

BOROUGH OF HIGHLAND PARK  
REGULAR MAYOR & COUNCIL MEETING  
SEPTEMBER 3, 2019 - 7:00 PM

**MISSION STATEMENT OF THE BOROUGH OF HIGHLAND PARK:**

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

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

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

**AGENDA**

\* Denotes Consent Agenda Posted Items. Ordinarily, consent agenda items, pursuant to Ordinance No. 919, 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. Mayor administers Oath of Office and Allegiance to newly Promoted Police Officer. **MOTION** to adopt the following starred (\*) item:  

**ROLL CALL VOTE**

\* a. 9-19-247 Resolution to Promote Sgt. John Sachau to Lieutenant.
5. Mayor administers Oath of Office and Allegiance to new Police Officer Matthew Buttermark.
6. Council Reports.
7. Borough Administrator's Report.
8. Borough Attorney's Report.
9. Mayor's Report.
10. Public Discussion. (15 minutes)

11. Clerk reports introduction of Bond Ordinance Repealing Bond Ordinance No. 18-1966 and 18-1967 and Providing for the Replacement and Rehabilitation of Water Mains, Interconnections and Water Meters, for consideration of passage on first reading by title.
  - a. **MOTION** to adopt/reject and advertise ordinance on first reading by title. (Resolution No. 9-19-248) **ROLL CALL VOTE**
12. Clerk reports introduction of Bond Ordinance Providing for the Inspection and Survey of the Sanitary Sewer System, for consideration of passage on first reading by title.
  - a. **MOTION** to adopt/reject and advertise ordinance on first reading by title. (Resolution No. 9-19-249) **ROLL CALL VOTE**

**CONSENT AGENDA** - **MOTION** to adopt the following starred (\*) items:

**ROLL CALL VOTE**

13. \*9-19-250 Resolution to Approve Change Order #1 for Improvements to North Third Avenue and Hilton Street, Improvements to Merilind Avenue and South Seventh Avenue and Improvements to Various Municipal Parking Lots – JADS Construction.
14. \*9-19-251 Resolution to Approve Renewal of Annual Maintenance and Service Contract with Enforsys Police Systems, Inc.
15. \*9-19-252 Resolution to Approve Payment for Water Main Repairs on South Park Avenue and North 6<sup>th</sup> Avenue.
16. \*9-19-253 Resolution to Approve Off-Premises Raffle – Transfiguration of the Lord Church.
17. \*9-19-254 Resolution to Approve Increase to Purchase Order for Rich Tree Service for Tree Maintenance Contract.
18. \*9-19-255 Resolution Authorizing Purchase of Turnout Gear with Continental Fire and Safety under State Contract for the Highland Park Fire Department.
19. \*9-19-256 Resolution to Approve Street Tree Watering Contract.
20. \*9-19-257 Resolution to Approve 2019 School Tree Planting Project.
21. \*9-19-258 Resolution to Amend Annual Salary Resolution.
22. \*9-19-259 Resolution to Approve Final Payout to Police Officer Theodore Pardo.
23. \*9-19-260 Resolution to Refund Interest on Tax Overpayment – Tax Appeal.
24. \*9-19-261 Resolution to Amend Capital Budget.

- 25. \*9-19-262 Resolution to Adjust Water and Sewer Account Balances.
- 26. \*9-19-263 Resolution to Adopt Policy and Procedure Manual for Federal Aid Projects.
- 27. \*9-19-264 Resolution to Award Contract to PrimePoint for Payroll Services.
- 28. \*9-19-265 Resolution to Approve Bills List.  
**MOTION** adopt/reject **ROLL CALL VOTE**

29. Mayor appoints the following:

Crossing Guards

Catherine Ciorciari  
Mary Ann Kinsey  
Kibby May  
Lucille Morris  
Charlene Rayside  
Deborah Riddick Smith  
Beverly Robinson  
Margaret Toman  
Michael Stazeski  
Louann Morgan  
Jacqueline Rhein

Public Information Commission

Shelee Saal

Commission on Immigrant & Refugee Affairs

Shaina Ward

Recreation Advisory Committee

Shawn Harrison

**MOTION TO CONFIRM**

**ROLL CALL VOTE**

30. Open items.

a.

b.

31. Public Discussion.

32. 9-19-266 Executive Session: Litigation – Cappell v. Highland Park.

**MOTION** adopt/reject.

**ROLL CALL VOTE**

33. **MOTION** to adjourn to Conference Meeting.

**Personnel Appointment  
Promotion of John Sachau to Lieutenant  
Highland Park Police Department  
Resolution No. 9-19-247**

**WHEREAS**, the position of Lieutenant became available due to retirements/promotions; and

**WHEREAS**, Sgt. John Sachau has applied for and is qualified to fill the position; and

**WHEREAS**, the Public Safety Board recommends that Sgt. John Sachau be promoted to Lieutenant, Highland Park Police Department;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Highland Park, that Richard Abrams be appointed to the position of Lieutenant in the Highland Park Police Department, effective July 8, 2019 at a base salary of \$140,085.00.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-248

RESOLUTION: Finance Committee

WHEREAS, an Ordinance entitled, BOND ORDINANCE REPEALING BOND ORDINANCE NUMBER 18-1966 AND BOND ORDINANCE NUMBER 18-1967 FINALLY ADOPTED ON SEPTEMBER 4, 2018 AND PROVIDING FOR THE REPLACEMENT AND REHABILITATION OF WATER MAINS, INTERCONNECTIONS AND WATER METERS IN THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$3,000,000 THEREFOR FROM THE WATER/SEWER UTILITY OF THE BOROUGH AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OR NOTES TO FINANCE THE COST THEREOF, has been introduced and duly passed on first reading;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that this Council meet at the Borough Hall, 221; South Fifth Avenue, Highland Park, New Jersey, on Tuesday, September 17, 2019, at 7:00 PM, for the purpose of considering said Ordinance on final passage.

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

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

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

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Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

**BOND ORDINANCE REPEALING BOND ORDINANCE NUMBER 18-1966 AND BOND ORDINANCE NUMBER 18-1967 FINALLY ADOPTED ON SEPTEMBER 4, 2018 AND PROVIDING FOR THE REPLACEMENT AND REHABILITATION OF WATER MAINS, INTERCONNECTIONS AND WATER METERS IN THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$3,000,000 THEREFOR FROM THE WATER/SEWER UTILITY OF THE BOROUGH AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OR NOTES TO FINANCE THE COST THEREOF**

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

SECTION 1. The improvements described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Water/Sewer Utility of the Borough of Highland Park, in the County of Middlesex, State of New Jersey (the "Borough") as general improvements. For the said improvements stated in Section 3, there is hereby appropriated the amount of \$3,000,000 from the Water/Sewer Utility of the Borough. Pursuant to the provisions of N.J.S.A. 40A:2-7(h) and 40A:2-11(c) of the Local Bond Law, N.J.S.A. 40A:2-1 et seq., as amended and supplemented (the "Local Bond Law"), no down payment is required as the Water/Sewer Utility is self-liquidating.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof, negotiable bonds of the Water/Sewer Utility of the Borough are hereby authorized to be issued in the principal amount of \$3,000,000 pursuant to and within the limitations prescribed by the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Water/Sewer Utility of the Borough in a principal amount not exceeding \$3,000,000 are

hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. The improvements and purposes hereby authorized and purposes for the financing of which said debt obligations are to be issued are for, as applicable, the replacement, rehabilitation, installation, acquisition, and repair of (a) emergency interconnections with alternative suppliers of potable water. (b) various water mains, including pipes, valves, and hydrants throughout the Borough including, but not limited to, along Woodbridge Avenue, South 7<sup>th</sup> Street, River Road, Parker Street, Cedar Lane, and Route 27 and (c) approximately 3,200 residential water meters throughout Borough's water system for the Water/Sewer Utility of the Borough, and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, engineering, site remediation and all work, materials, labor, appurtenances and equipment necessary therefor or incidental thereto.

a. The estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$3,000,000.

b. The estimated cost of said improvements and purposes is \$3,000,000.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Middlesex make a loan, contribution or grant-in-aid to the Borough for the improvements authorized hereby and the same shall be received by the Borough prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County

of Middlesex. In the event, however, that any amount so loaned, contributed or granted by the United States of America, the State of New Jersey, and/or the County of Middlesex shall be received by the Borough after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply however, with respect to any contribution or grant in aid received by the Borough as a result of using such funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Borough, provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Borough shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of Section 8.1 of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, and the maturity schedule of the notes so sold, the price



obtained and the name of the purchaser.

