

BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX
TUESDAY, JANUARY 3, 2023

An Organization Meeting of the Mayor and Council of the Borough of Highland Park was held in Borough Hall, 221 South 5th Avenue, on Tuesday, January 3, 2023, at 7:04 PM.

The Clerk reported that the Middlesex County Board of Elections had certified the election of Philip George and Matthew Hale as members of the Borough Council of the Borough of Highland Park, and that once they have subscribed to the Oath of Office and Allegiance, they are qualified to assume their duly elected positions on the Governing Body.

Senator Patrick Diegnan administered the Oath of Office and Allegiance to Councilperson-elect George.

Senator Patrick Diegnan administered the Oath of Office and Allegiance for Councilperson-elect Hale.

Councilman George called the meeting to order at 7:04 PM and read the Open Public Meetings Statement.

Pastor Seth Kaper-Dale delivered the invocation.

Present: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan; Borough Attorney Schmierer; Borough Administrator Jover; Borough Clerk Santiago.

Absent: None.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Hersh, seconded by Councilwoman Canavera, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Resolution No. 1-23-01

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.

The following resolution, introduced by the Council as a Whole, was duly adopted on motion made by Councilman Hersh, seconded by Councilman George, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Resolution No. 1-23-02

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.

Councilman George called for nominations for President of Council for 2023. Councilman Hale nominated Councilwoman Foster to serve as Council President, and the nomination was seconded by Councilman Hersh, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Resolution No. 1-23-03

Resolution No. 1-23-03, was tabled from consideration on motion made by Councilwoman Foster, seconded by Councilman George, and carried by affirmative voice vote of all Councilmembers present.

Mayor delivered her State of the Borough Address and on motion made by Councilman Hersh, seconded by Councilman Hale, and carried by unanimous affirmative voice vote; the Borough Clerk was directed to spread the Mayor’s Address upon the official minutes of the meeting, as follows:

Senator Diegnan, Assemblyman Karabinchak, Commissioner Tomaro, honored guests and friends, thank you all for being here tonight. “Before I begin, I would like to take a moment to thank our former Mayor Gayle Brill Mittler for her hard work and dedication to our Borough. I wish her the very best of luck in all her endeavors. Gayle, I know that you are looking forward to spending much deserved time with your grandchildren and most definitely some well needed R & R. Again, thank you for your many years of service to our town.

“I want to thank my fellow Councilmembers who are partners in everything that we do, as well as the members of our Administration team and all Borough employees. We are a community of action. Most importantly, I would like to thank our residents for their continued support in holding us accountable as we move forward in building our community and making Highland Park safe and welcoming and unified place to live. I would also like to thank our business owners and community partners for their commitment and continued support of progress in Highland Park and making it a home for us all. Now, I would like to move on to our Council Report this year that will be a little bit different this year and I’ll explain that each Councilmember has a bio on our Borough website. On the Borough website, they will be posting their year in review work. They have a body of work that they have done throughout the year and it will be posted there. Tonight, I am going to give a brief highlight as they have accomplished a lot and it is well worth going there and seeing what they have done. I am going to start off with infrastructure projects. Green energy improvements in all our municipal buildings; creation of PSE&G solar field to better benefit solar research for the entire state and generate some of the power to distribute to the grid. In 2015 the creation of a capital improvement plan to guide the Borough spending. Creation of our Safe Walking and Cycling Committee to advise on needed improvements to encourage walkability in Highland Park. Tax stabilization – reduce legal spending by settling cases that lingered for many, many years. Most involved in litigation from many, many years ago. Shared services agreements with other local municipalities and Rutgers University. Active and ongoing grants, applications and awards both on the Federal and State level. Downtown redevelopment – passage of a well-coordinated development plan that includes four separate development sites. Approved conditional developer status for lots A and C. Creation of a public space for the Welkovits pavilion on South 3rd and South 4th Avenues. Creation of a Council Redevelopment Entity to streamline the process for downtown redevelopment. Creation of a position for Redevelopment Director that was added to our Borough Administrator’s title to ensure staff focus on our downtown redevelopment. One of our top priorities as a Council is to work with the New Jersey Food Council and property owners to explore a supermarket opportunity for our downtown Stop & Shop. We cannot become a food desert as Stop & Shop is leaving. We are working hard to make sure that we can have a supermarket maintained in our town.

