

BOROUGH OF HIGHLAND PARK
REGULAR MEETING
FEBRUARY 20, 2024 – 7:00 PM

To attend the meeting electronically, please follow the instructions below:

By phone:

1-929-205-6099

Webinar: 920 9574 9666

By computer, smartphone or tablet:

<https://zoom.us/j/92095749666>

MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:

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

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

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

AGENDA

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

1. Call to Order and Open Public Meetings Statement.
2. Pledge of Allegiance.
3. Roll Call.
4. Honors, Awards and Presentations.

Swearing-In:

Trey Wilson, Highland Park Police Officer

Promotions:

Sean McGraw, Sergeant

Adalberto Pacheco, Sergeant

5. Approval of Minutes.

6. Council Reports.
7. Borough Administrator's Report.
8. Borough Attorney's Report.
9. Mayor's Report.
10. Public Participation.
(21 minutes total; 3 minutes per speaker limited to items on this Agenda. Comments from members of the public attending the meeting in-person will be heard first, followed by members of the public attending the meeting via Zoom.)
11. Ordinances Requiring a Second Reading.
 - 11.a **Ordinance No. 24-2082** Calendar Year Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-45.14)
 - a. Public Hearing
 - b. **MOTION** to adopt/reject Ordinance 24-2082

ROLL CALL VOTE

12. Consent Agenda Items - Resolutions.
MOTION to adopt/reject

ROLL CALL VOTE

- 12.a *2-24-83 Resolution Authorizing Professional Services Agreement with NV5 for Continued Engineering and Design Services related to the 2018 Safe Routes to School Project
- 12.b *2-24-84 Resolution to Cancel Outstanding General Account and Bail Account Checks
- 12.c *2-24-85 Resolution to Execute Grant Agreement with Middlesex County for Open Space, Recreation and Farmland and Historic Trust Fund Grant of \$85,500 for Improvements to the Felton Ave Tot Lot
- 12.d *2-24-86 Resolution to Amend Annual Salary Resolution
- 12.e *2-24-87 Resolution Authorizing Application to Sustainable Jersey for PSEG Capacity Building Grant
- 12.f *2-24-88 Resolution Authorizing Termination of All Participation Under the State Health Benefits Plan (SHBP)
- 12.g *2-24-89 Resolution to Approve Bills List

13. Appointments.
Emergency Management Council
Nancy Wolf, CERT Member

14. Second Public Participation.
(3 minutes per speaker on any topic; subject to 9 PM conclusion prior to Work Session. Comments from members of the public attending the meeting in-person will be heard first, followed by members of the public attending the meeting via Zoom.)
15. Recess (5 minutes).
16. MOTION to adjourn.
17. **Next Scheduled Meeting:** March 5, 2023 @ 7 PM

ORDINANCE NO. 24-2082

**BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY**

**CALENDAR YEAR ORDINANCE TO EXCEED THE MUNICIPAL
BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A:4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Borough Council of the Borough of Highland Park in the County of Middlesex finds it advisable and necessary to increase its **CY 2024** budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Borough Council hereby determines that a 3.5% increase in the budget for said year amounting to **\$157,153.36** in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Borough Council of the Borough of Highland Park hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Highland Park, in the County of Middlesex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the **CY 2024** budget year, the final appropriations of the Borough of Highland Park shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5% amounting to **\$550,036.76** and that the CY 2024 municipal budget for the Borough of Highland Park be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED that a certified copy of this ordinance, upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Introduced on first reading by title: February 6, 2023

ADOPTED:

ATTEST:

APPROVED:

Jennifer Santiago
Borough Clerk

Elsie Foster
Mayor

**RESOLUTION NO. 2-24-83
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH
NV5 FOR CONTINUED ENGINEERING AND DESIGN SERVICES RELATED TO THE
2018 SAFE ROUTES TO SCHOOL PROJECT**

WHEREAS, the Borough of Highland Park was awarded \$250,000 from the New Jersey Department of Transportation (NJDOT) for the 2018 Safe Routes to School (SRTS) program; and

WHEREAS, the Borough of Highland Park was included in the NJDOT’s design assistance program, whereby the costs related to engineering and design for the 2018 SRTS project are fully reimbursable up to \$400,000; and

WHEREAS, the Borough of Highland Park selected NV5 as its preferred consultant for the 2018 SRTS project from a pool of engineering design consultants established by NJDOT through a quality-based selection process; and

WHEREAS, a contract for these services may be awarded without public advertising for bids as the contract is for “Professional Services” as defined by the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, NV5 provided a revised proposal for final design services for the 2018 Safe Routes to School project dated August 25, 2023 in the amount of \$129,485.97, bringing the new total engineering costs to \$307,806.73; and

WHEREAS, NJDOT approved the revised proposal for final design services; and

WHEREAS, funds for this purpose are available in Capital Fund Account No. C-04-55-821-001 in an amount not to exceed \$129,485.97 for a total contract amount not to exceed \$307,806.73, and will be provided for in the 2024 Municipal Budget as adopted, as reflected by the certification of funds by the Chief Financial Officer no. 2024-42.

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

1. The Mayor and Borough Clerk are authorized and directed to execute and attest on behalf of the Borough an Agreement for professional services with NV5, 800 Lanidex Plaza, Suite 300, Parsippany, NJ 07054, a copy of which is attached hereto.
2. Notice of this contract shall be published as required by law and that a copy of executed Agreement be placed on file in the office of 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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

2024

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into this 6th day of February 2024, by and between the **BOROUGH OF HIGHLAND PARK**, a municipal corporation of the State of New Jersey, having its principal offices located at 221 South 5th Avenue, Highland Park, New Jersey 08904 (hereinafter referred to as "**BOROUGH**") and NV5, 800 Lanidex Plaza, Suite 300, Parsippany, NJ 07054 (hereinafter referred to as "**COMPANY**").

WITNESSETH:

WHEREAS, the **BOROUGH** requires continued professional engineering and design services in connection with the 2018 Safe Routes to School Grant Program during the calendar year 2024 and

WHEREAS, the **BOROUGH** has adopted a Resolution authorizing the award of a Contract for said professional services to the **COMPANY** without competitive bidding as permitted by *N.J.S.A. 40A:11-1, et seq.*

NOW, THEREFORE, IT IS AGREED between the **BOROUGH** and the **COMPANY**, as follows:

1. Effective February 20, 2024, the **COMPANY** shall render professional services for the **BOROUGH** as required by the **BOROUGH**.
2. The **BOROUGH** agrees to compensate the **COMPANY** as set forth on the proposal dated August 25, 2023, a copy of which is attached hereto is *Schedule A* and made a part hereof. The amount of said additional compensation shall not exceed \$129,485.97 for a total amount not to exceed **\$307,806.73** unless amended by further action of the **BOROUGH** for the above mentioned services.

3. The **BOROUGH** agrees to pay the **COMPANY** for any actual disbursements and out of pocket expenses incurred in carrying out its duties, as set forth in *Schedule A*.

4. The **COMPANY** shall submit monthly billing to the **BOROUGH** for said services, if any, on vouchers as required by the **BOROUGH**. The **BOROUGH** agrees to process and pay said vouchers in the same manner as other municipal vouchers. The **BOROUGH** requires billing for professional services to be done to the nearest 1/4 hour.