SECTION 6. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

a. The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

b. The average period of usefulness of said improvements within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 30 years.

c. The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Borough and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, and such statement shows that gross debt of the Borough, as defined in the Local Bond Law, is increased by the authorization of bonds or notes provided for in this bond ordinance by \$3,000,000 and the said obligations authorized by this bond ordinance will be within all

debt limitations prescribed by said Local Bond Law.

d. An amount not exceeding \$800,000 for items of expense listed in and permitted under section 20 of the Local Bond Law is included in the estimated cost indicated herein for the improvements hereinbefore described.

e. This bond ordinance authorizes obligations of the Borough solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for purposes that are deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from gross debt pursuant to N.J.S.A. 40A:2-44(c).

SECTION 8. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the debt obligations authorized by this bond ordinance. The debt obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the debt obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Borough reasonably expects to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof and paid prior to the issuance of any bonds or notes authorized by this bond ordinance with the proceeds of such bonds or notes. This Section 9 is intended to be and hereby is a declaration of the Borough's official intent to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof to be incurred and paid prior to the issuance of bonds or notes authorized herein in accordance with Treasury Regulations Section 150-2. No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the

Internal Revenue Code of 1986, as amended (the "Code"). The proceeds of any bonds or notes authorized by this bond ordinance used to reimburse the Borough for costs of the improvements or purposes described in Section 3 hereof, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of any bonds or notes authorized by this bond ordinance or another issue of debt obligations of the Borough, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1). The bonds or notes authorized herein to reimburse the Borough for any expenditures toward the costs of the improvements or purposes described in Section 3 hereof will be issued in an amount not to exceed \$3,000,000. The costs to be reimbursed with the proceeds of the bonds or notes authorized herein will be "capital expenditures" in accordance with the meaning of Section 150 of the Code. All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than any bonds or notes authorized by this bond ordinance is paid, or (ii) the date the improvements or purposes described in Section 3 hereof is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

SECTION 10. The Borough covenants to maintain the exclusion from gross income under section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

SECTION 11. Bond Ordinance Number 18-1966 and Bond Ordinance Number 18-1967 duly adopted by the Borough Council of the Borough on September 4, 2018 are hereby repealed and rescinded.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication hereof after final adoption, as provided by the Local Bond Law.

ADOPTED ON FIRST READING

DATED: September 3, 2019

\_\_\_\_\_  
Joan Hullings, Borough Clerk

ADOPTED ON SECOND READING

DATED: September 17, 2019

\_\_\_\_\_  
Joan Hullings, Borough Clerk

APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Gayle Brill Mittler, Mayor

DRAFT

BOROUGH OF HIGHLAND PARK  
NO. 9-19-249

RESOLUTION: Finance Committee

WHEREAS, an Ordinance entitled, BOND ORDINANCE PROVIDING FOR THE INSPECTION AND SURVEY OF THE SANITARY SEWER SYSTEM IN THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$320,000 THEREFOR FROM THE WATER/SEWER UTILITY OF THE BOROUGH AND AUTHORIZING THE ISSUANCE OF \$320,000 BONDS OR NOTES TO FINANCE THE COST THEREOF, has been introduced and duly passed on first reading;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that this Council meet at the Borough Hall, 221, South Fifth Avenue, Highland Park, New Jersey, on Tuesday, September 17, 2019, at 7:00 PM, for the purpose of considering said Ordinance on final passage.

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

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

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

**BOND ORDINANCE PROVIDING FOR THE INSPECTION AND SURVEY OF THE SANITARY SEWER SYSTEM IN THE BOROUGH OF HIGHLAND PARK, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY; APPROPRIATING \$320,000 THEREFOR FROM THE WATER/SEWER UTILITY OF THE BOROUGH AND AUTHORIZING THE ISSUANCE OF \$320,000 BONDS OR NOTES TO FINANCE THE COST THEREOF**

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

SECTION 1. The improvements described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Water/Sewer Utility of the Borough of Highland Park, in the County of Middlesex, State of New Jersey (the "Borough") as general improvements. For the said improvements stated in Section 3, there is hereby appropriated the amount of \$320,000 from the Water/Sewer Utility of the Borough. Pursuant to the provisions of N.J.S.A. 40A:2-7(h) and 40A:2-11(c) of the Local Bond Law, N.J.S.A. 40A:2-1 et seq., as amended and supplemented (the "Local Bond Law"), no down payment is required as the Water/Sewer Utility is self-liquidating.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof, negotiable bonds of the Water/Sewer Utility of the Borough are hereby authorized to be issued in the principal amount of \$320,000 pursuant to and within the limitations prescribed by the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Water/Sewer Utility of the Borough in a principal amount not exceeding \$320,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. The improvements and purposes hereby authorized and purposes for the financing of which said debt obligations are to be issued are for an inflow and infiltration survey of the sanitary sewer collection system for the Water/Sewer Utility of the Borough, and any immediate rehabilitation of system which could include pipe replacement, sealing of leaks, etc., and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, engineering, site remediation and all work, materials, labor, appurtenances and equipment necessary therefor or incidental thereto.

a. The estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$320,000.

b. The estimated cost of said improvements and purposes is \$320,000.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Middlesex make a loan, contribution or grant-in-aid to the Borough for the improvements authorized hereby and the same shall be received by the Borough prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County of Middlesex. In the event, however, that any amount so loaned, contributed or granted by the United States of America, the State of New Jersey, and/or the County of Middlesex shall be received by the Borough after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply however,

with respect to any contribution or grant in aid received by the Borough as a result of using such funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Borough, provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Borough shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of Section 8.1 of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, and the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes



authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

a. The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

b. The average period of usefulness of said improvements within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 15 years.

c. The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Borough and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, and such statement shows that gross debt of the Borough, as defined in the Local Bond Law, is increased by the authorization of bonds or notes provided for in this bond ordinance by \$320,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

d. An amount not exceeding \$150,000 for items of expense listed in and permitted under section 20 of the Local Bond Law is included in the estimated cost indicated herein for the improvements hereinbefore described.

e. This bond ordinance authorizes obligations of the Borough

solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for purposes that are deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from gross debt pursuant to N.J.S.A. 40A:2-44(c).

SECTION 8. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the debt obligations authorized by this bond ordinance. The debt obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the debt obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Borough reasonably expects to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof and paid prior to the issuance of any bonds or notes authorized by this bond ordinance with the proceeds of such bonds or notes. This Section 9 is intended to be and hereby is a declaration of the Borough's official intent to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof to be incurred and paid prior to the issuance of bonds or notes authorized herein in accordance with Treasury Regulations Section 150-2. No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Internal Revenue Code of 1986, as amended (the "Code"). The proceeds of any bonds or notes authorized by this bond ordinance used to reimburse the Borough for costs of the improvements or purposes described in Section 3 hereof, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative

pledge" (as such terms are defined in Treasury Regulations §1.148-1), of any bonds or notes authorized by this bond ordinance or another issue of debt obligations of the Borough, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1). The bonds or notes authorized herein to reimburse the Borough for any expenditures toward the costs of the improvements or purposes described in Section 3 hereof will be issued in an amount not to exceed \$320,000. The costs to be reimbursed with the proceeds of the bonds or notes authorized herein will be "capital expenditures" in accordance with the meaning of Section 150 of the Code. All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than any bonds or notes authorized by this bond ordinance is paid, or (ii) the date the improvements or purposes described in Section 3 hereof is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

SECTION 10. The Borough covenants to maintain the exclusion from gross income under section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

SECTION 11. This bond ordinance shall take effect twenty (20) days after the first publication hereof after final adoption, as provided by the Local Bond Law.