Quality of life programs – continue working with the leadership and staff of the Highland Park Police Department with the emphasis on building community outreach and community engagement. Continued support of Highland Park Teen Center to provide a safe and nurturing environment for Highland Park youth and appoint a Director for the Teen Center Services. Creation of a public gathering space – creation of a Covid-19 safe environment to allow the municipality to reopen for public space usage. Transparency – creation of Communication Coordinator to improve the flow of information from the Borough to all our residents. Creation of a Mayor’s Equity Advisory Committee to ensure equal access and treatment for all of Highland Park’s residents. A highlight from Middlesex County, we have seen an uptick of Covid cases. This is from the Board of Health, they are asking that you continue to wear your mask when you are indoors in public, stay up-to-date with Covid vaccinations; and get tested if you have symptoms. Additional precautions may be needed for people who are at high risk or have severe illnesses. I will notify you later this week should the guidelines change from the CDC. I am looking forward to working with all of you to keep our community safe and healthy during 2023 and beyond. Again, for a complete and comprehensive Council report, please go to the Borough website at hpboro.com and see our bios, click on it and you will get an updated report of all we did for the year 2022. Thank you. Together we are stronger. Together we will find unity. Thank you and God Bless America.

Consent Agenda Resolution Nos. 1-23-04 through 1-23-14 were duly adopted on motion made by Councilman George, seconded by Councilman Hale, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Resolution No.1-23-04

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

ORGANIZATION MEETING – JANUARY 3, 2023

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
July	11	Regular Meeting/Work Session	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.

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

Resolution No.1-23-05

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.

Resolution No.1-23-06

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.

Resolution No.1-23-07

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.

Resolution No.1-23-08

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 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.

Resolution No.1-23-09

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.

Resolution No.1-23-10

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 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.

Resolution No.1-23-11

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

ORGANIZATION MEETING – JANUARY 3, 2023

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	
	\$300.0		
Men’s Softball (per team)	0	\$300.00	
	\$300.0		
Women’s Softball (per team)	0	\$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)
	\$130.0		
Adult Class 2X per week	0	\$160.00	(20 sessions)
	\$225.0		
Summer Camp	0	\$260.00	(per week)
	\$245.0		
Specialty Camps	0	\$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)
	\$180.0		
Theater	0	\$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

ORGANIZATION MEETING – JANUARY 3, 2023

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 &	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	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	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	
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	
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.
7. 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.

ORGANIZATION MEETING – JANUARY 3, 2023

- 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.
- 8. That the Borough Clerk shall collect a fee for distribution of bid specifications in an amount to be determined by the Borough Engineer.
- 9. 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.

Resolution No.1-23-12

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
Seasonal Help (Recreation)	Cole, Dorian		\$14.13	1/1/2023
Seasonal Help (Recreation)	Concepcion, Angeryca		\$14.13	1/1/2023

ORGANIZATION MEETING – JANUARY 3, 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
Director Library Services	Jaggers, 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

ORGANIZATION MEETING – JANUARY 3, 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
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

ORGANIZATION MEETING – JANUARY 3, 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

Resolution No.1-23-13

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 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.

Resolution No.1-23-14

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.

Council President Foster appointed the following:

<u>NAME</u>	<u>POSITION</u>
Scott Brescher	ADA Coordinator
Philip George	Council Rep., Library Board of Trustees

On motion made by Councilwoman Canavera, seconded by Councilman Hersh, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Clara Scott	Arts Commission
Jennifer Evans	Arts Commission

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Robert Rothberg	Board of Adjustment
Robert Holzapfel	Board of Adjustment

ORGANIZATION MEETING – JANUARY 3, 2023

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Sarat Busari, Alt. #1	Board of Health
Mickayla Ramrekha, Alt. #2	Board of Health
Annette Sorbino	Board of Health

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Edward Prince	CDBG Advisory Committee
Deborah Morgan	CDBG Advisory Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Connell Hutkin, Alt. #1	Commission for Universal Access

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Jame Polos	Community Emergency Response Team
Bruce Nadler	Community Emergency Response Team
Susan Winter	Community Emergency Response Team
Ann-Sheryl White	Community Emergency Response Team
Rodolfo Juliani	Community Emergency Response Team
Nancy Wolf	Community Emergency Response Team
Elissa Kaplan	Community Emergency Response Team
Pamala Plastock	Community Emergency Response Team
Brian Douches	Community Emergency Response Team