5. The parties hereto hereby incorporate by reference herein the Affirmative Action Addendum attached hereto and made a part hereof as *Exhibit B*.

6. The **COMPANY** agrees to file its New Jersey Business Registration Certificate with the **BOROUGH's** Chief Financial Officer.

7. The **COMPANY** agrees to adhere to and comply with the provisions of the New Jersey Local Unit Pay-to-Play Act, *N.J.S.A. 19:44A-20.1*, and will require completion of all necessary Pay-to Play forms, including the Campaign Contributions Affidavit and the Certification Regarding Political Contributions, pursuant to *N.J.S.A. 19:44A-20.8* and *N.J.S.A. 19:44A-20.26*, respectively.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals the date first above written.

ATTEST:

BOROUGH OF HIGHLAND PARK

Jennifer Santiago, Borough Clerk

By: _____
Elsie Foster, Mayor

WITNESS:

NV5

By: _____

Ms. Teri Jover
 Borough Administrator
 Borough of Highland Park
 221 S. Fifth Avenue
 Highland Park, NJ 08904

August 25, 2023

Re: Highland Park SRTS 2018 Phase 2
 Intersection Safety Improvements
 Borough of Highland Park, Middlesex County
 Safe Routes to School Design Assistance Program
 Updated Final Design Proposal

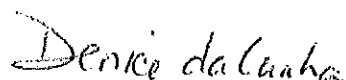
Dear Ms. Jover:

For Highland Park Borough and NJDOT concurrent review, attached please find our updated Final Design proposal package for Safe Routes to School (SRTS) improvements associated with the Borough of Highland Park's (Phase 2) 2018 SRTS grant project for pedestrian safety related improvements. This proposal supersedes our original proposal dated December 21, 2021.

Our proposal includes updated cost estimates for the Final Design phase using the latest wage rates and overhead rates as well as anticipated services based upon the current design. We have also included tables showing the grant estimated curb ramp needs vs. actual determined in the Preliminary Engineering Phase. For example, the grant estimated that numerous curb ramps only needed DWS (detectable warning surfaces), when they actually did not meet current ADA standards. As a result, 141 upgraded curb ramps are required as identified in the attached scope, compared to an estimated 67 curb ramps in the grant estimate. Our ESBE subconsultant, AmerCom, will provide supplemental survey and potential right of way document preparation services.

We look forward to acceptance of this proposal and finalizing our agreement to continue design services with Highland Park Borough on this project.

Sincerely,



Denice da Cunha, PE
 Project Manager
 Supervising Engineer

Attachments

cc: NJDOT: Julie Seaman, Pavan Sheth, Ruben Tursi Jr.
 NV5: Drew Markewicz, Michael Shine

**Borough of Highland Park
Safe Routes to School Design Assistance
Highland Park SRTS 2018 Phase 2**

Final Design (FD) Services

The following is noted:

The below table identifies the grant estimated curb ramp needs vs. actual determined during Preliminary Engineering. For example, the grant estimated that numerous curb ramps only needed DWS (detectable warning surfaces), when they actually did not meet ADA standards. As a result, upgraded curb ramps are required and included in this updated Final Design proposal. We are assuming that upgraded curb ramps will be feasible within site constraints. If not, TIF (Technically Infeasible Forms) will be completed to document that the curb ramp cannot be brought up to current standards.

	Curb Ramps	DWS	Crosswalks	Signs	Benches	Bike Racks	Inlet/Pole/Stair Relocation
Borough's Grant Est.	67	145	39	16	18	9	9
NV5 Actual	141	141	73	62	18	9	0
Net Diff	74	-3	34	46	0	0	-9

Utility Design Services

The project goal is to avoid utility impacts. If impacts are unavoidable, the following services can be provided as items of extra work:

- Develop Alternatives of Accommodation (4050)**
- Prepare Utility Owner Design Authorization Checklist (4055)**
- Prepare Utility Agreement Plans, Specifications and Estimates (4060)**
- Incorporate Utility Design in Contract Documents (4090)**

Conduct Supplemental Surveys / Base Map (4215) – See AmerCom Proposal – Services to be completed by both NV5 and AmerCom

We will conduct a supplemental survey for any areas not addressed in previous surveys. Supplemental survey information obtained will be added to the base maps. A maximum of 4 crew days have been allotted for this task.

Complete Hydrologic & Hydraulic Analysis (4310) - not anticipated

Prepare Final Structures Documents (4160) - not included

Landscape walls may be necessary to accommodate improvements and avoid impacts. If needed, this is assumed to be a contractor designed item and will be reviewed as part of the construction support phase (not included in the scope of work).

Environmental Services

Delineate Wetlands (4360) – *not included*

NV5 does not anticipate need for FWW permit, therefore the need to delineate wetlands is not anticipated.

Prepare Soil Erosion and Sediment Control (SESC) Report and Plans (4410) and Obtain Soil Erosion (SESC) approval

NV5 will prepare the SESC plans and report to address areas requiring temporary and permanent erosion controls and submit to the Middlesex County SCD for review and approval. NV5 will address any comments.

Prepare Permit Application (4385) - No Services

Per NJDOT input on our draft proposal, no permit services are required since all activities will be covered under permit by rule or other allowable maintenance and will not require a formal permitting process.

Based on the limited scope of work, it is assumed that Stormwater Management Measures will not be required. See “Prepare Preliminary Drainage Design (3085)” for additional justification.

Secure Permits (4395) – *not anticipated*

Conduct Contamination Site Investigation (Initial Sampling) (4520) - *not included*

NJDOT will conduct Environmental Screening and assess if any sites involved. Goal would be to avoid these locations.

Complete Environmental Plans (4585)

If environmental services are determined to be needed in Final Design, we will submit a contract modification

Prepare ROW Plans and Documents (4605) (if required)

Prepare Final Roadway Plans (4220)

NV5 will update the preliminary roadway plans that were prepared in Preliminary Engineering to produce the final roadway plans. It is noted that there are 141 curb ramps which will require details. The final roadway plans may include:

- Key Sheet
- Typical Sections
- Construction Plans
- Traffic Control and Staging Plans
- Profiles (not anticipated)
- Environmental Plans including Soil Erosion & Sediment Control Plans where needed
- Ties & Grades
- Construction Details
- Electrical Plans (not anticipated)

- Landscape Plans (not separate plans, replanting of grass to be shown on construction plans)
- Traffic Striping and Signing Plans
- Utility Construction Staging Plans (not anticipated)
- Estimate – Distribution of Quantities
- Electrical Details (not anticipated)
- Plan Sheet Index

Complete Traffic Signal, Signing and Striping Plans (4240)

Plans will be limited to crosswalk striping, pavement markings and pedestrian warning signs if appropriate.

Complete Drainage Design (4270)

NV5 will complete the drainage design modifications required to accommodate proposed curb ramp improvements. Associated details, quantities and costs will be prepared.

Develop Construction Cost Estimate (4275)

NV5 will develop the construction estimate utilizing the Construction Cost Estimating Guide. It is noted that more curb ramps are needed compared to the grant estimate as discussed earlier

Develop Specifications (4280)

NV5 will develop input for the Special Provisions using guidance provided by the latest Baseline Document Changes, NJDOT Standard Specifications, and supplemental specifications provided by Highland Park Borough.