ADOPTED ON FIRST READING

DATED: September 3, 2019

\_\_\_\_\_  
Joan Hullings, Borough Clerk

ADOPTED ON SECOND READING

DATED: September 17, 2019

\_\_\_\_\_  
Joan Hullings, Borough Clerk

APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Gayle Brill Mittler, Mayor

DRAFT

BOROUGH OF HIGHLAND PARK  
NO. 9-19-250

RESOLUTION TO APPROVE CHANGE ORDER NO. 1 FOR  
IMPROVEMENTS TO NORTH THIRD AVENUE AND HILTON STREET, IMPROVEMENTS TO  
MERILIND AVENUE AND SOUTH SEVENTH AVENUE, AND IMPROVEMENTS TO VARIOUS  
MUNICIPAL PARKING LOTS – JADS CONSTRUCTION

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, pursuant to Resolution No. 5-19-158, adopted May 7, 2019, the Borough Council authorized execution of a contract with JADS Construction for Improvements to North Third Avenue and Hilton Street, Improvements to Merilind Avenue and South Seventh Avenue, and Improvements to Various Municipal Parking Lots, in an amount not to exceed \$739,639.00, without further resolution of Council; and

WHEREAS, pursuant to said resolution a contract was duly executed; and

WHEREAS, the Borough Engineer has prepared the attached Change Order No. 1 to the said contract to allow for supplemental work for the above referenced project; and

WHEREAS, the Borough Engineer has prepared the attached Change Order No. 1 to the said contract to allow for additional work on Hilton Street, work that was not anticipated at the time that plans and specifications were prepared for an additional cost of \$8,800.00; and

WHEREAS, funds for this purpose are available in Account No. C-04-55-971-100 in the amount of \$8,800.00, as reflected by the Certification of Funds by the Finance Department, shown below; and

WHEREAS, Council has reviewed the proposed Change Order No. 1 for this contract and has approved the same subject to satisfaction of N.J.A.C. 5:30-11.9 relating to change orders;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Mayor Gayle Brill Mittler be and is hereby authorized and directed to execute Change Order No. 1, dated August 15, 2019, to the contract of JADS Construction upon satisfaction of N.J.A.C. 5:30-11.9 relating to the submission of a certification relating to the change orders to date, to the satisfaction of the Borough Attorney and Engineer; and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the Borough Administrator, Borough Treasurer and JADS Construction forthwith.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer A Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES				
Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS <u>\$8,800</u> ACCOUNT NO. <u>C-04-55-971-100</u> P.O. NO. _____ BY: <i>Nerea LaFontaine</i> FINANCE DIRECTOR
--

BOROUGH OF HIGHLAND PARK  
NO. 9-19-251

RESOLUTION TO APPROVE RENEWAL OF ANNUAL MAINTENANCE  
AND SERVICES CONTRACT WITH ENFORSYS POLICE SYSTEMS, INC.

RESOLUTION: Public Safety Committee

WHEREAS, the Police Department of the Borough of Highland Park is in need of annual maintenance for their Enforsys Police System, as more fully described on the attached Purchase Requisition; and

WHEREAS, Enforsys Police Systems, Inc. is able to provide the annual maintenance commencing October 1, 2019 through September 30, 2020; and

WHEREAS, funds are available for this purpose in Account No. 9-01-25-240-235 in the amount of \$6,900.00, as reflected by the certification of funds by the Chief Financial Officer, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Police Chief Rick Abrams is hereby authorized and directed to authorize said maintenance contract for the Enforsys Police System from Enforsys Police Systems, Inc., 27 Bleeker Street, Suite 222, Millburn, NJ 07041, at a net price of \$6,900.00.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Police Chief and Finance Director forthwith.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

VERIFIED AND ENCUMBERED AS TO:
AVAILABILITY OF FUNDS \$6,900
ACCOUNT NO. 9-01-25-240-235
P.O. NO. _____
BY: _____
<i>Nerea LaFontaine</i>
FINANCE DIRECTOR

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-252

RESOLUTION TO APPROVE PAYMENT OF BILLS FOR WATER MAIN  
REPAIRS ON SOUTH PARK AVENUE AND NORTH 6<sup>TH</sup> AVENUE

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the Highland Park Department of Public Works had a need to make emergency repairs to water mains at South Park Avenue and North 6<sup>th</sup> Avenue, as more fully described on the attached quotation; and

WHEREAS, pursuant to Local Public Contracts Law NJSA 40A:11-6 et seq, a contract may be awarded and immediate delivery of goods or the performance of services may be provided when an emergency affects the public health, safety or welfare; and

WHEREAS, J. Fletcher Creamer and Son, Inc. was called out to make said emergency repairs; and

WHEREAS, the Superintendent of the Department of Public Works has confirmed that said repairs were completed by J. Fletcher Creamer and Son, Inc. and payment is due to them for said repairs; in an amount not to exceed \$8,398.88; and

WHEREAS, funds for this purpose are available in the amount of \$8,398.88 in Account No. 9-05-55-500-423, as reflected by the certification of funds by the Chief Financial Officer, shown below:

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Finance Director shall be and is hereby authorized and directed to issue payment in the amount of \$8,398.88 to J. Fletcher Creamer and Son, Inc, 101 East Broadway, Hackensack, NJ 07601, for services in connection with said water main repairs; and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Superintendent of Public Works Donald Rish and the Chief Financial Officer.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$8,398.88 ACCOUNT NO. 9-05-55-500-423 P.O. NO. _____ BY: <i>Alicia LaFontaine</i> FINANCE DIRECTOR
--

BOROUGH OF HIGHLAND PARK  
NO. 9-19-253

RESOLUTION TO APPROVE OFF-PREMISES RAFFLE LICENSE  
TRANSFIGURATION OF THE LORD, INC.

RESOLUTION: Finance Committee

WHEREAS, the Transfiguration of the Lord, Inc. has made application to the Borough Council of the Borough of Highland Park for a license to hold, operate and conduct a 50/50 Off-Premises Raffle in accordance with the Raffles Licensing Law (NSJA 5:8-50 to 76), on September 13, 2019; and

WHEREAS, the Borough Council has made or caused to be made an investigation of the qualifications of said applicant and the merits of said application and have determined that said applicant is qualified to hold, operate and conduct Raffles in accordance with the Raffles Licensing Law and the findings set forth in the attached Form 5A of the Legalized Games of Chance Control Commission;

NOW, THEREFORE, BE IT RESOLVED that the Borough Clerk shall be and is hereby authorized and directed to issue a license to the Transfiguration of the Lord, Inc., for the holding, operation and conduct of a raffle on the above date upon payment of a legal fee therefor, subject to the provisions of the Raffles Licensing Law and the rules, regulations and amendments thereto promulgated by said Control Commission.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				



BOROUGH OF HIGHLAND PARK  
NO. 9-19-254

RESOLUTION TO APPROVE INCREASE TO PURCHASE ORDER FOR  
RICH TREE SERVICE FOR TREE MAINTENANCE CONTRACT

RESOLUTION: Public Works & Public Utilities Committee

WHEREAS, pursuant to Resolution No. 2-19-73 adopted by the Borough Council on February 19, 2019, Rich Tree Service, was awarded the annual maintenance contract for tree pruning, tree removal, stumps removal and/or root grinding for 2019 and 2020; and

WHEREAS, a Blanket Purchase Order was generated for 2019, Purchase Order No. 19-00413, in the amount of \$45,750.00; and

WHEREAS, it is necessary to increase the Blanket Purchase Order by \$16,250.00; and

