

BOROUGH OF HIGHLAND PARK
REGULAR MAYOR & COUNCIL MEETING
DECEMBER 18, 2018 - 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. 918, 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. **MOTION** to approve minutes of the Regular and Conference Meetings held June 12, 2018, July 10, 2018, August 14, 2018, September 4, 2018 and October 9, 2018, as distributed.
5. Council Reports.
6. Borough Administrator's Report.
7. Borough Attorney's Report.
8. Mayor's Report.
9. Public Discussion. (15 minutes)
10. Clerk reports advertising Boards, Committees and Commissions Ordinance Amendment, for consideration of passage on final reading by title.
 - a. **MOTION** to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 12-18-348 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject

ROLL CALL VOTE

11. Clerk reports advertising Property Acquisition Ordinance, for consideration of passage on final reading by title.
 - a. **MOTION** to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 12-18-349 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject **ROLL CALL VOTE**

12. Clerk reports advertising 31 River Road Redevelopment Plan, for consideration of passage on final reading by title.
 - a. **MOTION** to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 12-18-350 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject **ROLL CALL VOTE**

13. Clerk reports advertising Water & Sewer Ordinance Amendment, for consideration of passage on final reading by title.
 - a. **MOTION** to take up ordinance on final reading by title.
 - b. Public Hearing.
 - c. 12-18-351 Resolution to adopt/reject and advertise ordinance on final reading by title.
MOTION adopt/reject **ROLL CALL VOTE**

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

ROLL CALL VOTE

14. *12-18-352 Resolution to Approve 2019 Taxi Owners.
15. *12-18-353 Resolution to Approve 2019 Taxi Operators.
16. *12-18-354 Resolution to Release Street Opening Bond.
17. *12-18-355 Resolution to Approve Façade and Awning Improvement Contracts.
18. *12-18-356 Resolution to Amend Rules of Order.
19. *12-18-357 Resolution to Approve Participation in Garden State Municipal Joint Insurance Fund (JIF).
20. *12-18-358 Resolution to Amend Annual Salary Resolution.
21. *12-18-359 Resolution to Approve Budget Transfers.
22. *12-18-360 Resolution Authorizing Submission of HDSRF Grant to NJDEP for Remediation Investigation at Block 173, Lot 48.
23. *12-18-361 Resolution Authorizing Submission of HDSRF Grant to NJDEP for Remediation Investigation at Block 173, Lot 47.

24. *12-18-362 Professional Service Resolution – Borough Planner – Sub-Area Master Plan for the Cleveland Area Corridor.
25. *12-18-363 Resolution to Approve Person-to-Person/Place-to-Place Transfer of Plenary Retail Consumption License – CNS DLS, LLC to Kiadan, Inc.
26. *12-18-364 Resolution to Approve Place-to-Place Transfer – Kiadan, Inc.
27. *12-18-365 Resolution to Approve Bills List.

***MOTION** adopt/reject

ROLL CALL VOTE

28. Open items.

a.

b.

c.

d.

29. Public Discussion.

30. *12-18-366 Executive Session: Property Acquisition/Litigation.

MOTION adopt/reject.

ROLL CALL VOTE

31. **MOTION** to adjourn to Conference Meeting and/or Executive Session.

BOROUGH OF HIGHLAND PARK
No. 12-18-348

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, AN ORDINANCE OF THE BOROUGH OF HIGHLAND PARK IN MIDDLESEX COUNTY INCORPORATING INTO CHAPTER 9 OF THE "CODE OF THE BOROUGH OF HIGHLAND PARK, 2010" VARIOUS BOARDS, COMMITTEES AND COMMISSIONS IN LIEU OF RECONSTITUTING SAID BOARDS, COMMITTEES AND COMMISSIONS ANNUALLY BY RESOLUTION, passed on final reading at this meeting be delivered to the Mayor for her approval, and if approved by her, that the same be recorded in full by the Borough Clerk in a proper book kept for that purpose, and be advertised by publishing the same by title 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, in the manner prescribed by law.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

**BOROUGH OF HIGHLAND PARK
ORDINANCE NO. 18-1976**

**AN ORDINANCE OF THE BOROUGH OF HIGHLAND PARK IN MIDDLESEX COUNTY
INCORPORATING INTO CHAPTER 9 OF THE "CODE OF THE BOROUGH OF HIGHLAND
PARK, 2010" VARIOUS BOARDS, COMMITTEES AND COMMISSIONS IN LIEU OF
RECONSTITUTING SAID BOARDS, COMMITTEES AND COMMISSIONS ANNUALLY BY
RESOLUTION**

WHEREAS, Chapter 9 of the "Code of the Borough of Highland Park, 2010" establishes various Boards, Committees and Commissions that are constituted with Borough of Highland Park residents who volunteer to serve the Borough on various Boards, Committees and Commissions addressing issues related to the quality of life within said Borough; and

WHEREAS, there are a number of Boards, Committees and Commissions that have been reconstituted annually by resolution; and

WHEREAS, the Borough Council of the Borough of Highland Park wish to include said Boards, Committees and Commissions which heretofore have been annually reconstituted as a part of said Code.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Highland Park, Middlesex County as follows:

1. The "Code of the Borough of Highland Park, 2010" is amended by adding to Chapter 9 the following additional Articles so as to incorporate all Boards, Committees and Commissions to become a part of said Code:

**ARTICLE X
COMMUNITY FOOD PANTRY COMMITTEE**

Section 9-52. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Community Food Pantry Committee.

