

BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING
JANUARY 2, 2024 – 7:00 PM

Highland Park Community Center
220 South 6th Avenue
Highland Park NJ 08904

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: Mayor-Elect Elsie Foster, Councilperson-Elect - Matthew Hersh, and Councilperson-Elect Jason Postelnik
2. Oath of Office and Allegiance administered to Mayor-Elect Foster by Congresswoman Bonnie Watson Coleman
3. Oath of Office and Allegiance administered to Councilperson-Elect Hersh by Congresswoman Bonnie Watson Coleman
4. Oath of Office and Allegiance administered to Councilperson-Elect Postelnik by Congresswoman Bonnie Watson Coleman
5. Call to Order and Open Public Meetings Statement.
6. Pledge of Allegiance.
7. Invocation by Pastor Seth-Kaper-Dale
8. Roll Call.
9. Mayor introduces newly sworn Council Members.

10. Resolutions Requiring a Separate Reading.

10.a 1-24-01 Resolution to Adopt Rules of Order
MOTION adopt/reject

ROLL CALL VOTE

10.b 1-24-02 Resolution to Adopt Mission Statement for the Borough of Highland Park
MOTION adopt/reject

ROLL CALL VOTE

11. Mayor Calls for nominations for President of Council for 2024.

Councilwoman Tara Canavera nominates Councilman Hersh.

MOTION that the nomination be closed and the 2024 Council President election by acclamation.

12. Resolution Requiring a Separate Reading.

12.a 1-24-03 Resolution to Establish 2024 Standing Committees.
MOTION adopt/reject

ROLL CALL VOTE

13. Mayor's Annual State of the Borough Address.

MOTION to spread message upon minutes.

14. Consent Agenda Items - Resolutions.

MOTION adopt/reject

ROLL CALL VOTE

14.a *1-24-04 Resolution to Adopt Schedule of 2024 Meeting Dates

14.b *1-24-05 Resolution to Establish Garbage and Recycling Collection Schedule

14.c *1-24-06 Resolution to Designate Bank Depository for the Bail and General Accounts

14.d *1-24-07 Resolution to Designate Official Newspapers

14.e *1-24-08 Resolution to Adopt Certain Rules, Policies, and/or Procedures Governing Administrative and Organizational Matters

14.f *1-24-09 Resolution to Designate Certain Positions

14.g *1-24-10 Resolution to Adopt Rules and Procedures Governing Financial, Tax and Contractual Matters

14.h *1-24-11 Resolution to Establish Certain Fees

14.i *1-24-12 Annual Salary Resolution

14.j *1-24-13 Resolution to Re-Appoint Housing Authority Member - William Rainwater & Ruby Hope

15. Mayor Appoints the Following:

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

MOTION adopt/reject

ROLL CALL VOTE

16. Mayor Appoints the Following:

Arts Commission	John Marron
	Amee Pollack
Board of Health	Sarah Kelly
	Beth Stevens
	Diane Heimlich
	Sarat Busari
	Ethan Schoolman, BOE
CDBG Advisory Committee	Deborah Morgan
	Edward Prince
Commission for Universal Access	Dan Battey, BOE
	Pat McKenna, Alternate No. 2
Community Emergency Response Team	H. James Polos
	Bruce Nadler
	Susan Winter
	Ann-Sheryl White
	Rodolfo Juliani
	Nancy Wolf
	Elissa Kaplan
	Pamala Plastock
	Brian Douches
	Officer Jason Culver
	Officer Guy Palumbo
Community Food Pantry	Bruce Bush
	Susan MacKinnon
	Lynne Platt
	Kathi Lombardi
	Evelyn Sedehi
	Nancy Lord
	Laurel Kornfeld
	Janice Ballou
	Miriam Lefkowitz
	William Winfrey
	Scott Brustein