WHEREAS, funds for this purpose are available in Account No. 9-01-26-290-237, as reflected by the certification of funds by the Finance Director, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Purchase Order No. 19-00413 be increased from \$45,750.00 to \$62,000.00.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Chief Financial Officer and the Superintendent of Public Works and Public Utilities.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$ <u>16,250</u> ACCOUNT NO. <u>9-01-26-290-237</u> P.O. NO. _____ BY: <i>Nerea LaFontaine</i> FINANCE DIRECTOR
--

BOROUGH OF HIGHLAND PARK  
NO. 9-19-255

RESOLUTION AUTHORIZING PURCHASE OF TURNOUT GEAR WITH  
CONTINENTAL FIRE AND SAFETY UNDER STATE CONTRACT  
FOR THE HIGHLAND PARK FIRE DEPARTMENT

RESOLUTION: Public Safety Committee

WHEREAS, under the terms and conditions of the Public Contracts Law of the State of New Jersey, a municipality may purchase items without competitive bidding from a firm or corporation currently under contract with the State of New Jersey; and

WHEREAS the Highland Park Fire Department is in need of Turnout Gear, said gear as more fully described on the attached quote; and

WHEREAS, under State Contract No. A80945, the Borough may purchase said equipment from Continental Fire & Safety, 2740 Kuser Road, Hamilton, NJ 08691, at the State contract prices; and

WHEREAS, funds for this purpose are available in Account No. 9-01-25-265-252 in the amount of \$12,694.32, as reflected by the certification of funds by the Finance Director.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Fire Chief is hereby authorized and directed to purchase said turnout gear from Continental Fire & Safety, 2740 Kuser Road, Hamilton, NJ 08691, at a total price of \$12,694.32; and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Fire Supervisor Andrew Berardo and the Finance Director, forthwith.

ADOPTED: September 3, 2019  
ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES				
Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$12,694.32 ACCOUNT NO. 9-01-25-265-252 P.O. NO. _____ BY: <i>Nerea Lafontaine</i> FINANCE DIRECTOR
--

BOROUGH OF HIGHLAND PARK  
NO. 9-19-256

RESOLUTION TO APPROVE STREET TREE WATERING CONTRACT

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the Borough is committed to preserving the health of its new street trees planted in May 2019; and

WHEREAS, the street trees would benefit from consistent watering and health check-ups to bring them to one-year maturity; and

WHEREAS, the Department of Public Works does not currently have the equipment necessary to water the new trees; and

WHEREAS, the Shade Tree Advisory Committee wishes to utilize money in the Tree Replacement Fund to pay a company to water the trees through the end of the 2019 season; and

WHEREAS, the Shade Tree Advisory Committee received and reviewed three competitive quotes and Bartlett Tree Experts came in at the most competitive per-watering price;

WHEREAS, funds are available for this purpose in Account Number No. T-12-56-806-100 in an amount not to exceed \$5,000.00, as reflected by the Certification of Funds by the Finance Department, shown below.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Administrator is hereby authorized to enter into a contract with Bartlett Tree Experts for weekly watering services not to exceed \$5,000.00 in totality.

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Chief Financial Officer and the Shade Tree Advisory Committee forthwith.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk, of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$5,000 ACCOUNT NO. T-12-56-806-100 P.O. NO. _____ BY: <i>Neva LaFontaine</i> FINANCE DIRECTOR
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BOROUGH OF HIGHLAND PARK  
NO. 9-19-257

RESOLUTION TO APPROVE FALL 2019 SCHOOL TREE PLANTING PROJECT

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the Shade Tree Advisory Committee has partnered with the Highland Park school district to plant more than 75 native trees at the high school and the two elementary schools; and

WHEREAS, the Shade Tree Advisory Committee has submitted and approved a planting plan to the NJDEP; and

WHEREAS, the Shade Tree Advisory Committee has obtained three competitive quotes from licensed tree contractors and reviewed the proposals with the Borough's Qualified Purchasing Agent; and

WHEREAS, the Shade Tree Advisory Committee would like to purchase said trees from New Jersey Tree Foundation utilizing funds from an Urban & Community Forestry Grant from NJDEP; and

WHEREAS, funds are available for this purpose in Account Number No. G-02-40-740-201, in an amount not to exceed \$11,320.50, as reflected by the Certification of Funds by the Finance Department, shown below.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Shade Tree Advisory Committee is hereby authorized to purchase said trees from New Jersey Tree Foundation.

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Chief Financial Officer and the Shade Tree Advisory Committee forthwith.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk, of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

VERIFIED AND ENCUMBERED AS TO: AVAILABILITY OF FUNDS \$11,320.50 ACCOUNT NO. G-02-40-740-201 P.O. NO. _____ BY: <i>Nerea La Rutaine</i> FINANCE DIRECTOR
--

BOROUGH OF HIGHLAND PARK  
No. 9-19-258

RESOLUTION AUTHORIZING AMENDMENT TO ANNUAL SALARY RESOLUTION

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk be and is hereby authorized and directed to notify the Borough Finance Director that since the adoption of a resolution on January 2, 2019 showing the names of the officers and employees of the Borough of Highland Park whose salaries are on an annual basis, there have been the following changes, to wit:

CATHERINE CIORCIARI, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
MARYANNE KINSEY, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
KIBBY MAY, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
LUCILLE MORRIS, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
CHARLENE RAYSIDE, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
DEBORAH RIDDICK SMITH, Crossing Guard, at annual salary of \$9,027.00 effective September 5, 2019.  
BEVERLY ROBINSON, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
MARGARET TOMAN, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
MICHAEL STAZESKI, Crossing Guard, at annual salary of \$11,323.00 effective September 5, 2019.  
LOUANN MORGAN, Crossing Guard, at annual salary of \$9,027.00 effective September 4, 2019.  
JACQUELINE RHEIN, Crossing Guard, at annual salary of \$9,027.00 effective September 4, 2019.

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Clerk be and is hereby authorized and directed to notify the Borough Finance Director that since the adoption of a resolution on January 2, 2019 showing the names of the officers and employees of the Borough of Highland Park whose salaries are on an hourly basis, there have been the following changes, to wit:

KATIE VOLPERT, Seasonal Recreation Employee, at an hourly rate of \$10.00, effective August 17, 2019.  
CAMILA YANEZ, Seasonal Recreation Employee, at an hourly rate of \$10.00, effective August 17, 2019.  
CURTIS MORRIS III, Seasonal Recreation Employee, at an hourly rate of \$10.00, effective August 17, 2019.  
MYLES HERZOG, Seasonal Recreation Employee, at an hourly rate of \$10.00, effective August 17, 2019.

SUMMER CAMP: All resignations effective August 16, 2019

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

ADOPTED: September 3, 2019  
ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-259

RESOLUTION TO APPROVE FINAL PAYOUT TO POLICE OFFICE THEODORE PARDO

RESOLUTION: Finance Committee

WHEREAS, THEODORE PARDO, POLICE OFFICER, has retired from the Highland Park Police Department; and

WHEREAS, per the requirements of the PBA Contract, Theodore Pardo is entitled to unused accrued time payments in the amount as calculated below.

	Calculation	Amount Due
Sick Hours (85.73 – 1 for 3)	85.73 x \$62.34	\$5,344.68
Total Payment		\$5,344.68

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highland Park that the unused accrued time payment in an amount not to exceed \$5,344.68 be approved and distributed in the next available pay cycle.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-260

RESOLUTION TO REFUND INTEREST ON TAX OVERPAYMENT- TAX APPEAL

RESOLUTION: Finance Committee

WHEREAS, a tax overpayment refund of \$11,784.00 was approved on April 2, 2019 for 433 Cleveland Ave. on Block 154, Lot 11 due to a successful appeal; and

WHEREAS, a tax overpayment refund of \$12,262.50 was approved on May 7, 2019 for 433 Cleveland Ave. on Block 154, Lot 11 due to a successful appeal; and

WHEREAS, the tax overpayment refunds were paid after 60-days-time.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highland Park that the Tax Collector is hereby authorized and directed to pay interest of \$788.24 to the Davidson Legal Group LLC 433 Cleveland Avenue LLC for Block 154 Lot 11.