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Bruce Bush	Community Food Pantry
Susan MacKinnon	Community Food Pantry
Lynne Platt	Community Food Pantry
Kathi Lombardi	Community Food Pantry
Evelyn Sedehi	Community Food Pantry
Nancy “Muffin” Lord	Community Food Pantry
Laurel Kornfeld	Community Food Pantry
Janice Ballou	Community Food Pantry
Miriam Lefkowitz	Community Food Pantry
Oscar Sanchez Castro	Community Food Pantry

ORGANIZATION MEETING – JANUARY 3, 2023

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
H. James Polos	Emergency Management Council
Jason Culver	Emergency Management Council
Richard Abrams	Emergency Management Council
Mordechai Gershen	Emergency Management Council
Norman Shamy	Emergency Management Council
William Heins	Emergency Management Council
Scott Brescher	Emergency Management Council
Kathleen Smith	Emergency Management Council
Teri Jover	Emergency Management Council
Kristina Nicosia	Emergency Management Council
Michael Wiczorkiewicz	Emergency Management Council
Kim McGraw	Emergency Management Council

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Jacklyn Vasquez	Employee Safety Committee
Kim McGraw	Employee Safety Committee
Lt. Thomas Hammill	Employee Safety Committee
Michael Wiczorkiewicz	Employee Safety Committee
Chief of Police Richard Abrams	Employee Safety Committee
Brian O'Mara	Employee Safety Committee
Jennifer Smith-Mullen	Employee Safety Committee
Emma Von Thunn	Employee Safety Committee
Edward Corson	Employee Safety Committee
Nicole Huff	Employee Safety Committee
Norman Shamy	Employee Safety Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Bill Winfrey	HP Gives a Hoot Committee
Evelyn Sedehi	HP Gives a Hoot Committee
Marilyn Pruce	HP Gives a Hoot Committee
H. James Polos	HP Gives a Hoot Committee
Michael Buchman	HP Gives a Hoot Committee
Kamara Umbaugh	HP Gives a Hoot Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Helen Rovner	Library Board of Trustees
Nancy Kranich	Library Board of Trustees
Michele Rodrigues, Alt. School Superintendent	Library Board of Trustees
Peichi Waite	Library Board of Trustees

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Dr. Patricia Whitley Williams	Mayor's Wellness Campaign
Dr. Elliot Frank	Mayor's Wellness Campaign
Dr. Keren Ebel Avery	Mayor's Wellness Campaign
Dr. Bruce Fisher	Mayor's Wellness Campaign
Chris Woodward	Mayor's Wellness Campaign
Ashton Burrell	Mayor's Wellness Campaign
Pastor Greg McLendon	Mayor's Wellness Campaign
Hayden Hsiung	Mayor's Wellness Campaign
Dr. Norma Bowe	Mayor's Wellness Campaign
Fr. Abraham Lotha	Mayor's Wellness Campaign
Josh Pruzansky	Mayor's Wellness Campaign
Dr. Clifton Lacy	Mayor's Wellness Campaign
Ptl. Gaetano Palumbo	Mayor's Wellness Campaign
Eric Gonzalez	Mayor's Wellness Campaign

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Brian O'Mara	Mayor's Health Commission
Ken Kressel	Mayor's Health Commission
Karen Jarzabski	Mayor's Health Commission
Nicole Huff	Mayor's Health Commission
Dr. Norma Bowe	Mayor's Health Commission
Illana Bohm	Mayor's Health Commission
Ruth Beyer	Mayor's Health Commission
Elizabeth Asamoah	Mayor's Health Commission

ORGANIZATION MEETING – JANUARY 3, 2023

Council President Foster appointed the following:

Carolyn Timmons

Hayden Hsiung

Kai Stevens

Franklin Moreno

Mayor's Equity Advisory Council

Mayor's Equity Advisory Council

Mayor's Equity Advisory Council

Mayor's Equity Advisory Council

ORGANIZATION MEETING – JANUARY 3, 2023

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Ashton Burrell, Youth Services Rep	Municipal Alliance
Lara Arp, Cave program	Municipal Alliance
Irene Marx	Municipal Alliance
Brian O'Mara, Police Chief Designee	Municipal Alliance
Karen Lane, BOE SAC	Municipal Alliance
Kim McGraw, Older Adult Rep.	Municipal Alliance
MAYOR	Municipal Alliance
Elizabeth Asamoah, HPEA Rep.	Municipal Alliance
Hailey Hsiung	Municipal Alliance
Hayden Hsiung	Municipal Alliance

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Olivia G. Parker	Public Information Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Ryan Potter	Recreation Advisory Committee
Kenneth Haskins	Recreation Advisory Committee
Andrea Alexander	Recreation Advisory Committee
Nicholas Kambitsis	Recreation Advisory Committee
Debbie Hehir	Recreation Advisory Committee
Alex Duncan	Recreation Advisory Committee
Yudi Davis	Recreation Advisory Committee
Shawn Harrison	Recreation Advisory Committee
Jay Weinberg	Recreation Advisory Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Rebecca Hersh	Rehab. & Redevelopment Screening Comm.
James Nichols	Rehab. & Redevelopment Screening Comm.
Wolfram Hoefler Comm.	Rehab. & Redevelopment Screening
Rebecca Hand	Rehab. & Redevelopment Screening Comm.