Develop Construction Schedule (4285)

NV5 will develop schedule.

Prepare Final Design Submission Package (4290)

NV5 will prepare the Final Design (FD) Submission package for Highland Park Borough and NJDOT Local Aid. The package will include:

- Transmittal letter indicating the distribution of all FD Submission deliverables
- Design Communications Report (DCR)
- Final Plans (prints only) with copies to the appropriate review units. Mylar sheets will be held by the designer so that any necessary revisions can be made as required by the FD Review and Plans, Specifications and Estimate (PS&E) processing activities
- Special Provisions - show all revisions required to the current Standard Input (SI)
- Input from Highland Park Borough (front-end of specifications)
- Construction Cost Estimate
- Construction Schedule

Resolve Final Design Submission Comments (4830)

NV5 will update the contract documents, utilizing the Final Design Submission (FDS) comments.

Submit PS&E Package (4840)

NV5 will prepare and submit the Plans, Specifications and Estimate (PS&E) package. In addition to the project plans, specifications and estimate, the PS&E package may include:

- Designer PS&E Certification
- Construction Schedule
- ESBE Goal Memo
- Approved Design Communications Report (if needed)
- Quantity Calculations and Engineer's Estimate
- Certifications: Railroad Certification, Utility Certification, Permit Certification, Designer Certification

FD Status Meetings / PIC / Meeting Summary

- We anticipate a total of 2 status meetings, a Local Officials and/or school board meeting.
- FD Phase Public Information Center (PIC) – One (1) PIC will be conducted FD.
 - NV5 will facilitate one PIC in this phase. We will identify stakeholders and prepare a meeting flyer, mailing list, electronic file for mailing labels, newspaper notices and meeting materials (such as display boards). Adjacent property owners and other stakeholders will be included on the mailing lists.
 - It is assumed that Highland Park Borough will send out notices and invitations. NV5 will attend and prepare meeting materials and a meeting summary.
 - PIC format can be conducted either in-person or virtually based on the preference of Highland Park Borough. If in-person, it is assumed Highland Park Borough will arrange the meeting place and the format will be an open meeting format where representatives from the Borough of Highland Park and NV5 will be available to answer questions and take comments.
 - NV5 will compile comments and provide draft responses for Highland Park Borough Review and prepare a Comment Resolution Summary following the meeting and two-week comment period.

FD Project Management, Schedule, DCR's

NV5 coordination / management services will include the coordination of design tasks, as well as with the in-house design departments; scheduling design efforts and monitoring project budgets to ensure the successful completion of scope tasks identified. Also included is the preparation of progress reports, evaluation of potential issues that could impact the project budget/schedule, review of expense charges, quality assurance and control, and review of monthly invoices.

For the duration of the project, NV5 will submit a progress report each month with the invoice. This report will include, but not be limited to the following:

- a detailed progress report of the work completed to date with the current invoice period highlighted.
- a summary of the costs incurred to date, amount remaining, and percentage complete.
- any anticipated costs/tasks not initially included in the scope of work.
- confirmation of upcoming submittals and any possible scheduling conflicts.

GRANT ESTIMATE**Highland Park Phase Two Intersection Safety and ADA Improvements
COST ESTIMATE****Curb Ramps**

Total Units	67	
Cost Per Unit*	\$1,500	
Subtotal		\$100,500

Detectable Warning Surfaces

Total Units	145	
Cost Per Unit*	\$250	
Subtotal		\$36,250

Crosswalks

Total Units	39	
Cost Per Unit* (225 SF @ \$3.20/SF, continental)	\$720	
Subtotal		\$28,080

Signs

Total Units	16	
Cost Per Unit (9 SF @ \$40/SF)*	\$360	
Subtotal		\$5,760

Benches w/ Concrete Pads

Total Units	18	
Cost Per Unit**	\$1,700	
Subtotal		\$30,600

Bike Racks

Total Units	9	
Cost Per Unit*	\$400	
Subtotal		\$3,600

Inlet / Pole / Stair Relocation

Total Units	9	
Cost Per Unit***	\$7,875	
Subtotal		\$70,875

Preliminary Project Cost Total **\$275,665**

Cost estimate prepared by Teri Jover using the following sources:

* NJ SRTS Cost Sheet by NV5, May 2017 update

** Highland Park Department of Public Works estimate

*** CME Associates

GRANT ESTIMATE

Highland Park Phase Two Intersection Safety and ADA Improvements

INVENTORY

Location	Curb Ramps	DWS	Crosswalks	Signs	Benches w/ Conc. Pads	Bike Racks	Inlet/ pole/ steps
Abbott / No. 10th	0	8	0	0	0	0	
Abbott / No. 11th	0	0	0	1	0	0	
Abbott / No. 5th	3	6	1	1	1	0	
Abbott / No. 8th	2	6	0	1	0	0	
Abbott / No. 9th	1	8	0	0	0	0	
Cedar Ave	0	0	0	0	1	0	
Central / Exeter	0	4	2	0	0	0	
Central / Seville	2	2	1	0	0	0	
Central / Sparkel	2	2	1	0	0	0	
Columbia / Cherry	0	7	3	5	1	0	
Crowells / Donaldson	1	1	1	0	0	0	
Donaldson / Braun	0	0	0	1	0	0	
Highland / Archer	2	2	1	0	0	0	
Highland / Drier	3	3	2	0	0	0	
HPHS	0	0	0	0	1	2	
Irving School	0	0	0	0	1	1	
Lincoln / Lawrence	2	2	1	0	0	0	
Mansfield - school	0	0	0	0	2	2	
Montgomery - school	0	0	0	0	2	2	
MS/HS/Region Sports Fields	0	0	0	0	0	2	
No. 5th / Harrison	0	0	0	2	0	0	
No. 5th / Lincoln	0	0	0	0	2	0	
No. 5th / So. Park	2	2	1	0	0	0	
No. 6th / So. Park	2	2	1	0	0	0	2
No. 7th / So. Park	2	2	1	0	0	0	2
So. 1st / Donaldson	4	8	0	0	0	0	
So. 1st / Graham	2	2	1	0	0	0	1
So. 1st / Harper	3	3	1	0	0	0	
So. 1st / Hill	2	2	1	0	0	0	
So. 1st / Magnolia	4	4	0	0	0	0	
So. 1st / Park Pl	2	1	1	0	0	0	
So. 2nd / Benner	0	8	0	0	0	0	
So. 2nd / Graham	0	8	0	0	0	0	
So. 2nd / Magnolia	0	8	0	0	0	0	
So. 2nd / Valentine	0	0	0	0	1	0	
So. 3rd / Mansfield	2	2	1	0	0	0	
So. 3rd and 2 Day Cares	0	0	0	2	0	0	
So. 3rd. / Donaldson	3	3	1	0	0	0	1
So. 4th / Harper	0	2	0	0	1	0	
So. 7th / Donaldson	0	0	1	1	0	0	
So. 7th / Eden	0	2	1	0	0	0	
So. 8th / Eden	6	8	2	0	0	0	1
So. 8th / Graham	2	6	1	0	0	0	1
So. 9th / Aurora	0	2	1	0	0	0	
So. 9th / Eden	5	8	3	0	0	0	
So. 9th / Graham	4	4	3	0	0	0	1
So. 9th / Volkert	2	2	3	2	0	0	
So. Adelaide	0	0	0	0	4	0	
So. Adelaide / Johnson	0	3	2	0	1	0	
So.1st / Graham	2	2	0	0	0	0	
TOTAL	67	145	39	16	18	9	9