ADOPTED: September 3, 2019

ATTEST:

Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-261

RESOLUTION AMENDING SIX YEAR CAPITAL PROGRAM 2019-2024

RESOLUTION: Council as a Whole

WHEREAS, the Borough wishes to change its priorities regarding improvements to the water and sewer utility, and

WHEREAS, the Borough has introduced Ordinances 1988 and 1989 for the purposes of changing the purposes from those envisioned in 2018.

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Capital Improvement Program for 2019 - 2024 is hereby amended and revised to read as shown in Attachment A.

BE IT FURTHER RESOLVED that a copy of this resolution and attachment be send to the Division of Local Government Services.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3rd day of September 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				



**CAPITAL BUDGET - (Current Year Action)**  
**REV. 2019**

**Local Unit** Borough of Highland Park, County of Middlesex

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 AMOUNTS RESERVED IN PRIOR YEARS	PLANNED FUNDING SERVICES FOR CURRENT YEAR - 2018					6 TO BE FUNDED IN FUTURE YEARS
				5a 2018 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants In Aid and Other Funds	5e Debt Authorized	
<b>GENERAL</b>									
Acquis. Police Hybrid Vehicles		100,000			5,000			95,000	
Acquis. Construction Code EV Vehicles		80,000			4,000			76,000	
Renovations and Improvements Borough Bldgs.		125,000			6,250			118,750	
Library Renovation and Improvements		325,000			16,250			308,750	
Track, Turf Field, and Recreation Improvements		250,000			12,500			237,500	
<b>SUBTOTAL</b>		880,000			44,000			836,000	
<b>WATER AND SEWER UTILITY</b>									
Water System Improvements		3,000,000						3,000,000	
Sewer Line Improvements		320,000						320,000	
<b>SUBTOTAL</b>		3,320,000						3,320,000	
<b>TOTALS - ALL PROJECTS</b>		4,200,000			44,000			4,156,000	

**SIX YEAR CAPITAL PROGRAM - REV. 2019 - 2024**  
**Anticipated Project Schedule and Funding Requirements**

**Local Unit** Borough of Highland Park, County of Middlesex

1 PROJECT TITLE	2 PROJECT NUMBER	3 ESTIMATED TOTAL COST	4 ESTIMATED COMPLETION TIME	FUNDING AMOUNTS PER BUDGET YEAR						
				5a 2019	5b 2020	5c 2021	5d 2022	5e 2023	5f 2024	
<b>GENERAL</b>										
Sidewalk Improvements		900,000	2024		300,000				300,000	
Acquis. Police Hybrid Vehicles		300,000	2023			100,000				100,000
Acquis. Construction Code EV Vehicles		80,000	2019			80,000				
Acquis. DPW Street Sweeper		255,000	2021					255,000		
Renovations and Improvements Borough Bldgs.		450,000	2020		325,000					
Library Renovation and Improvements		325,000	2019			325,000				
Track, Turf Field, and Recreation Improvements		400,000	2020		150,000					
DPW Butler Building		200,000	2021					200,000		
Acquis. Fire Department Equipment		100,000	2020		100,000					
<b>SUBTOTAL</b>		3,010,000			880,000	875,000	555,000	300,000	100,000	300,000
<b>WATER AND SEWER UTILITY</b>										
Water System Improvements		8,500,000	2024		1,300,000			1,300,000	800,000	800,000
Sewer Line Improvements		1,320,000	2024		200,000			200,000	200,000	200,000
<b>SUBTOTAL</b>		9,820,000			1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	1,000,000
<b>TOTALS - ALL PROJECTS</b>		12,830,000			4,200,000	2,375,000	2,055,000	1,800,000	1,100,000	1,300,000

**SIX YEAR CAPITAL PROGRAM - REV. 2019 - 2024**  
**SUMMARY OF ANTICIPATED FUNDING SOURCES AND AMOUNTS**

Local Unit Borough of Highland Park, County of Middlesex

1 Project Title	2 Estimated Total Cost	BUDGET APPROPRIATIONS			4 Capital Improvement Fund	5 Capital Surplus	6 Grants-in-Aid and Other Funds	BONDS AND NOTES					
		3a Current Year 2018	3b Future Years					7a General	7b Self Liquidating	7c Assessment	7d School		
<b>GENERAL</b>													
Sidewalk Improvements	900,000			45,000				855,000					
Acquis. Police Hybrid Vehicles	300,000			15,000				285,000					
Acquis. Construction Code EV Vehicles	80,000			4,000				76,000					
Acquis. DPW Street Sweeper	255,000			12,750				242,250					
Renovations and Improvements Borough Bldgs.	450,000			22,500				427,500					
Library Renovation and Improvements	325,000			16,250				308,750					
Track, Turf Field, and Recreation Improvements	400,000			20,000				380,000					
DPW Butler Building	200,000			10,000				190,000					
Acquis. Fire Department Equipment	100,000			5,000				95,000					
<b>SUBTOTAL</b>	<b>3,010,000</b>			<b>150,500</b>				<b>2,859,500</b>					
<b>WATER AND SEWER UTILITY</b>													
Water System Improvements	8,500,000							8,500,000					
Sewer line replacement	1,320,000							1,320,000					
<b>SUBTOTAL</b>	<b>9,820,000</b>							<b>9,820,000</b>					
<b>TOTALS - ALL PROJECTS</b>	<b>12,830,000</b>			<b>150,500</b>				<b>12,679,500</b>					

**BOROUGH OF HIGHLAND PARK**  
**NO. 9-19-262**

**RESOLUTION AUTHORIZING ADJUSTMENTS FOR SEWER AND WATER  
CHARGES**

RESOLUTION: Council as a Whole

**WHEREAS**, it has come to the attention of the Borough Council of the Borough of Highland Park that an excessive water and sewer charge has been levied with regard to Block 54, Lot 38 Borough of Highland Park Tax Map due to an undetected leak at said property; and

**WHEREAS**, an excessive water and sewer charge has been levied with regard to Block 52, Lot 4 Borough of Highland Park Tax Map due to a malfunction in the remote reader at said property; and

**WHEREAS**, the Borough Council of the Borough of Highland Park wishes to authorize the adjustment of the water and sewer billings for said parcels.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Highland Park as follows:

1. With regard to Block 54, Lot 38 Borough of Highland Park Tax Map, the charges for sewer and water service including interest thereon are hereby adjusted to \$3,210.40.
2. With regard to Block 52, Lot 4 Borough of Highland Park Tax Map, the charges for sewer and water service including interest thereon are hereby adjusted to \$2,750.68.
3. The Tax Collector shall develop a payment plan for both of these reduced charges so that the sewer and water accounts on both properties can be brought current without an undue burden on the property owners.
4. A certified true copy of this resolution shall be furnished to both property owners upon its adoption.