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Colleen McKay-Wharton	Safe Walking & Cycling Committee
Coneen Aaron	Safe Walking & Cycling Committee
Ben Arenger	Safe Walking & Cycling Committee
Jan Verstraete	Safe Walking & Cycling Committee
Tracey Maiden	Safe Walking & Cycling Committee
Sean Meehan	Safe Walking & Cycling Committee
Peter Bilton	Safe Walking & Cycling Committee
William Winfrey	Safe Walking & Cycling Committee
Trish Sanchez	Safe Walking & Cycling Committee
Erin Kelley	Safe Walking & Cycling Committee
Sam Rosenthal	Safe Walking & Cycling Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Roseanne Baruh	Shade Tree Advisory Committee
Paul Sauers	Shade Tree Advisory Committee
Mary Denver	Shade Tree Advisory Committee
Aileen Coffey	Shade Tree Advisory Committee
Karen Swaine	Shade Tree Advisory Committee
Melanie McDermott	Shade Tree Advisory Committee
Christy Van Horn	Shade Tree Advisory Committee
Marcia Shiffman	Shade Tree Advisory Committee
Margaret Ingate	Shade Tree Advisory Committee
Karin Rabe	Shade Tree Advisory Committee
William Solecki	Shade Tree Advisory Committee

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Paul Sauers	Sustainable Highland Park
Irene Riegner	Sustainable Highland Park
Wendy Rosen	Sustainable Highland Park
Olivia Park	Sustainable Highland Park
Rose DeLorenzo	Sustainable Highland Park
Irene Chan Marx	Sustainable Highland Park

ORGANIZATION MEETING – JANUARY 3, 2023

Tina Weishaus
Claudia Farber
Mark Lesko
Christopher Perez

Sustainable Highland Park
Sustainable Highland Park
Sustainable Highland Park
Sustainable Highland Park

ORGANIZATION MEETING – JANUARY 3, 2023

On motion made by Councilman George, seconded by Councilwoman Canavera, the above appointments were confirmed by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: Councilman George (Mayor’s Equity Advisory Council).

Council President Foster appointed the following:

<u>NAME</u>	<u>COMMITTEE</u>
Scott Brescher	Planning Board
Dan Stern Cardinale, Alt. 1	Planning Board
Jeffrey Perlman	Planning Board

Council President Foster appointed Padraic Millet to serve as the Mayor’s Designee on the Planning Board.

Council President Foster appointed Ronald Wong to serve as the Mayor’s Alternate on the Library Board of Trustees.

NO CONFIRMATION NECESSARY

Resolution No. 1-23-15, was tabled from consideration on motion made by Councilwoman Foster, seconded by Councilman George, and carried by affirmative voice vote of all Councilmembers present.

Resolution No. 1-23-16, was tabled from consideration on motion made by Councilwoman Foster, seconded by Councilman George, and carried by affirmative voice vote of all Councilmembers present.

The following resolution, introduced by the Finance Committee, was duly adopted on motion made by Councilwoman Kim Chohan, seconded by Councilwoman Canavera, and carried by the following roll call vote, to wit:

Ayes: Councilpersons Canavera, Foster, George, Hale, Hersh, Kim-Chohan.

Opposed: None.

Absent: None.

Abstained: None.

Resolution No. 1-23-17

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.

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		

ORGANIZATION MEETING – JANUARY 3, 2023

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

ORGANIZATION MEETING – JANUARY 3, 2023

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

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		
Over expenditure 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
	GRAND TOTAL	1,815,150.00

Council President Foster opened the meeting for public discussion and called upon all those wishing to speak to identify themselves.

No one appearing to be heard, Council President Foster closed the public discussion.

There being no further business, on motion made by Councilwoman Canavera, seconded by Councilwoman Foster, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 7:33 PM.

Respectfully submitted,

Jennifer Santiago
Borough Clerk