NV5, Inc.
 Project #728622-0000748.02
 Date: January 18, 2023

HIGHLAND PARK SRTS 2018 PHASE 2
 Borough of Highland Park - Middlesex County

Location	Curb Ramps	Detectable Warning Surfaces	Crosswalks	Signs	Benches w/ Concrete Pads
Abbott / No. 10th					
Abbott / No. 11th				1	
Abbott / No. 5th	6	6	3	3	1
Abbott / No. 8th	12	12	6	1	
Abbott / No. 9th					
Cedar Ave					1
Central / Exeter	5	5	4		
Central / Seville	5	5	2	3	
Central / Sparkel	5	5	2	3	
Columbia / Cherry	4	4	4	5	1
Crowells / Donaldson	2	2	1	2	
Donaldson / Braun				1	
Highland / Archer	4	4	2	4	
Highland / Drier	4	4	2	4	
HPHS					1
Irving School					1
Lincoln / Lawrence	8	8	4		
Mansfield - school					2
Montgomery - school					2
MS/HS/Region Sports Fields					
No. 5th / Harrison				2	
No. 5th / Lincoln					2
No. 5th / So. Park	2	2	1	2	
No. 6th / So. Park	2	2	1	1	
No. 7th / So. Park	2	2	1		
So. 1st / Donaldson					
So. 1st / Graham					
So. 1st / Harper					
So. 1st / Hill					
So. 1st / Magnolia	6	6	3		
So. 1st / Park Pl	4	4	2	2	
So. 2nd / Benner	8	8	4		
So. 2nd / Graham	8	8	4		
So. 2nd / Magnolia	8	8	4		
So. 2nd / Valentine					1
So. 3rd / Mansfield	6	6	3	4	
So. 3rd and 2 Day Cares				2	
So. 3rd / Donaldson	4	4	2	3	
So. 4th / Harper	4	4	2	2	1
So. 7th / Donaldson	2	2	1	3	
So. 7th / Eden	4	4	2	2	

Denice daCunha, PE
Supervising Engineer
NV5, Inc.
7 Campus Drive, Suite 300
Parsippany, NJ 07054

August 25, 2023

Re: Highland Park SRTS
Scope of Work- Final Design

Dear Denice:

Our scope of work detailed below will provide for Final Design services. Work will be completed in accordance with current NJDOT Design Phase Guidelines. Specific work activities required are detailed below.

Conduct Supplemental Surveys (4215)

AmerCom will conduct a supplemental survey for any areas not addressed in previous surveys. Supplemental survey information obtained will be added to the base maps. A maximum of 2 crew day have been allotted for this task.

ROW

ROW work under this scope assumes 5 ROW impacts will be considered "Temporary Sidewalk Easement Areas". The "Temporary Sidewalk Easement Areas (TSEA)" includes ROW impacts that are in accordance with the following criteria:

- Where the proposed or reconstructed sidewalk is within the right of way and workspace needed is beyond the ROW.
- Where sidewalk is reconstructed within its existing footprint even if footprint is outside of the ROW. (curb ramps excluded)
- Curb Ramp is completely within the right of way, but workspace needed is beyond ROW.

Work required to develop TSEA's will include obtaining the current deed, preparation of Individual Parcel Maps (IPM's) and descriptions. Preparation of GPPM's, ETM's and completion of title searches required for other types of ROW impacts including "Permanent Sidewalk Easements (PSE)" are not included under the scope for TSEA's and will be considered extra work.

A maximum total of 5 TSEA's and no PSE's are included under this scope. Additional TSEA's and PSE's will be considered extra work. Activities required to complete this ROW work are as follows:

Conduct Title Search (4600)

AmerCom will coordinate the work of a title search company to obtain the current deed only for the 5 impacted properties with TSEA's. 30 year title searches will not be completed. It is noted certain properties typically publicly owned and large corporations require extensive research to complete full

title searches due to their large amount of property holdings. The deed and title search costs are limited to the total expense shown in the cost summary. Should costs for the deed/title searches exceed the allotted budget the work required will be considered extra and outside this scope. This work will include a review of the deed data and plotting of the property boundaries based on current deeds.

Prepare ROW Plans and Documents (4605)

AmerCom will prepare and submit ROW documents. ROW impacts are anticipated at a total of 5 parcels consisting of TSEA's only.

Documents required for Final ROW are as shown below.

Temporary Sidewalk Easement Areas

- Individual Parcel Maps (5 plans)
- Parcel Descriptions (5)

It is noted survey of the entire properties to develop IPM's will not be completed. Plans to be developed will be based on existing aerial imagery traced into CAD and field edited to reflect current site features that may affect ROW acquisitions.

Prepare Pre-Final ROW Submission (4615)

AmerCom will attend the ROW review meeting. We will address all comments received regarding ROW documents. We will update and submit these documents as per the comment resolutions.

Prepare Final ROW Submission (4625)

AmerCom will review and update the right of way documents as per comments received from the Pre-Final submittal. AmerCom will prepare final documents.

Our cost for this work is shown on the attached hourly cost breakdown. Thank you for this opportunity and please feel free to contact me with any questions.

Very truly yours,
AmerCom Corporation



Mark V. Sheptoek, P.E.
Vice President



WORK ACTIVITY	Description of Tasks	Surveyor P-IV	Engineer P-II	Jr. Engineer P-I	Princ. Tech ET-4	Total
		HRS.	HRS.	HRS.	HRS.	HRS.
4215	Conduct Supplemental Survey					
	Topographic/Planimetric Survey	4	16	16		36
	Update Base Mapping and DTM	4			8	12
4600	Conduct Title Search					
	Coordinate deed search	1				1
	Review and plot deeds	2			12	14
4605	Prepare ROW Plans and Documents					
	<i>Temporary Sidewalk Easement Areas</i>					
	Prepare IPM's (5)	4	8		32	44
	Descriptions (5)	10				10
4615	Prepare Pre-Final ROW Submission					
	Prepare Prefinal ROW	4			8	12
4625	Prepare Final ROW Submission					
	Prepare Final ROW	4			4	8
TOTAL MAN-HOURS		33	24	16	64	137
HOURLY RATE		\$ 69.80	\$ 35.90	\$ 32.85	\$ 46.74	
SUB TOTAL COST		\$ 2,303.40	\$ 861.60	\$ 525.60	\$ 2,991.36	\$ 6,681.96

COST SUMMARY

<u>Labor</u>	
Direct Labor	\$ 6,681.96
Overhead @ 162.43%	\$ 10,853.51
Fee @ 18% of DTL	\$ 1,202.75
Labor subtotal	\$18,738.22
<u>Expenses</u>	
Deed/Title Search	\$ 200.00
Postage, Reproduction	\$ 100.00
Expense subtotal	\$ 300.00
TOTAL =	\$19,038.22