ADOPTED:

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy 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 Council of said Borough on the 3<sup>rd</sup> day of September 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

DRAFT

BOROUGH OF HIGHLAND PARK  
NO. 9-19-263

RESOLUTION TO ADOPT POLICY AND PROCEDURE MANUAL FOR FEDERAL AID PROJECTS

RESOLUTION: Finance Committee

WHEREAS, the Borough of Highland Park is authorized by statute to enter into grant agreement contracts which receive Federal funding through the New Jersey Department of Transportation (NJDOT) Local Aid Division; and

WHEREAS, it is the understanding of the Borough of Highland Park that certain Federal programs including the Federal Highway Administration require specific procurement requirements for the selection of firms which must be followed in order to obtain funds from these agencies; and

WHEREAS, it is the desire of the Borough of Highland Park to standardize the procedure for the solicitation of proposals for such contracts and to insure to the maximum extent practical competition in the selection of firms; and

WHEREAS, it is the desire of the Borough of Highland Park to insure a process consistent with these requirements and with State law; and

WHEREAS, the Borough created a Policy and Procedure Manual for the oversight of Federal Aid Projects, dated September, 2019;

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

1. Administrative responsibilities of the Borough, contract bid preparation and award procedures, construction and project management for Federal Aid Projects shall be coordinated as outlined in the Policy and Procedure Manual.
2. Solicitation for Consultant Services for Professional Services, Competitive Contracts, and Extraordinary Unspecifiable Services for Federal Aid Projects shall be coordinated as outlined in the Policy and Procedure Manual.
3. All proposals and contracts for professional services, competitive contracting and extraordinary unspecifiable services related to Federal Aid projects shall require submission of a statement of corporate ownership and the provision of PL 1975, c. 127 (C.10:5-31 et seq.) concerning equal employment opportunity, Affirmative Action Regulations PL 1975, c. 127 (N.J.A.C. 17:27) and Non-Collusion Affidavit.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be provided to the Borough Administrator and the Finance Office.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-264

RESOLUTION TO AWARD CONTRACT TO PRIMEPOINT,LLC FOR PAYROLL SERVICES

RESOLUTION: Finance Committee

WHEREAS, the Borough of Highland Park presently contracts with Automatic Data Processing (ADP) for payroll services; and

WHEREAS, the Borough of Highland Park has sought and received a proposal from Prime Point Payroll Services to provide those same services in addition to other offered services for a reduced cost over a two-year contract period of more than \$6,400.00; and

WHEREAS, staff have prepared a comparative analysis to clearly illustrate the cost and service advantages of the attached Primepoint LLC proposal; and

WHEREAS, staff have recommended a two-year contract with Prime Point to begin on or about October 1, 2019 and to expire on or about October 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park, that the Borough Administrator is hereby authorized and directed to execute an agreement for the payroll and human resources services as per proposal from Primepoint LLC Payroll Services, 2 Spingside Road, Westampton, NJ 08060 said agreement to be in a form approved by the Borough Attorney.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

**ADP & PRIMEPOINT COMPARISON**

ADP	Qty Cost	Monthly Cost	Annual Cost
Workforce Now@ 156		\$ 1,416.48	\$ 16,997.76
WFN Human Capital Mgmt (HCM) Suite	9.08	1416.48	

Payroll Services@ 156	Qty Cost	Monthly Cost	Annual Cost
2 pay periods		\$ 806.35	\$ 11,597.88
> Pays		0	
> New Hire Reporting Service		0	
> Check Signing		0	
> Labor Distribution		0	
>Total Tax		0	
>Payroll Quickview		0	
>ADP iPay Statements	0.14	41.16	
>iReports	0.08	22.86	
>GTL Automated Calculation	0.07	19.81	
>24 Hr. Service		0	
>iArchive	0.11	32.01	
>TotalPay Service		0	
>Inline Monthly Summary		0	
>A02 Pension Pers Report		0	
>A01 Pension Tpfaf		44.3	
>For Payroll Delivery Only		0	

Time & Attendance	Qty Cost	Monthly Cost	Annual Cost
>Accruals (PTO)@158	0.38	60.04	
>TimeClocks		367.05	

Annual Services	Qty Cost	Monthly Cost	Annual Cost
Y/E Info, Tax Reporting, W-2	1533		\$ 1,533.00

**TOTAL COST:** \$ 2,810.06 \$ 35,253.72

PRIMEPOINT	Qty Cost	Monthly Cost	Annual Cost
eHR Module		\$ 866.00	\$ 10,392.00
Payroll Management			50
EE HR Profile			50
Document Management			50
Employee Events Management			100
Benefits Management & ACA			100
Benefits Management Per EE	3		516

Processing Service@ 156	Qty Cost	Monthly Cost	Annual Cost
2 pay periods		\$ 713.33	\$ 8,560.00
>Processing Service	25		50
>Per Pay Processed	1.25		390
>Full Tax Service	12		24
>Direct Deposit	5		10
>Direct Deposit/ Per Transaction	0.3		90
>Sealed Check Service	5		10
>Paper Check/Stub@46	0.15		13.74
>GTL Automated Calculation	10		20
>Check Service Base Fee	5		10
>Check Service Per Check@46	0.3		27.6
>New Hire Report	2		4
>Delivery Local Courier	7		14
>Agency Checks Remitted by PP	3		30
>G/L - Edmund Budget File	10		20
>Self Service Portal @200			0

Time & Labor Mgmt Srv	Qty Cost	Monthly Cost	Annual Cost
Time Off Tracking	4		576

Quarterly Services	Qty Cost	Monthly Cost	Annual Cost
PERS Report	25		100
PERS Report	25		100

Annual Services	Qty Cost	Monthly Cost	Annual Cost
Y/E Tax Processing & Filing	40		40
W-2 @250	3.5		875
W-2 Delivery - Local Courier			7
Y/E 1095C Production & 1094			0
Filing @144			7
1095C Delivery - Local Courier			0
Poster Replacement Plan (Optional)	5		60

**TOTAL COST:** \$ 2,155.33 \$ 27,053.00

One Time Fees & Purchases	Qty Cost	Monthly Cost	Annual Cost
Implementation & System Configuration			6450
Time Clock Hand Reader	1710		3420

**TOTAL FIRST YEAR COSTS:** \$ 36,923.00





# Payroll, Time & Labor, and Human Resource Management Systems Proposal for: Borough of Highland Park

DRAFT

Prepared for:

Prepared by: Len Harris

DRAFT

Date: 7/2/2019

Primepoint LLC  
2 Springside Rd.  
Westampton, NJ 08060  
609-298-7373  
[www.primepoint.com](http://www.primepoint.com)

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## II. About Primepoint

Primepoint is a human resource and payroll management company offering proprietary Cloud-based technology that integrates:

### 1. Human Resource Management System

- Provides the capability to manage an employee's work life from recruitment to separation

### 2. Payroll Management/Processing

- Advanced technology creates streamlined payroll processing and reporting, as well as improved management of payroll finances and G/L entries
- Reporting and remitting to Federal, 50 states & local tax jurisdictions

### 3. Time and Labor Management Solutions

- SAAS system to manage both employee time worked and time off
- Employee Scheduling

### 4. EmployeeXperience® Self-service Web Portal

- Accessible via computer and Smartphone apps, includes single sign-on to time collection and benefits administration systems, enables on-boarding, online benefits enrollment, employee communications, and much more
- Provides an Employee Support Center. We believe that this employee call center is vital to the successful use of an employee portal. This and future generations of employees are technologically aware and expect more sophisticated mobile-friendly tools to easily and quickly access information. We support your employees with not only a great tool, but also great support in its use. Our Employee Support Center is a standard service at no additional charge.

### 5. Human Resource Support Services

- Includes employee handbooks, HR help desk, job descriptions, and much more.

### 6. Benefit Management Including ACA Compliance and Reporting

- Primepoint offers tools to measure and manage benefit eligibility and online benefits enrollment via Primepoint's EmployeeXperience®, the outcome of which will enable reporting as required under the Affordable Care Act (ACA)

**For over 100 more reasons to choose Primepoint, [click here](#)**

**It's just a click away, to learn about Primepoint's:**

[History](#)

[Philosophy & Culture](#)

[Customer Service](#)

[SAS Certification](#)

[Municipal Specialist](#)

[Non-Profit Specialist](#)

[Large Employer Specialist](#)

# III. Transition to Primepoint's Services

## A. Transition Overview

Primepoint offers a unique transition process designed to ensure new customers experience a smooth conversion from ADP to Primepoint's systems.

Once Borough of Highland Park decides to move forward with Primepoint, Len Harris along with our engineering and strategic planners, will review your company's needs with our dedicated **Start-up Team**.

- made up of experienced professionals
- has the sole responsibility of transitioning new customers from the ADP system to Primepoint's systems
- has a wealth of experience transitioning customers from ADP We are confident in our ability to access the information we need out of the ADP system to foster a successful transition.
- handles the entire configuration of the system including client customizations and reports
- will be your direct contact during transition, when systems go live, and until all your system customizations are completed and all processes are running smoothly

Only then will Borough of Highland Park be assigned to Primepoint's 3-person **Service Team**.