Emergency Management Council	H. James Polos
	Lt. John Sachau
	Richard Abrams, Chief of Police
	Mordechai Gershen, Fire Chief
	Norman Shamy, Fire Dept.
	William Heins, First Aid
	Scott Brescher, Code Official
	Kathleen Smith, Health Officer
	Teri Jover, Administrator
	Kristina Susca, Superintendent of Schools
	Michael Wiczorkiewicz, Director of Public Works
	Kim McGraw, Director of Community Services
Employee Safety Committee	Jacklyn Vasquez, Borough Hall Rep
	Kim McGraw, Community Center Rep.
	Teri Jover, Insurance Commissioner
	Michael Wiczorkiewicz, DPW Rep.
	Richard Abrams, PD Rep.
	Officer Brian O'Mara, PBA Rep.
	Jennifer Smith-Mullen, Library Rep.
	Emma Von Thun, Alt. Insurance Commissioner
	Edward Corson, DPWA Rep.
	Nicole Huff, Teamster Rep.
	Norman Shamy, Fire Dept. Rep.
Ethics Board	Jordon Seigel
	Linda Tondow
	Paul Ambos
	Chris Rasmussen
HP Gives A Hoot	Evelyn Sedehi
	H. James Polos
	William Winfrey
	Michael Buchman
	Kamara Russo
Highland Park Volunteer Fire Department	Solomon Levy
Highland Park Wellness Committee	Dr. Patricia Whitley-Williams
	Dr. Elliot Frank
	Dr. Keren Ebel Avery
	Dr. Bruce Fisher
	Chris Woodward

	Elizabeth Asamoah
	Ashton Burrell
	Pastor Greg McLendon
	Hayden Hsuing
	Dr. Norma Bowe
	Fr. Abraham Lotha
	Josh Pruzansky
	Dr. Clifton Lacy
	Officer Gaetano Palumbo
	Eric Gonzalez
	Ruth Beyer
	Illana Bohm
Mental Health Commission	Officer Brian O'Mara
	Karen Jarzabski
	Nicole Huff, Social Worker
	Dr. Norma Bowe
	Elizabeth Asamoah
	Ashton Burrell, Teen Center Coordinator
	Ken Kressel
	Illana Bohm
	Ruth Beyer
Municipal Alliance	Officer Brian O'Mara
	Marilyn Pruce, HP BOE Chair
	Kristina Susca, Superintendent HP Schools
	Karen Lane, BOE, SAC Member
	Elizabeth Asamoah, HPEA Rep.
	Ashton Burrell, Youth Svcs Org. Rep.
	Irene Marx
	Kim McGraw, Adult Rep.
	Hailey Hsiung
	Hayden Hsiung
	Mayor
	Public Safety Committee Chair
Public Information Commission	Ann Vardeman, BOE
Recreation Advisory Committee	Kathie Pace
	Ryan Potter
	Kenneth Haskins
	Andrea Alexander
	Nicholas Kambitsis

	Debbie Hehir
	Alex Duncan
	Yudi Davis
	Shawn Harrison
	Jay Weinberg
	Dov Fine
	Mark Rubin
Rehabilitation & Redevelopment Screening Committee	Rebecca Hersh
	Robert Roesener
	Wolfram Hoefler
	Rebecca Hand
Rent Control Board	Tod Marder, Alt. Tenant
Shade Tree Advisory Committee	Rosanne Baruh
	Paul Sauers
	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
Zoning Board of Adjustment	Robert Fechter, Alternate No. 1
	William Winfrey, Alternate No. 2
MOTION TO CONFIRM	ROLL CALL VOTE

17. Mayor Appoints the Following:

Human Relations Commission	Nikki Stanio, BOE
Library Board of Trustees	Nora Krieger
	Michele Rodrigues, HP School Rep.
	Ronald Wong, Mayor's designee
Planning Board	Matthew Hale, Class IV
	Rebecca Hand, Class IV
	Scott Brescher, Class II
	Padraic Millet, Class I
NO CONFIRMATION NECESSARY	

18. Resolutions Requiring a Separate Reading.

18.a 1-24-14 Resolution to Appoint Council Representative to the Planning Board - Councilman Matthew Hale
MOTION adopt/reject **ROLL CALL VOTE**

18.b 1-24-15 Resolution Designating Council Representative to the Middlesex County CDBG Committee - Councilwoman Stephany Kim-Chohan
MOTION adopt/reject **ROLL CALL VOTE**

18.c 1-24-16 Resolution to Adopt 2024 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject **ROLL CALL VOTE**

19. Public Discussion (15 minutes).

20. Benediction by Rabbi Eliot Malomet

21. MOTION to adjourn.

22. **Next Scheduled Meeting:** January 16, 2023 @ 7 PM

**RESOLUTION NO. 1-24-01
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ADOPT RULES OF ORDER FOR 2024

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

WHEREAS, the Borough of Highland Park Council wishes to adopt said Rules of Order for 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park, Middlesex County, State of New Jersey, that