Section 9-53. Appointment.

The Highland Park Community Food Pantry Committee shall consist of the following:

- i. The Mayor;
- ii. The Chair of the Borough Council Standing Committee on Health and Welfare;
- iii. Twelve (12) Regular Members and two (2) Alternate Members, who shall be residents of the Borough of Highland Park, to be appointed by the Mayor with the advice and consent of the Council annually.

Section 9-54. Powers and Duties.

This Committee shall conduct the following activities:

1. To staff and run the activities of the Highland Park Food Bank which shall be phased in the Highland Park Community Center.
2. Coordinate with the Middlesex County Food Organization & Outreach Distribution Services (M.C.F.O.O.D.S.) for the collection and distribution of food and necessities to assist those in need in Highland Park.

3. Prepare a plan of operation for the local Food Pantry and eligibility guidelines for recipients of the distributed products.
4. Recruit volunteers to assist in the activities and operation of the Food Pantry.
5. Prepare a report to the Mayor and Council annually on their recommendations as to the following matters:
 - i. The proposed composition and duties of the Food Pantry Committee; and
 - ii. Matters which they deem appropriate and necessary to the smooth operation of the Food Pantry Committee.

**ARTICLE XIII
DIGITAL DATA GOVERNMENT TASK FORCE**

Section 9-67. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Digital Data Government Task Force.

Section 9-68. Appointment.

- A. The Highland Park Digital Data Government Task Force shall consist of eight (8) members as follows: a Chair who shall be a Borough of Highland Park Resident; the Borough of Highland Park Administrator; the Borough of Highland Park Municipal Clerk; the Borough of Highland Park IT Coordinator; a Member of the Borough of Highland Park Public Information Committee; the Borough of Highland Park Council Liaison; a Resident of the Borough of Highland Park and a Representative from the Bloustein School.
- B. All members of the Borough of Highland Park Digital Data Government Task Force shall be appointed annually by the Mayor with the advice and consent of Council annually.

Section 9-69. Powers and Duties.

The Borough of Highland Park Digital Data Government Task Force shall be responsible for researching and identifying ways to digitize the Borough of Highland data.

**ARTICLE XIV
EMPLOYEE SAFETY COMMITTEE**

Section 9-70. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Employee Safety Committee.

Section 9-71. Appointment.

The Highland Park Employee Safety Committee shall be made up of eleven (11) members consisting of the Insurance Commissioner, one representative from each of the four bargaining units and one Department Head or representative from each of the Borough buildings, to be appointed by the Mayor and with the advice and consent by the Council annually. Donald Newton shall serve as the Safety Coordinator for the Borough of Highland Park.

Section 9-72. Powers and Duties.

The Borough of Highland Park Employee Safety Committee shall advise the Mayor and Council as to policies that should be utilized for the safety of all employees of the Borough of Highland Park.

**ARTICLE XV
"HP GIVES A HOOT" COMMITTEE**

Section 9-73. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the "HP Give a Hoot" Committee.

Section 9-74. Appointment.

The Highland Park "Gives a Hoot" Committee shall consist of eight (8) regular members, to be appointed by the Mayor with the advice and consent of the Borough Council annually.

Section 9-75. Powers and Duties.

The "HP Gives a Hoot" Committee shall administer a non-profit fund that will solicit and collect funds to be utilized for various programs for the well-being of Highland Park students in need.

**ARTICLE XVI
PARKING REVIEW TASK FORCE**

Section 9-76. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Parking Review Task Force.

Section 9-77. Appointment.

The Parking Review Task Force shall be composed of all members of the Borough Council, representatives of Main Street Highland Park, the Highland Park Redevelopment Entity, the Borough Administrator, representatives from the Highland Park Department of Public Works and the Highland Park Police Department with additional Borough of Highland Park residents as determined by the Mayor and Council, said members shall be appointed by the Mayor with the advice and consent of the Council annually.

Section 9-78. Powers and Duties.

The Parking Review Task Force shall study public and private parking facilities, regulations and on-going concerns with parking in the Borough of Highland Park. Said Task Force shall also report its findings and recommendations to the Mayor and Council from time to time to address concerns relating to parking throughout the Borough of Highland Park.

**ARTICLE XVII
PUBLIC INFORMATION COMMISSION**

Section 9-79. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Public Information Commission.

Section 9-80. Appointment.

The Public Information Commission shall be comprised of nine (9) at-large members, all of whom shall be residents of the Borough of Highland Park. The Mayor and Chair of said Commission shall also identify non-voting liaisons representing the following agencies:

- A. Main Street Highland Park.
- B. Highland Park Public Library.
- C. HPTV.
- D. Highland Park Public Schools.
- E. Highland Park Police Department.