**SRTS 2018 Borough of Highland Park
Phase 2 - Safe Routes to School Design Assistance - Various Locations**

Proposal for Professional Design Services

August 25, 2023 - Updated NV5 FD Proposal

TASK	P7 PROJECT MANAGER/ SUPERVISING ENG	P5 PRINCIPAL ENGINEER/ SUPERVISING ENV SPECIALIST	P4 SENIOR ENGINEER	P3 ASSISTANT ENGINEER / ENV SPECIALIST	ETS PRINCIPAL ENG TECH / CADD	TOTAL HOURS
PHASE II - FINAL DESIGN						
Conduct Supplemental Surveys / Base Map [Coordination with AmerCom]	2		20			22
Prepare Soil Erosion and Sediment Control Report and Plans	4		10	20		34
Obtain Soil Erosion (SESC) Approval	2		10	5		17
Prepare Permits - No Services - activities will be covered under permit by rule or other allowable maintenance and will not require a formal permitting process.						No Services
Prepare Final Roadway Plans (including Curb Ramp details)	10	50	100	100	100	360
Complete Traffic Signal, Signage, and Striping Plans	2		4	8		14
Complete Drainage Design	5		6	10		21
Develop Construction Cost Estimate	1	2	8			11
Develop Specifications	10		20			30
Develop Construction Schedule		1	6			7
Prepare Final Design Submission Package	5	5	20	30	20	80
Resolve Final Design Submission Comments	4	4	6			14
Submit PS&E Package	4	4	8			16
Hold Public Information Center, Local Official Meeting	8	8	16			32
FD Coordination Meetings with Highland Park & NJDOT (Assume 2)	12	12				24
FD Project Management / coordination, DCRs	24	8	20			52
	93	94	254	173	120	734
FD Work-Hour Totals						
	\$95.11	\$66.01	\$50.90	\$33.69	\$47.93	
July 2023 Wage Rates						
	\$8,845.23	\$6,204.94	\$12,928.60	\$5,828.37	\$5,751.60	\$ 39,558.74
FD Totals Direct Labor						

**SRTS 2018 Borough of Highland Park
Phase 2 - Safe Routes to School Design Assistance - Various Locations**

Proposal for Professional Design Services

August 25, 2023 - Updated NV5 FD Proposal

Non Participating Services									
None	0	0	0	0	0	0	0	0	0
FD Work-Hour Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July 2023 Wage Rates	\$95.11	\$66.01	\$50.90	\$33.69	\$47.93				
Non-Participating Totals Direct Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

If and Where Directed Services									
None	0	0	0	0	0	0	0	0	0
FD Work-Hour Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July 2023 Wage Rates	\$95.11	\$66.01	\$50.90	\$33.69	\$47.93				
If and Where Directed Direct Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Wage rates shown are current at the time of this proposal or escalated for future phases. It is understood that staff wage rates may change (increase or decrease) or different staff utilized to meet project schedule and budget. NV5's intent is to stay within the contract ceilings. Current wage rates will be identified on project invoices.

SRTS 2018 Borough of Highland Park
Phase 2 - Safe Routes to School Design Assistance - Various Locations
Proposal for Professional Design Services
August 25, 2023 - Updated NV5 FD Proposal

Direct Expense Summary

	FD	FD Non Participating	FD If & Where Directed
Mileage (Personal Vehicles)	\$ 250.00	\$ -	\$ -
Reproduction Services (Color Plots, Copies, Mylars, Etc.)	\$ 1,500.00	\$ -	\$ -
Permit Fees: Not yet determined and not included in this estimate. Assume covered by others.....	not included	not included	not included
 <i>Miscellaneous</i>			
Express Mail.	\$ 100.00	\$ -	\$ -
Misc.....	\$ 100.00	\$ -	\$ -
Assume PIC initiation and mailing from Borough.....	not included	\$ -	\$ -
<u>Total</u>	<u>\$ 1,950.00</u>	<u>\$ -</u>	<u>\$ -</u>

SRTS 2018 Borough of Highland Park
Phase 2 - Safe Routes to School Design Assistance - Various Locations
Proposal for Professional Design Services
Fee Summary
August 25, 2023 - Updated NV5 FD Proposal

			Non-Participating Services	If & Where Directed
Final Design				
NV5 Salaries.....	\$ 39,558.74	\$	-	\$ -
Overhead @ 154.44%	\$ 61,094.52	\$	-	\$ -
FCCM (Facilities Capital Cost of Money) @ 0.33%	\$ 130.54	\$	-	\$ -
total overhead (154.77%) = interim+FCCM	\$ 61,225.06	\$	-	\$ -
Fixed Fee (Fee Factor =0.195).....	\$ 7,713.95	\$	-	\$ -
Fee Factor Calculation: Size = small project = 15, Complexity = standard = 15, Duration = standard = 15, Risk level = Level 1 = 20 $(15+15+15+20) = 65, 65/100 = 0.65*30 = 19.5\%$ of direct labor				
FD Direct Expenses.....	\$ 1,950.00	\$	-	\$ -
Total FD NV5 Fee	\$ 110,447.75	\$	-	\$ -
Sub Consultant - AmerCom	\$ 19,038.22	\$	-	\$ -
Total FD Fee	\$ 129,485.97	\$	-	\$ -

**RESOLUTION NO. 2-24-84
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO CANCEL OUTSTANDING GENERAL ACCOUNT
AND BAIL ACCOUNT CHECKS**

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

1. The Municipal Court Administrator, Tracey Horan, shall be and is hereby authorized and directed to draft a check in the amount of \$130.00 made payable to the Borough of Highland Park as unclaimed funds from outstanding checks on the General Account. Said check is to be forwarded to Nerea Champion, Chief Financial Officer, who will process the check accordingly.
2. The Municipal Court Administrator, Tracey Horan, shall be and is hereby authorized and directed to draft a check in the amount of \$260.00 made payable to the Borough of Highland Park as unclaimed funds from outstanding checks on the Bail Account. Said check is to be forwarded to Nerea Champion, Chief Financial Officer, who will process the check accordingly.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Chief Financial Officer and Municipal Court Administrator 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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 2-24-85
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO EXECUTE AGREEMENT WITH MIDDLESEX COUNTY FOR AN
OPEN SPACE, RECREATION AND FARMLAND AND HISTORIC TRUST FUND
GRANT FOR IMPROVEMENTS TO THE FELTON AVE TOT LOT**

WHEREAS, the Borough desires to make improvements to the Felton Ave Tot Lot; and

WHEREAS, an application for funding was submitted to the Middlesex County Open Space, Recreation and Farmland and Historic Trust Fund to cover half of the project costs; and

WHEREAS, in a letter dated February 8, 2024, Middlesex County notified the Borough that its request was granted and the Borough would receive \$85,500 toward improvements to the Felton Ave Tot Lot.

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

- 1) The Mayor and Borough Clerk are hereby authorized and directed to execute the Middlesex County Open Space, Recreation and Farmland and Historic Trust Fund grant agreement in the amount of \$85,500, a copy of which is attached to this Resolution.

