOINT COUNCIL REPRESENTATIVE TO PLANNING BOARD

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilwoman Elsie Foster be and is hereby appointed as Council member of the Planning Board for a term expiring December 31, 2023.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-16
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION DESIGNATING COUNCIL REPRESENTATIVE
TO MIDDLESEX COUNTY CDBG COMMITTEE**

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilman Matthew Hale shall be and is hereby appointed to represent the Highland Park Governing Body as a member of the Middlesex County Housing and Community Development Committee for a term expiring December 31, 2023.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-23-17
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

WHEREAS, Section 19 of the Local Budget Law, NJSA 40A:4-19, provides that where contracts, commitments or payments are to be made prior to the final adoption of the 2023 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and the time therein provided, and

WHEREAS, the date of the adoption of this resolution is within the first thirty days of January, 2023; and

WHEREAS, 26.25 percent of the total appropriation in the 2022 General Operating and Water and Sewer Budgets exclusive of any appropriations made for debt service, capital improvement fund and public assistance is the sum of Four Million, Three Hundred Forty Two Thousand, Five Hundred Twenty Five Dollars and Seventy-Five Cents (\$4,342,525.75); and

WHEREAS, 26.25% of the Water and Sewer Budget for 2022, excluding any appropriations made for debt service, capital improvement fund and public assistance is One Million, Three Hundred Thirty Four Thousand, Four Hundred Sixty Three Dollars and Thirty-Eighty Cents (\$1,334,463.38); and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the attached temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer of the Borough.

I, Jennifer Santiago, 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 3rd day of January 2023.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

2023 TEMPORARY OPERATING BUDGET		
DESCRIPTION	ACCOUNT NUMBER	2023 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	50,000.00
Other Expenses	20-100-2	8,500.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	9,000.00
Other Expenses	20-110-2	5,000.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	50,000.00
Other Expenses	20-120-2	8,800.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	60,000.00
Other Expenses	20-130-2	16,000.00
ANNUAL AUDIT		
Other Expenses	20-135-2	10,000.00
TAX COLLECTION		
Salaries & Wages	20-145-1	40,000.00
Other Expenses	20-145-2	4,000.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	20,000.00
Other Expenses	20-150-2	3,500.00
LEGAL SERVICES		
Other Expenses	20-155-2	105,000.00
ENGINEERING & PLANNING		
Other Expenses	20-165-2	5,000.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Salaries & Wages	20-170-1	4,000.00
Other Expenses	20-170-2	30,000.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	35,000.00
CENTRAL SERVICES		
Other Expenses	20-316-2	21,000.00

LAND USE ADMINISTRATION		
PLANNING BOARD		
Salaries & Wages	21-180-1	2,000.00
Other Expenses	21-180-2	10,500.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	5,500.00
Other Expenses	21-185-2	1,500.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-195-2	500.00
INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	250,000.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	400,000.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	1,200,000.00
Other Expenses	25-240-2	62,000.00
POLICE DISPATCH/911		
Salaries & Wages	25-250-1	-
Other Expenses	25-250-2	-
OFFICE OF EMERGENCY MANAGEMENT		
Salaries & Wages	25-252-1	-
Other Expenses	25-252-2	3,500.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	4,000.00
FIRE		
Salaries & Wages	25-265-1	125,000.00
Other Expenses	25-265-2	27,000.00
LOSAP		
Other Expenses	25-265-2	-
MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	9,000.00

PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	350,000.00
Other Expenses	26-290-2	37,000.00
APARTMENT COLLECTION		
Other Expenses	26-305-2	60,000.00
PUBLIC BUILDINGS & GROUNDS		
Salaries & Wages	26-310-1	15,000.00
Other Expenses	26-310-2	60,000.00
MOTOR POOL		
Salaries & Wages	26-315-1	20,000.00
Other Expenses	26-315-2	35,000.00
HEALTH & HUMAN SERVICES FUNCTIONS		
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	-
SAFE WALKING & CYCLING COMMITTEE		
Other Expenses	27-337-2	500.00
SUSTAINABLE HIGHLAND PARK		
Other Expenses	27-338-2	250.00
HISTORICAL COMMISSION		
Other Expenses	27-339-2	250.00
PARKS & RECREATION FUNCTIONS		
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	30,000.00
Other Expenses	28-370-2	4,500.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	65,000.00
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
TEEN CENTER		
Salaries & Wages	28-373-1	20,000.00
Other Expenses	28-373-2	-
UTILITY EXPENSES & BULK PURCHASING		
ELECTRICITY		
Other Expenses	31-430-2	40,000.00
STREET LIGHTING		
Other Expenses	31-435-2	48,000.00
TELEPHONE		
Other Expenses	31-440-2	16,000.00
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	50,000.00
SANITARY LANFILL		
Other Expenses	32-465-2	115,000.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	90,000.00
Other Expenses	22-195-2	2,000.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	-
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	-
COMMUNICATIONS		
Salaries & Wages	20-105-1	30,000.00
Other Expenses	20-105-2	12,000.00
MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	46,000.00
Other Expenses	43-490-2	2,500.00
PUBLIC DEFENDER		
Other Expenses	43-495-2	1,500.00
LIBRARY		

Salaries & Wages	29-390-1	185,000.00
Other Expenses	29-390-2	110,000.00
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	-
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	4,000.00
PUBLIC AND PRIVATE PROGRAMS		
2022 NJUCF Stewardship		
		150,000.00
		-
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	125,000.00
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	-
DCRP		
Other Expenses	36-476-2	8,000.00
	SUBTOTAL	4,338,750.00
DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	45-920-2	1,095,000.00
INTEREST ON BONDS		
Other Expenses	45-930-2	314,495.00
M.C.I.A. LEASE/LOAN		
Other Expenses - Loans		157,828.00
Other Expenses - Leases	45-950-2	108,273.00

DBIZ LOAN		
Other Expenses	45-925-2	33,334.00
	SUBTOTAL	1,708,930.00

GRAND TOTAL	6,047,680.00
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2023 TEMPORARY WATER AND SEWER
BUDGET

DESCRIPTION		2023 TEMP
OPERATING		
Salaries & Wages		28,000.00
Other Expenses		385,000.00
Middlesex County Utilities Authority		405,000.00
Purchase of Water		515,000.00
STATUTORY EXPENDITURES		
Public Employee Retirement System		-
Social Security System		-
DEFERRED CHARGES		
Overexpenditure Budget Appropriation		-
	SUBTOTAL	1,333,000.00
DEBT SERVICE		
Payment of Bond Principal		395,000.00
Interest on Bonds		87,150.00

SUBTOTAL	482,150.00
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GRAND TOTAL	1,815,150.00
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