- trained and experienced to serve the most sophisticated and complex clients for their every-day payroll needs
- able to initiate and implement process improvements when needed or uncovered
- turnover is very low, so you get to know the team members and the team members get to know you, along with the issues unique to your business

**Primepoint is very successful at smoothly transitioning customers to our service as evidenced by the following New Customer Survey results:**

**Very Satisfied: 78%**

**Somewhat Satisfied: 2.6%**

**Satisfied: 19.4%**

**Not Satisfied: 0%**

## B. Sample Implementation Plan

### Step 1. 2 hours (estimated)

- Obtain login credentials into the current database for Primepoint to begin data analysis
- Complete new-client paperwork (including paper versions of the most recent payroll reports and tax returns)
- Collect signed authorization forms including voided payroll check and signed proposal
- Determine 1st payroll period, 1st process date and 1st check date for payroll processing
- Discuss customizations unique to your organization, i.e. custom reports, labor distribution, earning codes & pay rates, etc.

### Step 2. 1-2 hours (estimated)

- Conference call to discuss questions and payroll nuances uncovered during the data analysis phase

### Step 3. 3 hours (estimated)

- Primepoint system trainer to conduct an on-site or GoToMeeting system introduction training session on general system navigation and employee maintenance
  - All personnel who will have HR system access should attend
  - Training setting should accommodate each person in order to sit comfortably and see clearly
  - Each person should be prepared to take notes
- Payroll & HR personnel trained MUST begin to maintain all employee demographic information until service launch

### Step 4. 1 hours (estimated)

- Extract final data from the current system
- Conference call to review final payroll related implementation items/questions

### Step 5. 2-3 hours (estimated)

Primepoint system trainer will conduct an on-site or GoToMeeting session to provide training on how to process payroll

- All personnel who are involved in the payroll process should attend
- Training setting should accommodate each person in order to sit comfortably and see clearly
- Each person should be prepared to take notes

**Step 6. 1-2 hours (estimated)**

Primepoint system trainer will conduct an on-site or GoToMeeting session to assist in executing the first payroll process o

- All personnel who are involved in the payroll process should attend
- Training setting should accommodate each person in order to sit comfortably and see clearly
- Each person should be prepared to take notes

**Step 7. 1-2 hours (estimated)**

Primepoint's system trainer will meet with eHR system users responsible for managing the HRMS areas of the system

- All personnel who are involved in managing the HR functions of the system should attend
- Training setting should accommodate each person in order to sit comfortably and see clearly
- Each person should be prepared to take notes

**Step 8. 1-2 hours (estimated)**

Primepoint sales and implementation team to meet with your payroll & Finance departments for a service status review & evaluation

- Sales process
- Implementation process
  - HR system
  - Payroll system
- Create a plan to address incomplete or unimplemented items

# IV. Investment Overview

Primepoint seeks to bring customized solutions with competitive pricing and a very high level of customer service, ultimately delivering the highest possible value to our clients.

Shown below is a summary of costs based on your selection of specific options. A review of the Service Fee Detail section of the proposal will provide complete details about these options. Alternative and/or additional options may increase or decrease the costs shown below.

Overview of Services	Price	Fee Schedule	Subtotal
Estimated Processing Service - Non Summer	\$340.80	20	\$6,816.00
Estimated Processing Service - Summer	\$436.00	4	\$1,744.00
Estimate Miscellaneous Service Poster Replacement Plan	\$5.00	12	\$60.00
Estimated EnterpriseHR Service	\$866.00	12	\$10,392.00
Estimated Time & Labor Management Service	\$576.00	12	\$6,912.00
Estimated Quarterly Service	\$50.00	4	\$200.00
Estimated Year End Service	\$929.00	1	\$929.00
		<b>Total</b>	<b>\$27,053.00</b>

**Service Implementation and System Configuration**

**One Time Fees**

Customized Service and eHR System Configuration including Standard Training \$4,500.00

Standard Training is defined as "training to competency" with a maximum of 8 hours of combined on-site and GoToMeeting training. Additional training is available upon request.

Time & Labor Management System Configuration including Standard Training \$1,700.00

Standard Training is defined as "training to competency" with a maximum of 4 hours of combined on-site & GoToMeeting training. Additional training is available upon request.

Edmunds Budget File \$250.00

**Total \$6,450.00**

<b>Purchase</b>	<b>Per Unit Price</b>	<b>QTY</b>	<b>Total</b>
HP 1000 Hand Reader	\$1,710.00	2	\$3,420.00

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# V. Service Fee Detail

## A. Estimated Semi-Monthly Per Processing Fees

Non Summer Months Processing Services	Price	QTY	Subtotal
Processing Service	\$25.00	1	\$25.00
Per Pay Processed	\$1.25	144	\$180.00
Full Tax Service - Federal & 1 State	\$12.00	1	\$12.00
Direct Deposit Service	\$5.00	1	\$5.00
Direct Deposit / Per Transaction	\$0.30	124	\$37.20
Sealed Check Service	\$5.00	1	\$5.00
Paper Check/Stub (Assuming all employees get a check stub)	\$0.15	144	\$21.60
Primepoint Check Service Base Fee Entire Payroll is Drawn on Primepoint Account	\$5.00	1	\$5.00
Primepoint Check Service Per Check	\$0.30	20	\$6.00
New Hire Report Only charged when a new employee is hired	\$2.00	1	\$2.00
Delivery Method: Local Courier	\$7.00	1	\$7.00
Agency Checks Remitted by Primepoint	\$3.00	5	\$15.00
General Ledger - Edmund Budget File	\$10.00	1	\$10.00
Group Term Life Calculating	\$10.00	1	\$10.00
EmployeeXperience® Self Service Portal	\$0.00	144	\$0.00
<b>Total Per Processing Fee</b>			<b>\$340.80</b>

Summer Months Processing Services	Price	QTY	Subtotal
Processing Service	\$25.00	1	\$25.00
Per Pay Processed	\$1.25	200	\$250.00
Full Tax Service - Federal & 1 State	\$12.00	1	\$12.00
Direct Deposit Service	\$5.00	1	\$5.00
Direct Deposit / Per Transaction	\$0.30	124	\$37.20
Sealed Check Service	\$5.00	1	\$5.00
Paper Check/Stub (Assuming all employees get a check stub)	\$0.15	200	\$30.00
Primepoint Check Service Base Fee Entire Payroll is Drawn on Primepoint Account	\$5.00	1	\$5.00
Primepoint Check Service Per Check	\$0.30	76	\$22.80
New Hire Report Only charged when a new employee is hired	\$2.00	1	\$2.00
Delivery Method: Local Courier	\$7.00	1	\$7.00
Agency Checks Remitted by Primepoint	\$3.00	5	\$15.00
General Ledger - Edmund Budget File	\$10.00	1	\$10.00
Group Term Life Calculating	\$10.00	1	\$10.00
EmployeeXperience® Self Service Portal	\$0.00	200	\$0.00

**Total Per Processing Fee    \$436.00**

## B. Estimated Monthly Fees

### 1. EnterpriseHR Service Fees

eHR Module	Price	QTY	Subtotal
Payroll Management	\$50.00	1	\$50.00
Employee HR Profile	\$50.00	1	\$50.00
Document Management	\$50.00	1	\$50.00
Employee Events Management	\$100.00	1	\$100.00
Benefits Management Includes ACA Compliance & Reporting	\$100.00	1	\$100.00
Benefits Management per Employee	\$3.00	172	\$516.00
<b>Total eHR Monthly</b>			<b>\$866.00</b>

### 2. Miscellaneous Monthly Fee

Service	Price	QTY	Subtotal
Labor Law Poster Replacement Plan	\$5.00	1	\$5.00
<b>Total Monthly Fee</b>			<b>\$5.00</b>