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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

AGREEMENT

THIS AGREEMENT made this _____ day of _____ 2024 between the COUNTY OF MIDDLESEX, a municipal corporation of the State of New Jersey, having its principal offices at 75 Bayard Street, in the City of New Brunswick, New Jersey (hereinafter known as “COUNTY”) and the BOROUGH OF HIGHLAND PARK, a municipal corporation of the State of New Jersey, having its principal office at 221 South Fifth Avenue, Highland Park, New Jersey 08904 (hereinafter known as “BOROUGH”),

WITNESSETH:

WHEREAS, the COUNTY by Resolution #96-1478, established Open Space and Farmland Preservation Trust Fund pursuant to N.J.S.A. 40:12-10 et seq. and N.J.S.A. 40:12-16 et seq. and adopted operating procedures therefor; and

WHEREAS, subsequent thereto, the statute governing the aforesaid trust fund was amended, which amendment, inter alia, changed the name of the fund to the Open Space Recreation and Farmland and Historic Preservation Trust Fund (the “Trust Fund”) and set forth the permissible use of Trust Fund monies; and

WHEREAS, by resolution 97-1891, the COUNTY established the Trust Fund pursuant to N.J.S.A. 40:12-16 et seq., as amended by P.L. 1997, c.24 (N.J.S.A. 40:12-15.1 et seq.); and

WHEREAS, pursuant to N.J.S.A. 40:12-15.6, the governing body of any County which has established an “Open Space, Recreation and Farmland and Historic Preservation Trust Fund” may, by resolution, distribute monies deposited therein to municipalities within the County to be used for purposes for which the Fund was established; and

WHEREAS, the BOROUGH has submitted a proposal to the COUNTY in connection with the improvement and/or development of a Green Acres area known as the Felton Ave Tot Lot, which includes the following: new ADA-friendly play surface and structure, installation of a patio area, new picnic tables & benches, installation of a rain garden, and landscaping more fully outlined in a request dated January 23, 2024 from the Borough of Highland Park Mayor, Elsie Foster and attached hereto as **Exhibit “A”** (“Project”); and

WHEREAS, the COUNTY has evaluated said proposal and finds that it meets the purposes for which monies deposited in the “Open Space, Recreation and Farmland and Historic Preservation Trust Fund” may be utilized; and

WHEREAS, by resolution dated _____, 2024 (#24-_____-R), the COUNTY authorized a grant agreement under the Middlesex County Open Space, Recreation and Farmland and Historic Preservation Trust Fund with the BOROUGH for the amount not to exceed Eighty-Five Thousand, Five Hundred dollars and 00/100 cents (\$85,500.00) for the purpose of funding, in part, the Project;

WHEREAS the COUNTY and BOROUGH are desirous or effectuating and implementing the terms of said grant agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants between the parties herein and contained herein, the COUNTY and the BOROUGH hereby agree as follows:

1. The COUNTY shall provide up to Eighty-Five Thousand, Five Hundred dollars and 00/100 cents (\$85,500.00), said funds coming from the Trust Fund. Grant Funds shall be used solely and exclusively for the Project, as set forth above and more fully described in **Exhibit “A.”**

2. The COUNTY shall make payment of said grant funds to the BOROUGH as more fully set forth herein. Funds shall be made available in the amount of Eighty-Five Thousand, Five Hundred dollars and 00/100 cents (\$85,500.00) for fiscal year 2024.
3. The BOROUGH acknowledges that the funds provided by the COUNTY hereunder are to be used solely for purposes permitted by the Middlesex County Open Space Fund Allocation Policy and N.J.S.A. 40:12-15.1 et seq.
4. The BOROUGH further acknowledges and agrees that the grant funds shall be utilized exclusively for the construction costs of the Project set forth above and only for those items more specifically described in the “Borough of Highland Park Felton Ave Tot Lot Request” dated January 23, 2024 in the attached **Exhibit “A”**.
5. The COUNTY shall make payment to the BOROUGH under the following conditions:
 - a. The submission by the BOROUGH of a certified copy of the resolution or ordinance, whichever is appropriate, authorizing the execution of this contract.
 - b. The submission by the BOROUGH of a certified copy of the summary of bid results for construction of the Project.
 - c. Payments shall be made on a reimbursement basis only, after the BOROUGH has submitted an invoice with supporting documentation on payments made by the BOROUGH for the Project.
 - d. Payments will be made for up to fifty percent (50%) of the actual construction costs, as determined by the lowest bidder, not to exceed the total amount of the grant, with the BOROUGH responsible for matching contributions up to the amount of the grant and one hundred percent (100%) of the actual construction costs thereafter.

- e. Payments shall be made only for the portion of grant that has been allocated, as outlined in Paragraph 2.

Upon completion of the Project, the BOROUGH shall submit a certification from the BOROUGH Authorized Architect/Engineer of the as-built costs thereof to the County Director of Parks and Recreation.

6. The BOROUGH agrees that, in undertaking the Project, it shall comply with all applicable laws including, but not limited to, the “Local Public Contracts Law” (N.J.S.A. 40A:11-1 et seq.) and the “Prevailing Wage Law” (N.J.S.A. 34:11-56.25 et seq.).
7. The BOROUGH acknowledges that the funds provided by the COUNTY hereunder are to be used for purposes permitted by the “Open Space, Recreation and Farmland and Historic Preservation Trust Fund”. Should any of the COUNTY funds be utilized for any other purpose, for items not included in the “Borough of Highland Park Felton Ave Tot Lot Request” dated January 23, 2024 or should the property upon which the Project is situated cease to be used for open space and/or recreation purposes, then the BOROUGH shall be required to return the full amount of the grant to the COUNTY.
8. If the BOROUGH is required to file a Recreation and Open Space Inventory (ROSI) with the New Jersey Department of Environmental Protection, Green Acres Program, the BOROUGH shall list the property or that portion of the property that is a part of the PROJECT, on the ROSI.

9. The BOROUGH shall notify the COUNTY of the pre-construction meeting and any subsequent construction meetings for the Project that involve the BOROUGH Authorized Architect/Engineer, municipal staff, and the approved contractor; the COUNTY shall have the option of providing a staff member from the Office of Parks and Recreation or Office of Engineering to attend these meetings. If the BOROUGH installs a project sign during construction, the BOROUGH shall include the Middlesex County Board of County Commissioners (“Board”) as funding partner. At the conclusion of the Project, the BOROUGH shall also install and maintain a County-approved Recreational Improvement sign. The County shall provide the Recreational Improvement sign.

10. The BOROUGH further agrees that the Project shall be completed within three (3) years from the date that this Agreement is executed by both parties. Should the Project not be completed within three (3) years, or any extension which may be granted by the COUNTY in its sole discretion, then the BOROUGH shall return to the COUNTY that portion of the grant which represents the percentage of the Project which remains unfinished, as determined by the County Director of Parks and Recreation or the County Engineer.

11. The BOROUGH shall ensure that the construction work related to the Project complies with the Americans With Disabilities Act (hereinafter referred to as the “ADA”), as well as the BOROUGH’s maintenance of the Project thereafter. Additionally, the BOROUGH agrees to defend, indemnify and otherwise save harmless the COUNTY from all ADA violations. The BOROUGH further agrees to make the Project available without regard to race, color, gender, sexual orientation, religion, national origin, or any other protected characteristic.