1. The Rules of Order are hereby adopted to govern the proceedings of Council during the calendar year 2024 or until said rules are further amended by the Council.
2. 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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-02
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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

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. 1-24-03
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO ESTABLISH 2024 COUNCIL STANDING COMMITTEES

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, County of Middlesex, State of New Jersey, that the Standing Committees of said Council for the year 2024 shall be and are hereby established as follows:

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

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 foregoing to be a true copy of a Resolution adopted by the Highland Park Borough Council at a meeting held on January 4, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-04
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, County of Middlesex, State of New Jersey, that the following schedule of meetings for the year 2024 be and the same is hereby adopted.

SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR 2024

EGULAR MEETINGS	WORK SESSIONS MEETINGS (as needed)	REDEVELOPMENT ENTITY MEETINGS (as needed)
January 2, 2024 (Reorganization) – Community Center January 16, 2024	January 9, 2024	January 30, 2024
February 6, 2024 February 20, 2024	February 27, 2024	February 13, 2024
March 5, 2024 March 19, 2024	March 26, 2024	March 12, 2024
April 2, 2024 April 16, 2024	No April Mtg. – Passover	April 9, 2024
May 7, 2024 May 21, 2024	May 28, 2024	May 14, 2024
June 18, 2024	No June Mtg. – Election Day and Shavuot	June 25, 2024
July 16, 2024	July 2, 2024	July 9, 2024
August 13, 2024	August 27, 2024	August 20, 2024
September 3, 2024 September 17, 2024	September 27, 2024	September 10, 2024
October 1, 2024 October 15, 2024	October 29, 2024	October 8, 2024
November 19, 2024	November 26, 2024	No November Mtg – Election Day and League Conf.
December 10, 2024	December 17, 2024	December 3, 2024

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 Regular Meetings, Redevelopment Meetings and Special Meetings, no formal action shall be taken at Work Session meetings.

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-05
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, County of Middlesex, State of New Jersey, 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 2024 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, 2024.

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-06
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, County of Middlesex, State of New Jersey, that

1. 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, 2024 and the custodian shall be Judge Edward H. Herman, Municipal Court Judge.
2. 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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-07
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, County of Middlesex, State of New Jersey, 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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-08
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, County of Middlesex, State of New Jersey that the following rules, policies, and/or procedures are hereby adopted for the year 2024:

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 2024.
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 2024.
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 2024.
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 2024, 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 2024.
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.
16. 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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-09
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION TO DESIGNATE CERTAIN POSITIONS FOR 2024

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, County of Middlesex, State of New Jersey, that the following are designated in the positions opposite their name for the year 2024:

<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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-10
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, County of Middlesex, State of New Jersey that the following financial procedures are hereby established for the year 2024:

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
Grants	Unemployment Trust	COAH Trust
Water & Sewer Capital	Tax Collector’s Trust	Tax Sale Acct
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 2024, 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, 2024, for all taxes and municipal charges unpaid as of November 11, 2024.
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.).
16. The Chief Financial Officer be designated to pay the following as needed and is necessary for the orderly operation of the Borough of Highland Park: Health & Dental Insurance Premium’s, Lease Payments (previously authorized), State or County Permit applications, Utilities, Liability Insurance, Bid Tax to Special Improvements District.

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-11
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, County of Middlesex, State of New Jersey, that the following certain fees are hereby established for the year 2024:

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 BIS Digital CD	3.21	

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	\$40.00	\$55.00	(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	\$90.00	\$110.00	
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 Production	\$190.00	\$245.00	
Theater Review Class	\$125.00	\$150.00	(8 sessions)
Youth Dance	\$96.00	\$128.00	(8 sessions)
Toddler/Preschool Movement Class	\$48.00	\$64.00	(4 sessions)
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	\$40.00-\$45.00	Per trip (based on Casino)
NYC Broadway Shows	TBA	Based on show
PNC Concert Trips	\$5.00	Per trip (Spring/Fall)
Day Trips	\$5.00-\$15.00	Per trip (based on location)
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	\$60.00-\$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 Classes	\$3.00	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 an \$80 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.
11. Certified copies of this resolution be forwarded 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 January 2, 2024.

 Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-12
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	2024 Pay Rate	Effective Date
Mayor	Foster, Elsie		\$ 12,500.00	1/1/2024
Council President	Hersh, Matthew		\$ 8,500.00	1/1/2024
Council Member	Canavera, Tara		\$ 7,500.00	1/1/2024
Council Member	George, Phillip		\$ 7,500.00	1/1/2024
Council Member	Hale, Matthew		\$ 7,500.00	1/1/2024
Council Member	Kim-Chohan, Stephany		\$ 7,500.00	1/1/2024
Council Member	Postelnik, Jason		\$7,500.00	1/1/2024
Borough Administrator	Jover, Josephine		\$116,904.00	1/1/2024
Redevelopment Director	Jover, Josephine		\$16,236.00	1/1/2024
Assistant to the Borough Administrator	Von Thun, Emma		\$59,534.00	1/1/2024
NPP Coordinator	Von Thun, Emma		\$9,364.00	1/1/2024
Borough Clerk	Santiago, Jennifer		\$98,838.00	1/1/2024
Registrar of Vital Statistics	Santiago, Jennifer		\$5,722.00	1/1/2024
Borough Clerk Assistant	Pampinto, Maureen		\$44,880.00	1/1/2024
Director of Code Enforcement & Construction Official	Brescher, Scott		\$114,176.00	1/1/2024
Capital Projects Manager	Brescher, Scott		\$11,716.00	1/1/2024
Planning, Zoning and Housing Clerk (Clerk Typist)	Monroy, Sonia		\$45,834.00	1/1/2024
Technical Assistant to the Construction Official (TACO)	Sorbino, Annette		\$56,595.00	1/1/2024
Housing Inspector	Sumano, Christian		\$53,267.00	1/1/2024
Zoning Subcode Official	Mullin, Michael		\$14,986.00	1/1/2024
Fire Subcode Official	Langon, Phillip		\$10,967.00	1/1/2024
Building Inspector	Luthman, Michael		\$18,372.00	1/1/2024
Plumbing Subcode Official/Inspector	Rossi, Michael A		\$22,479.00	1/1/2024
Electrical Subcode Official/Inspector	Varone, Mario		\$22,479.00	1/1/2024
Communications Coordinator	Jackson, Monica		\$79,169.00	1/1/2024
Camera Assistant	Chekenian, Dennis		\$155/meeting	1/1/2024
Public Information Officer	Glazer, Harold		\$39,471.00	1/1/2024
Director of Community Services	McGraw, Kimberly Ann		\$95,717.00	1/1/2024
Municipal Alliance Coordinator	McGraw, Kimberly Ann		\$8,262.00	1/1/2024
Community Services Driver	Austin, Maria		\$46,738.00	1/1/2024
Community Service Asst. (Rec)	Banks, Symone		\$46,738.00	1/1/2024
Teen Center Coordinator	Burrell, Ashton		\$63,673.00	1/1/2024
Social Worker	Huff, Nicole		\$53,993.00	1/1/2024
Principal Clerk Typist (Comm. Svcs)	Molina, Janet	\$1,350.00	\$52,628.00	1/1/2024
Recreation Coordinator	Sabovick, Annmarie		\$61,384.00	1/1/2024
Community Services Assistant (Aging)	Zielinski, Megan		\$48,556.00	1/1/2024
Seasonal Help (Recreation)	Cedarbaum, Michael		\$15.13	1/1/2024
Seasonal Help (Recreation)	Cedarbaum, Roie		\$15.13	1/1/2024
Seasonal Help (Recreation)	Cheslock, Luke		\$ 15.13	1/1/2024
Seasonal Help (Recreation)	Fitzgerlad, Robert		\$ 16.00	1/1/2024
Recreation Assistant II	Ravee, Dvir		\$ 21.75	1/1/2024