### 3. Time & Labor Management Service Fee

TLM Service	Price Per User	# of Users	Monthly Fee
Cloud-Based Mid-Market Edition	\$4.00	144	\$576.00
Includes PC and Smart Phone Time Collection and Customized Time Off Tracking			
<b>Tier Pricing:</b>			
1-49 Users	\$4.50		
50-99 Users	\$4.25		
100-199 Users	\$4.00		
<b>Total Monthly Fee</b>			<b>\$576.00</b>

### C. Estimated Quarter Service Fees

Report	Price	
PERS Report	\$25.00	
PFRS Report	\$25.00	
<b>Total Quarterly Fee</b>		<b>\$50.00</b>

## D. Estimated Year End Service Fees

Service	Price	QTY	Subtotal
Year End Tax Processing & Filing	\$40.00	1	\$40.00
Per W-2	\$3.50	250	\$875.00
Delivery Method: Local Courier Cost + \$2.00 Handling	\$7.00	1	\$7.00
Year End 1095C Production & 1094C Filing	\$0.00	144	\$0.00
1095C Delivery Method: Local Courier	\$7.00	1	\$7.00
<b>Total Year End Fee</b>			<b>\$929.00</b>

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# VI. One Time Fees

## A. Implementation Fees

Service Implementation and System Configuration	One Time Fees
Customized Service and eHR System Configuration including Standard Training Standard Training is defined as "training to competency" with a maximum of 8 hours of combined on-site and GoToMeeting training. Additional training is available upon request. One Time Fees do not include historic payroll data import from before 1/1/2019.	\$4,500.00
Time & Labor Management System Configuration including Standard Training Standard Training is defined as "training to competency" with a maximum of 4 hours of combined on-site & GoToMeeting training. Additional training is available upon request.	\$1,700.00
Edmunds Budget File	\$250.00
<b>Total</b>	<b>\$6,450.00</b>

## B. T & L Hardware Purchase

Product Name	Per Unit Price	QTY	Total
HP 1000 Hand Reader	\$1,710.00	2	\$3,420.00

- Time clock polling system requirements-Windows OS, Java, Internet Connection.
- Customer is responsible for clock installation and for maintaining data and power connectivity (Ethernet and standard power outlet needed).
- Hardware comes with 1 year "Replacement Within 24 Hours" warranty through Primepoint. Extended Warranty is available upon request for any hardware purchase listed above. **Warranty Fee ranges from \$90-\$300/hardware/year.**

## VII. Miscellaneous Services (as needed)

Service	Fees
Additional Tax Jurisdictions	\$7.00/jurisdiction/month
Check - Void & reissue	\$1.25/check
EFT Reversal (+ \$75 if funds are not available)	\$1.55/reversal
Payroll Check Credited via Wire Transfer	\$30.00/wire transfer
Amended Tax Returns (1st-3rd Quarters)	\$100.00 + \$50.00/agency
Amended Tax Returns (4th Quarter including W-2C and W-3C)	\$300.00 + \$50.00/agency
Additional Training at Customer's Location	\$125.00/hour
Additional Training via GoToMeeting or at Primepoint's Location	\$100.00/hour
Next Day Delivery: National Courier	Get Quote
Labor Law Poster Replacement Plan	\$5.00/Poster/month
401K Reporting Service	\$50.00/month
Workers Comp Pay As You Go Service	\$12.00/month

# VIII. Technology Review

## A. System Functions Included in Proposal

Payroll Management

Employee HR Profile

Employee Events Management

Document Management

Benefits Management

Time and Labor Management

EmployeeXperience

## B. System Functions to Consider Adding\*\*

<u>Recruitment Management and Applicant Tracking</u>	\$450.00/month
<u>Report Builder</u>	\$100.00/month
<u>Role Based Security</u>	\$50.00/month
<u>Non-Employee Tracking</u>	\$100.00/month
<u>VETS-100</u>	\$50.00/month
<u>OSHA Reporting</u>	\$50.00/month

\*\*Implementation of any of these optional eHR services requires strategic planning and custom configuration.

Once our strategic planning team assesses the organization's specific needs, a separate implementation proposal will be provided covering each service selected.

If you are interested in added any of the above system functions, let Len know and your proposal will be updated and resent.



# IX. Municipal References

## **Burlington City**

Donna Hernandez  
609-386-0200 x 121  
195 employees  
Started 1/1/05  
Previously InHouse

## **Burlington Township**

Jodi Botlinger  
609-239-5832  
192 employees  
Started 7/2/10  
Previously used ADP

## **Bridgewater Township**

Natasha Turchan - CFO  
908-725-6300 x 5110  
285 employees  
Started 1/1/06  
Previously used ADP

## **City of Asbury Park**

Mary Kay Callahan - Payroll  
732-502-5715  
726 employees  
Started 1/1/04  
Previously used ADP

## **City of Hoboken**

Maria Pepe - Assistant Comptroller  
(201) 420-2022  
650 employees  
Started 10/23/14  
Previously used ADP

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**City of New Brunswick**

Douglas Petix - CFO

732-745-5045

680 employees

Started 1/4/14

Previously used ADP

**Ewing Township**

Joanna Mustafa – CFO

609-883-2900x7601

423 employees

Started 1/13/12

Previously used ADP

**Hillsborough Township**

Nancy Haberle – HR

908-369-4313 x110

183 employees

Started 1/1/04

Previously used ADP

**Monroe Township**

Marianne Tyler – Payroll

856-728-9800 x252

240 employees

Started 1/1/06

Previously used ADP

**Montgomery Township**

Darleen Hamilton

908-359-8211 x224

334 employees

Started 1/1/09

Previously used ADP

DRAFT

**Princeton, A Municipal Corporation**

Jacqueline Nagin – CFO

609-497-7621

228 employees

Started 1/9/09

Previously used ADP

**South Brunswick Township**

John Bolcato – CFO

732-329-4000 x7307

Linda Rizzo x7308

420 Employees

Started 12/7/12

Previously used ADP

DRAFT



This proposal is respectfully submitted by:

Len Harris

7/2/2019

By signing this proposal Borough of Highland Park:

- agrees to pay Primepoint the fees described in this proposal
- fees will be paid via debit from the company's bank account each pay period
- agrees to all the terms outlined in this proposal,
- authorizes Primepoint to move forward with the set-up of the above services,
- accepts full responsibility for compliance with Federal & State labor laws for all pay rules provided to Primepoint, LLC for time system implementation.

Accepted by: DRAFT PROPOSAL - Do Not Execute

Name:

Title:

Date:

Fees are guaranteed for 1 year.

Proposal is valid for 90 days.

Customer may ask for services not reflected in this proposal. Primepoint retains the right to charge for such services

BOROUGH OF HIGHLAND PARK  
NO. 9-19-265

RESOLUTION AUTHORIZING APPROVAL OF BILLS LIST

RESOLUTION: Finance Committee

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

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

The bills approved for payment at this meeting, Bills List 9/3/2019 can be found in the Bills List Journal Book No. 39.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 3<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Jennifer Santiago, Deputy Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				

BOROUGH OF HIGHLAND PARK  
NO. 9-19-266

RESOLUTION AUTHORIZING EXECUTIVE SESSION

RESOLUTION: Council as a Whole

WHEREAS, Section 8 of the Open Public Meetings Act permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Borough Council is of the opinion that such circumstances exist.

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

1. The public shall be excluded from the closed session at close of tonight's open session.
2. The general nature of the subject matter to be discussed is as follows:  
(Litigation: Cappell v. Highland Park)
3. It is anticipated at this time that the above stated subject matter will be made public when these matters are resolved or as soon thereafter as it is deemed to be in the public interest to do so.
4. This Resolution shall take effect immediately.

ADOPTED: September 3, 2019

ATTEST:

\_\_\_\_\_  
Jennifer Santiago, DEPUTY CLERK

I, Jennifer Santiago, Deputy Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 6<sup>th</sup> day of August 2019.

\_\_\_\_\_  
Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

Council Member	Ayes	Nays	Abstain	Absent
Fine				
Foster-Dublin				
George				
Hale				
Kim-Chohan				
Welkovits				