12. The BOROUGH shall defend, indemnify and otherwise save harmless the COUNTY, its agencies, departments, bureaus, boards, officials and employees from any and all claims or actions at law to the fullest extent permitted by law, whether personal injury, property damage or liabilities, including the cost of defense arising out of acts or omissions, whether negligent or not, of the BOROUGH, its employees, officials, contractors, subcontractors and/or agents in the design, development, planning, construction, operation and/or maintenance of the Project, or that arise out of any failure to perform the obligations under this Contract or any other improper performance. The BOROUGH'S duty to defend, indemnify, and otherwise save harmless the COUNTY shall also apply when the active or passive negligence of the COUNTY is alleged or proven.

13. The BOROUGH acknowledges that the COUNTY's sole obligation hereunder and in connection with the Project is the provision of the aforesaid grant. The BOROUGH commits to properly maintain the recreational improvements according to the manufacturer's specifications. Maintenance includes, but is not limited to, inspection, maintenance, repair, and/or replacement of playground equipment and safety surfacing, annual G-max test of safety surfacing for impact attenuation, maintenance, repair, painting, and/or replacement of picnic tables, benches, and patio, maintenance and care of rain garden, landscaping, and trees, and inspection and repair of walking paths. Failure to maintain the facilities will require the BOROUGH to return the grant money to the COUNTY.

14. The parties agree to undertake all necessary actions which are required to effectuate the terms of this Agreement, including the adoption of all necessary instruments and the execution of all necessary documents.
15. This Agreement represents the entire Agreement between the parties, and it shall only be modified through a subsequent written amendment approved by the respective governing bodies of both parties.
16. This Agreement shall be interpreted and shall be governed by the laws of the State of New Jersey.
17. This Agreement shall be binding upon the parties and their legal representatives, successors, and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the proper corporate officers and have their proper corporate seals affixed hereto, the day and year first above written.

ATTEST:

COUNTY OF MIDDLESEX

AMY R. PETROCELLI, Clerk
Board of County Commissioners

RONALD G. RIOS, Director
Board of County Commissioners

ATTEST:

BOROUGH OF HIGHLAND PARK

JENNIFER SANTIAGO, Borough Clerk

ELSIE FOSTER, Mayor

EXHIBIT A

Borough of Highland Park Felton Ave Tot Lot Request
Felton Pocket Park Cost Estimate
Engineering Plans
Dated January 23, 2024



THE BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY
221 SO. 5TH AVENUE
HIGHLAND PARK, NJ 08904
TEL: (732) 572-3400
FAX: (732) 777-6006
www.HPBORO.com

January 23, 2024

Ronald G. Rios
County Commissioner Director
County Administration Building, 1st Floor
75 Bayard Street
New Brunswick, NJ 08901

Dear Commissioner Director Rios:

On behalf of the Borough of Highland Park, I am writing to request funding from the Middlesex County Open Space Recreation Trust Fund for improvements to our Felton Avenue Tot Lot, a beloved pocket park on the south side of Highland Park.

As you know, Highland Park is the municipality with the third-highest population density in Middlesex County. With only 1.8 square miles and more than 15,000 residents, we have an extremely limited amount of land available for recreation and even the smallest public spaces are precious. The Felton Avenue Tot Lot, dated though it has become, is a popular destination for parents with young children. It became essential during the height of the COVID emergency, as it provided a safe place for outdoor play and socialization during a time when school and daycare options were limited.

The Tot Lot currently consists of a dated climbing structure on an asphalt surface that is in poor condition. We are proposing to completely overhaul the park by adding: a new, ADA-friendly play surface and structure, a patio with a small grassy, open area for children to play in, and a few picnic tables and benches for parents. We also intend to install a rain garden and plant shade trees in consultation with Sustainable Highland Park and the Shade Tree Advisory Committee.

Attached please find a concept plan and cost estimate for the Felton Ave Tot Lot that was prepared by our engineering firm, CME Associates. The total project cost is \$171,000 and the Borough has already allocated the necessary funds for its portion (\$85,500), assuming a 50% match requirement. We are prepared to move quickly with these improvements upon confirmation of funding. Ideally, we would like to have a ribbon cutting for the new space by mid-summer.

Thank you so much for your consideration, both the community and myself look forward to your decision.