Title	Employee Name	Longevity	2024 Pay Rate	Effective Date
Seasonal Help (Recreation)	Shahidi, Cyrus		\$ 16.00	1/1/2024
Instructor	Spool, Beverly		\$ 39.41	1/1/2024
Community Service Driver	Venice, Joseph		\$ 20.69	1/1/2024
Superintendent of Public Works	Wieczorkiewicz, Michael		\$ 111,491.00	1/1/2024
Foreman	Troy, Frank		\$ 96,131.00	1/1/2024
Recycling Coordinator	Troy, Frank		\$ 2,081.00	1/1/2024
Clean Communities Coordinator	Troy, Frank		\$ 1,561.00	1/1/2024
Administrative Assistant	Monte, Linda	\$1,350.00	\$ 66,554.00	1/1/2024
Laborer w/ CDL	Avila, Antonio		\$ 26.96	1/1/2024
Building Maintenance Worker	Batcha, Bradley		\$ 25.56	1/1/2024
Laborer	Bell, D'Andre		\$ 22.86	1/1/2024
Driver (post-94)	Cahill, Robert C		\$ 38.90	1/1/2024
Driver (post-94)	Chekenian, Dennis		\$ 33.01	1/1/2024
Driver (post-94)	Corson, Edward T		\$ 39.83	1/1/2024
Laborer	Geoghan Jr, John		\$ 35.94	1/1/2024
Laborer w/ CDL	Gonzalez, Jose		\$ 36.89	1/1/2024
Equipment Operator	Kohler, Thomas C		\$ 40.79	1/1/2024
Mechanic	McAvoy, Delany		\$ 33.23	1/1/2024
Driver (post-94)	Milan, Michael J		\$ 38.90	1/1/2024
Driver (post-94)	Reap, Jeffrey J		\$ 38.90	1/1/2024
Laborer	Rohan, Mark		\$ 35.94	1/1/2024
Laborer	Rohan, Rudolph		\$ 35.94	1/1/2024
Laborer	Smith, Nathaniel		\$ 22.86	1/1/2024
Laborer w/ CDL	Webb Sr, James		\$ 28.73	1/1/2024
Clean Communities Worker	Hudgins, Xavier		\$ 15.13	1/1/2024
Chief Financial Officer	Champion, Nerea		\$ 91,800.00	1/1/2024
Qualified Purchasing Agent (OPA)	Majeski, Lori		\$ 25,500.00	1/1/2024
Payroll/Benefits Coordinator	Vasquez, Jacklyn		\$ 61,550.00	1/1/2024
Tax Assessor	Mancuso, Thomas		\$ 53,131.00	1/1/2024
Tax Assessor Clerk	Davies, Kathleen		\$ 24,949.00	1/1/2024
Tax Collector	Ramos, Mildred		\$ 83,232.00	1/1/2024
Principal Clerk Typist (Tax)	Autunnnale, Maryann		\$ 50,371.00	1/1/2024
Firefighter Supervisor	Shamy, Norman		\$ 63,672.00	1/1/2024
Fire Fighter - FT	Santore, Frank		\$ 52,020.00	1/1/2024
Fire Fighter - FT	Schneider, Erik		\$ 48,450.00	1/1/2024
On-Call Firefighter	Armstrong, Troy		\$ 22.67	1/1/2024
On-Call Firefighter	Blanchfield, William		\$ 22.67	1/1/2024
On-Call Firefighter	Fisher, Kenneth		\$ 22.67	1/1/2024
On-Call Firefighter	Georgianna, Salvatore		\$ 22.67	1/1/2024
On-Call Firefighter	Hubbard, Nicholas		\$ 22.67	1/1/2024
On-Call Firefighter	Inzano, Christopher G		\$ 22.67	1/1/2024
On-Call Firefighter	Masker, Ryan		\$ 22.67	1/1/2024
On-Call Firefighter	McSherry, Andrew		\$ 22.67	1/1/2024
On-Call Firefighter	Morris, Jeffrey P		\$ 22.67	1/1/2024
On-Call Firefighter	Orokos, Michael		\$ 22.67	1/1/2024
On-Call Firefighter	Petrusky, Robert		\$ 22.67	1/1/2024
On-Call Firefighter	Rampacek, Christopher		\$ 22.67	1/1/2024