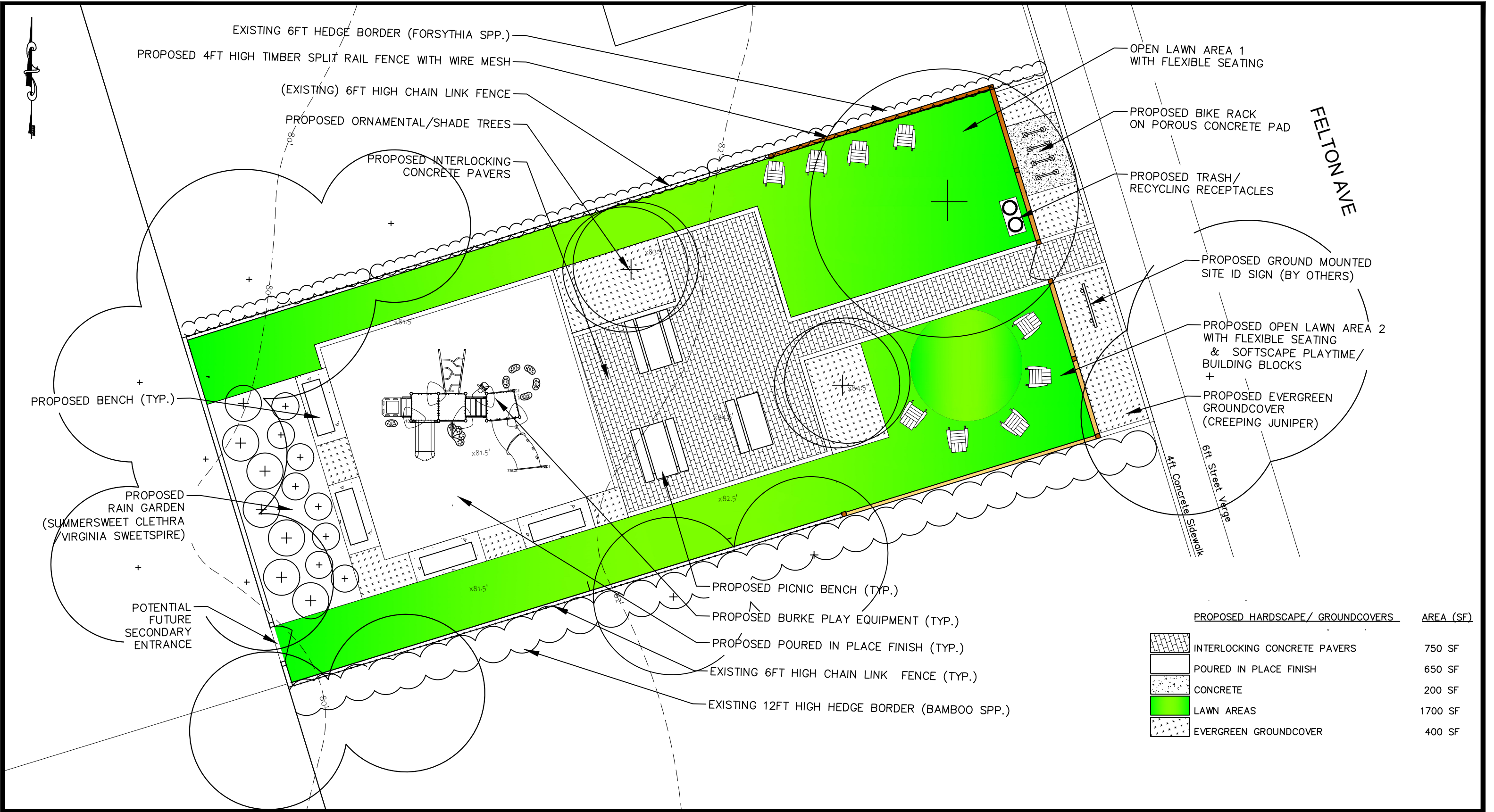
Sincerely,

Mayor Elsie Foster

**FELTON POCKET PARK
BOROUGH OF HIGHLAND PARK
CONCEPT COST ESTIMATE**

ITEM	DESCRIPTION	QUANTITY	U/M	UNIT COST	TOTAL
1	Clearing Site, Mobilization and Demobilization	1	LS	\$10,000.00	\$10,000.00
2	Play Surface with Concrete Curb	1	LS	\$34,757.50	\$34,757.50
3	Play Equipment Including Materials and Labor	1	LS	\$44,478.16	\$44,478.16
4	Decorative 6' Bench, including anchoring and concrete pad	4	UN	\$3,000.00	\$12,000.00
5	Decorative Trash Receptacle, including anchoring	1	UN	\$1,500.00	\$1,500.00
6	Decorative Recycling Receptacle, including anchoring	1	UN	\$1,500.00	\$1,500.00
7	Interlocking Concrete Pavers with Sub-base	85	SY	\$170.00	\$14,450.00
8	4' High Timber Split Rail Fence with Mesh Wire	100	Lf	\$23.50	\$2,350.00
9	Typical Picnic Table	3	UN	\$3,000.00	\$9,000.00
10	Bike Rack, 5-Loop, including concrete foundations	1	UN	\$1,500.00	\$1,500.00
11	Topsoil, Fertilze, Lime, and Seed All Lawn Areas	1	LS	\$8,000.00	\$8,000.00
12	Clethra alnifolia - Summersweet: 24"-36"	8	UN	\$50.00	\$400.00
13	Itea virginica - Sweetspire: 24"-36"	8	UN	\$50.00	\$400.00
14	Ornamental Trees and Shade Trees	3	UN	\$500.00	\$1,500.00
15	Evergeen Groundcover: Juniper horizontalis - Creeping Juniper	60	UN	\$30.00	\$1,800.00
16	Grounded Mounted Sign	1	UN	\$2,000.00	\$2,000.00
17	Allowance for Work Not Specified	1	LS	\$10,000.00	\$10,000.00

Estimated Construction Cost	\$155,635.66
10% Construction Contingency	\$15,600.00
ESTIMATED CONSTRUCTION COST	\$171,235.66
SAY:	\$171,000.00



PROPOSED HARDSCAPE/ GROUNDCOVERS	AREA (SF)
INTERLOCKING CONCRETE PAVERS	750 SF
POURED IN PLACE FINISH	650 SF
CONCRETE	200 SF
LAWN AREAS	1700 SF
EVERGREEN GROUNDCOVER	400 SF



IMPROVEMENTS TO FELTON AVE. POCKET PARK

BOROUGH OF HIGHLAND PARK, MIDDLESEX COUNTY, NJ

SCALE: 1" = 10'

RESOLUTION NO. 2-24-86

**BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION AUTHORIZING AMENDMENT TO ANNUAL SALARY RESOLUTION

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, County of Middlesex, State of New Jersey: that the annual Salary Resolution No. 1-24-12, which was adopted on January 2, 2024, showing the names, titles and salaries of the officers and employees of the Borough of Highland Park, is amended as follows:

- Michael Bobish, Library Director, \$117,300.00 Salary, Effective 01/01/2024
- Jonathan Coster, Laborer, \$21.54 Hourly, Effective 2/20/2024
- Jennifer Calo, Crossing Guard, \$20.64 Hourly, Effective 01/26/2024
- Andrew McSherry, Full-time Fire Fighter, \$50,000.00 Salary, Effective 02/26/2024
- Beverly Spool, Part-time Instructor, \$42.00 Hourly, Effective 02/16/2026

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

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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 2-24-87
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION AUTHORIZING APPLICATION TO SUSTAINABLE JERSEY FOR
PSE&G CAPACITY BUILDING GRANT**

WHEREAS, Sustainable Highland Park (SHP) seeks to update their website and make it a more dynamic tool for recruitment and outreach; and

WHEREAS, Sustainable Jersey has funds available for these purposes through their PSEG Grant program; and

WHEREAS, Borough Council desires to apply for this grant funding in the amount of \$2,000 which requires no cash match; and

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

1. The Mayor and Borough Clerk are hereby authorized and directed to execute and submit the grant application to Sustainable Jersey.
2. The Mayor and the Borough Clerk are hereby authorized to sign the grant agreement upon acceptance on behalf of the Borough of Highland Park and that their signature constitutes acceptance of the terms and conditions and approves the execution of the grant agreement.

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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 2-24-88
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

**RESOLUTION TO AUTHORIZE TERMINATION OF ALL PARTICIPATION
UNDER THE STATE HEALTH BENEFITS PLAN**

WHEREAS, the Borough participates in the State Health Benefits Plan (SHBP) to provide health insurance benefits to its active employees; and

WHEREAS, SHBP premiums have increased more than 30 percent over the past three years and in an effort to stabilize these costs for the Borough and its employees, the Borough Administrator has solicited proposals from qualified health insurance providers; and

WHEREAS, the Borough has a proposal from the Central Jersey Health Insurance Fund that would provide medical and prescription coverage that is equal to or better than the SHBP.

NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of Highland Park that:

- 1) The Borough of Highland Park (SHBP Employer Location No. 021000) hereby resolves to terminate its participation in the Program Medical Plan and Prescription Plan thereby canceling coverage provided by the SHBP for all its active employees.
- 2) We shall notify all active employees of the date of their termination of coverage under the Program.
- 3) We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees, if any, of the cancellation of their coverage.
- 4) We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
- 5) We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission.

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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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

**RESOLUTION NO. 2-24-89
BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX**

RESOLUTION AUTHORIZING APPROVAL OF BILLS LIST

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that all claims presented prior to this meeting as shown on a detailed list prepared by the Borough Treasurer, and which have been submitted and approved in accordance with Highland Park Ordinance No. 1004, shall be and the same are hereby approved; and

BE IT FURTHER RESOLVED that the Borough Clerk shall include in the minutes of this meeting a statement as to all such claims approved as shown in a Bills List Journal in accordance with said Ordinance.

The bills approved for payment at this meeting, Bills List 2/20/2024 can be found in the Bills List Journal Book No. 44.

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 February 20, 2024.

Jennifer Santiago, Borough Clerk

RECORD OF COUNCIL VOTES

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