Title	Employee Name	Longevity	2024 Pay Rate	Effective Date
On-Call Firefighter	Smiegocki, Michael		\$ 22.67	1/1/2024
On-Call Firefighter	Thiel Jr, Lawrence		\$ 22.67	1/1/2024
On-Call Firefighter	Watt, Douglas F		\$ 22.67	1/1/2024
On-Call Firefighter	Ziobro, Christopher		\$ 22.67	1/1/2024
Library Director	Bobish, Michael		\$ 115,000.00	1/1/2024
Senior Librarian, Youth Services	Jarzabski, Karen		\$ 81,047.00	1/1/2024
Senior Librarian, Adult Services	Johnson, Sherry R.		\$ 87,581.00	1/1/2024
Librarian, Adult Services	Levine, Nathalie		\$ 60,274.00	1/1/2024
Library Assistant	Oriti, Joseph		\$ 37,973.00	1/1/2024
Administrative Assistant	Smith Mullen, Jennifer		\$ 44,834.00	1/1/2024
Librarian, Youth Services	Squicciarini, Melaina		\$ 59,752.00	1/1/2024
Senior Library Assistant	Udeshi, Indru M		\$ 54,400.07	1/1/2024
Librarian	Herniter, Carla		\$ 34.34	1/1/2024
Substitute Librarian	Graham-Hicks, Alicia		\$ 32.11	1/1/2024
Substitute Librarian	Kruglinski, Matthew		\$ 32.11	1/1/2024
Librarian	Larsen, Jennifer		\$ 34.34	1/1/2024
Substitute Librarian	Radeva, Irina		\$ 32.11	1/1/2024
Library Assistant	Teixeira, Rose		\$ 15.13	1/1/2024
Municipal Court Administrator	Horan, Tracey		\$ 80,787.00	1/1/2024
Municipal Court Judge	Herman, Edward H		\$ 46,090.00	1/1/2024
Violations Clerk	Federico, Diane		\$ 45,834.00	1/1/2024
Administrative Assistant	Marcik, Janet		\$ 65,204.00	1/1/2024
Chief of Police	Abrams, Richard E		\$ 182,174.00	1/1/2024
Captain of Police	Curbelo, Jose L		\$ 175,303.00	1/1/2024
Lieutenant of Police	Sachau Jr, John A		\$ 161,719.00	1/1/2024
Lieutenant of Police	Soden, David T		\$ 161,719.00	1/1/2024
Sergeant of Police	Culver, Jason C		\$ 148,832.00	1/1/2024
Sergeant of Police	Haas, Theodore F		\$ 149,152.00	1/1/2024
Sergeant of Police	McGraw, Sean		\$ 144,392.00	1/1/2024
Sergeant of Police	Pacheco, Adalberto		\$ 144,392.00	1/1/2024
Sergeant of Police	Shiffner Jr, Kevin		\$ 144,392.00	1/1/2024
Sergeant of Police	Wenskoski, Derek J		\$ 149,055.00	1/1/2024
Police Officer	Bibby, Sean K		\$ 133,080.00	1/1/2024
Police Officer	Dean, Caitlyn A		\$ 81,476.00	1/1/2024
Police Officer	Dean, Caitlyn A		\$ 91,021.00	3/19/2024
Police Officer	DeCosta, Christopher		\$ 133,080.00	1/1/2024
Police Officer	Fitzgerald, Bryant		\$ 110,111.00	1/1/2024
Police Officer	Fitzgerald, Bryant		\$ 119,656.00	11/24/2024
Police Officer	Garley, Sean		\$ 133,080.00	1/1/2024
Police Officer	Garrity, Kevin M		\$ 133,080.00	1/1/2024
Police Officer	Giles, Alaina		\$ 133,080.00	1/1/2024
Police Officer	Laraj, Jonathan		\$ 52,841.00	1/1/2024
Police Officer	Laraj, Jonathan		\$ 62,386.00	5/1/2024
Police Officer	Nickas, Joseph		\$ 62,386.00	1/1/2024
Police Officer	Nickas, Joseph		\$ 71,931.00	7/1/2024
Police Officer	Olarra, Jr., Joseph M		\$ 110,111.00	1/1/2024
Police Officer	Olarra, Jr., Joseph M		\$ 119,656.00	11/24/2024
Police Officer	O'Mara, Brian J		\$ 133,080.00	1/1/2024

Title	Employee Name	Longevity	2024 Pay Rate	Effective Date
Police Officer	Palumbo Jr, Gaetano		\$ 133,080.00	1/1/2024
Police Officer	Reefer, Mark		\$ 62,386.00	1/1/2024
Police Officer	Reefer, Mark		\$ 71,931.00	8/1/2024
Police Officer	Samson, Justin		\$ 62,386.00	1/1/2024
Police Officer	Samson, Justin		\$ 71,931.00	12/1/2024
Police Officer	Sica, Nicholas		\$ 52,841.00	1/1/2024
Police Officer	Sica, Nicholas		\$ 62,386.00	2/15/2024
Police Officer	Triana, Alexander		\$ 62,386.00	1/1/2024
Police Officer	Triana, Alexander		\$ 71,931.00	7/1/2024
Police Officer	Vanaman, Ryan		\$ 52,841.00	1/1/2024
Police Officer	Vanaman, Ryan		\$ 62,386.00	2/15/2026
Police Officer	Wilson, Trey		\$ 52,841.00	1/1/2024
Police Officer	Wilson, Trey		\$ 62,386.00	9/15/2024
Principle Clerk Typist (Det. Bureau)	Fromhold, Barbara		\$ 56,595.00	1/1/2024
Police Records Clerk	Garcia, Carolyn		\$ 39,492.00	1/1/2024
Public Safety Telecommunicator	Altomonte, Neena		\$ 58,253.00	1/1/2024
Public Safety Telecommunicator	Keogh, Patrick		\$ 61,816.00	1/1/2024
Public Safety Telecommunicator	Gonzalez, Sebastian		\$ 55,043.00	1/1/2024
P/T Public Safety Telecommunicator	Gargulio, Santina		\$ 23.94	1/1/2024
Crossing Guard	Aarons, Karen		\$ 20.64	1/1/2024
Crossing Guard	Ciorciari, Catherine		\$ 12,562.00	1/1/2024
Crossing Guard	Gordon, Carol		\$ 20.64	1/1/2024
Crossing Guard	Heard, Angelica		\$ 20.64	1/1/2024
Crossing Guard	Lajtos, William		\$ 20.64	1/1/2024
Crossing Guard	Lopez, Christopher		\$ 20.64	1/1/2024
Crossing Guard	Morris, Lucille		\$ 12,562.00	1/1/2024
Crossing Guard	Rayside, Charlene		\$ 12,562.00	1/1/2024
Crossing Guard	Rhein, Jacqueline A		\$ 12,562.00	1/1/2024
Crossing Guard	Riddick Smith, Deborah		\$ 12,562.00	1/1/2024
Crossing Guard	Russel, O'Dell		\$ 20.64	1/1/2024
Crossing Guard	Stephen, Thomas		\$ 20.64	1/1/2024

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-13
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO RE-APPOINT HOUSING AUTHORITY MEMBER –
WILLIAM RAINWATER**

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, County of Middlesex, State of New Jersey, that the following shall be and are hereby re-appointed to serve as a members of the Highland Park Housing Authority for a term to expire as indicated:

William Rainwater
Ruby Hope

December 31, 2028
December 31, 2028

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-14
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, County of Middlesex, State of New Jersey, that Councilman Matthew Hale is hereby appointed as Council member of the Planning Board for a term expiring December 31, 2024.

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-15
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, County of Middlesex, State of New Jersey, that Councilwoman Stephany Kim-Chohan shall be and is hereby appointed to represent the Highland Park Governing Body as a member of the Middlesex County Housing and Community Development Committee for a term expiring December 31, 2024.

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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 1-24-16
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 2024 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 2024; and

WHEREAS, 26.25% of the total appropriation in the 2023 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, Six Hundred and Three Thousand, Nine Hundred Twenty One Dollars and Ninety-Six Cents (\$4,603,921.96); and

WHEREAS, 26.25% of the Water and Sewer Budget for 2023, excluding any appropriations made for debt service, capital improvement fund and public assistance is One Million, Three Hundred Sixty Five Thousand, Six Hundred Sixteen Dollars and Eighty-Eight Cents (\$1,365,616.88); 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 January 2, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

2024 TEMPORARY OPERATING BUDGET		
DESCRIPTION	ACCOUNT NUMBER	2024 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	50,000.00
Other Expenses	20-100-2	15,000.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	10,000.00
Other Expenses	20-110-2	6,000.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	50,000.00
Other Expenses	20-120-2	9,000.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	65,000.00
Other Expenses	20-130-2	16,000.00
ANNUAL AUDIT		
Other Expenses	20-135-2	13,000.00
TAX COLLECTION		
Salaries & Wages	20-145-1	35,000.00
Other Expenses	20-145-2	5,000.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	21,000.00
Other Expenses	20-150-2	5,000.00
LEGAL SERVICES		
Other Expenses	20-155-2	125,000.00
ENGINEERING & PLANNING		
Other Expenses	20-165-2	5,000.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Salaries & Wages	20-170-1	5,000.00
Other Expenses	20-170-2	36,000.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	25,000.00
CENTRAL SERVICES		

Other Expenses	20-316-2	30,000.00
LAND USE ADMINISTRATION		
PLANNING BOARD		
Salaries & Wages	21-180-1	1,500.00
Other Expenses	21-180-2	10,000.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	5,500.00
Other Expenses	21-185-2	2,000.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-195-2	500.00
INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	260,000.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	480,000.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	1,300,000.00
Other Expenses	25-240-2	65,000.00
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	4,000.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	4,000.00
FIRE		
Salaries & Wages	25-265-1	135,000.00
Other Expenses	25-265-2	27,000.00
LOSAP		
Other Expenses	25-265-2	-

MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	10,000.00
PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	375,000.00
Other Expenses	26-290-2	42,000.00
STORMWATER MAINTENANCE		
Other Expenses	26-297-2	10,000.00
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	82,000.00
MOTOR POOL		
Salaries & Wages	26-315-1	20,000.00
Other Expenses	26-315-2	48,000.00
HEALTH & HUMAN SERVICES FUNCTIONS		
BOARD OF HEALTH		
Other Expenses	27-330-2	500.00
UNIVERSAL ACCESS COMMISSION		
Other Expenses	27-332-2	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	500.00
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	8,000.00
ARTS COMMISSION		
Other Expenses	28-374-2	1,000.00
SHADE TREE ADVISORY COMMITTEE		
Other Expenses	28-375-2	500.00
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	50,000.00
TELEPHONE		
Other Expenses	31-440-2	16,000.00
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	60,000.00
SANITARY LANFILL		
Other Expenses	32-465-2	130,000.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	95,000.00
Other Expenses	22-195-2	2,500.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	-
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	-
CELEBRATION OF PUBLIC EVENTS		
Other Expenses	30-420-2	1,500.00
COMMUNICATIONS		
Salaries & Wages	20-105-1	31,000.00

Other Expenses	20-105-2	12,000.00
MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	55,000.00
Other Expenses	43-490-2	2,500.00
PUBLIC DEFENDER		
Other Expenses	43-495-2	1,500.00
LIBRARY		
Salaries & Wages	29-390-1	190,000.00
Other Expenses	29-390-2	115,000.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
COUNTY HEALTH SERVICES		
Other Expenses	42-401-2	13,000.00
M.C.I.A. RECYCLING		
Other Expenses	42-402-2	-
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	6,000.00
PUBLIC AND PRIVATE PROGRAMS		
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	150,000.00
UNEMPLOYMENT COMPENSATION INSURANCE		
Other Expenses	23-225	-
PUBLIC EMPLOYEES RETIREMENT SYSTEM		
Other Expenses	36-471-2	-
POLICE AND FIREMAN'S RETIREMENT SYSTEM		
Other Expenses	36-475-2	-
DCRP		
Other Expenses	36-476-2	10,000.00
	SUBTOTAL	4,595,000.00

DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	45-920-2	1,130,000.00
INTEREST ON BONDS		
Other Expenses	45-930-2	353,630.00
M.C.I.A. LEASE/LOAN		
Other Expenses - Loans		155,120.00
Other Expenses - Leases	45-950-2	107,800.00
DBIZ LOAN		
Other Expenses	45-925-2	33,334.00
	SUBTOTAL	1,779,884.00

GRAND TOTAL	6,374,884.00
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2024 TEMPORARY WATER AND SEWER BUDGET

DESCRIPTION		2024 TEMP
OPERATING		
Salaries & Wages		28,000.00
Other Expenses		406,000.00
Middlesex County Utilities Authority		385,000.00
Purchase of Water		545,000.00
STATUTORY EXPENDITURES		
Public Employee Retirement System		-
Social Security System		-
DEFERRED CHARGES		
Overexpenditure Budget Appropriation		-
	SUBTOTAL	1,364,000.00

DEBT SERVICE		
Payment of Bond Principal		280,000.00
Interest on Bonds		78,000.00

SUBTOTAL	358,000.00
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GRAND TOTAL	1,722,000.00
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