Each member shall be appointed by the Mayor with the advice and consent of the Council for a two (2) year term; however, four (4) of the at-large members shall be appointed for a term of one (1) year and the remaining five (5) at-large members shall be appointed for a term of two (2) years.

Section 9-81. Powers and Duties.

The Public Information Commission shall provide advice and recommendations to the Mayor and Council to assist the governing body to better communicate with the residents of the Borough of Highland Park making said residents aware of events, programs, requirements and other public issues. Said Commission shall assist the governing body concerning the development of a comprehensive public communications program for the Borough of Highland Park in order to advise and educate said residents with regard to various public events, programs, requirements and other public issues. The Commission shall also oversee and coordinate the efforts of the Cable Television Advisory Committee, the Highland Park Quarterly, the Borough of Highland Park website, the Borough of Highland Park e-mail system and any and all other modes of public communication utilized by the Borough of Highland Park.

**ARTICLE XVIII
RECREATION ADVISORY COMMITTEE**

Section 9-82. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Recreation Advisory Committee.

Section 9-83. Appointment.

The Recreation Advisory Committee shall consist of 13 members as follows:

- A. Two (2) secondary school students attending school within the Borough of Highland Park as recommended to the Mayor and Council by the principals of their respective schools;

- B. Eleven (11) additional members, two (2) of whom may be non-residents of the Borough of Highland Park. Said members shall be appointed by the Mayor with the advice and consent of the Council annually.

Section 9-84. Powers and Duties.

The Recreation Advisory Committee shall provide recommendations to the Mayor and Council and the Department of Recreation with regard to the planning, funding and supervising of recreation programs to be undertaken by said Department. The Committee shall meet at least quarterly and have the following additional responsibilities:

- A. Advise the Recreation Director on recreation matters within the Borough;
- B. Facilitate communication between residents and the Recreation Department staff;
- C. Assist with program operations and supervision when requested by the Recreation Department Director; and
- D. Assist with fund raising and sponsorship activities for the Recreation Department.

**ARTICLE XIX
MAYOR'S TEEN ADVISORY COMMITTEE**

Section 9-85. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Mayor's Teen Advisory Committee.

Section 9-86. Appointment.

The Mayor's Teen Advisory Committee shall have the following membership and organization:

- A. The Committee shall be comprised of an Executive Committee and a General Membership as follows:

1. The Executive Committee shall be comprised of seven (7) members as follows:

- a. Two (2) of the seven (7) members shall be adult advisors appointed by the Mayor with the advice and consent of the Council; and

- b. The remaining five (5) members shall be chosen by a majority vote of the General Membership.

- c. The terms of office for the members of the Teens Advisory Executive Committee shall be as follows:

- i. A term of two (2) years for the two (2) adult supervisors appointed by the Mayor with the advice and consent of the Borough Council to serve until the appointment and qualification of their successors; and

- ii. A term of two (2) years for two (2) of the remaining five (5) members elected by the General Membership, to serve annually until the election and qualification of their successors; and
- iii. A term of one (1) year for three (3) of the remaining five (5) members elected by the General Membership, to serve until the election and qualification of their successors.

Section 9-87. Powers and Duties.

The Mayor's Teen Advisory Committee shall administer, plan and manage the teen and youth initiatives of the Borough of Highland Park strictly as an advisory body with no power to regulate or promulgate rules and regulations. The Executive Committee shall report to the Mayor and Council on a regular basis concerning the Mayor's Task Force Advisory Committee Activities. Advice and recommendations shall be provided with regard to the Operation and Programming of the Teen Center. The Mayor's Teen Advisory Committee shall also make recommendations to foster better communication with teens living in the Borough of Highland Park and facilitate more teen involvement within said Borough.

**ARTICLE XX
REHABILITATION AND REDEVELOPMENT SCREENING COMMITTEE**

Section 9-88. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Rehabilitation and Redevelopment Screening Committee.

Section 9-89. Appointment.

The Rehabilitation and Redevelopment Screening Committee shall consist of the following:

- A. Two (2) members of the Highland Park Planning Board; and
- B. Two (2) members of the Highland Park Board of Adjustment; and
- C. Two (2) members of the Highland Park Redevelopment Entity; and
- D. Two (2) members of Main Street.

All members shall be appointed by the Mayor with the advice and consent of the Borough Council annually.

Section 9-90. Powers and Duties.

The Borough of Highland Park has been declared to be an Area in Need of Rehabilitation under N.J.S.A. 40A:12A-14 et seq. The Rehabilitation and Redevelopment Screening Committee shall review preliminary proposals for development upon referral of the Borough of Highland Park Planning Consultant.

**ARTICLE XXI
SHARED SERVICES COMMISSION**

Section 9-91. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Shared Services Commission.

Section 9-92. Appointment.

The Shared Services Commission shall consist of ten (10) members who shall be either residents or employees of the Borough of Highland Park as follows:

- A. One (1) additional to serve as Chairperson.
- B. One (1) representative of the Borough of Highland Park.
- C. Two (2) representatives of the Highland Park Board of Education.
- D. One (1) representative of the Highland Park Police Department.
- E. One (1) representative of the Highland Park Department of Public Works.
- F. One (1) representative of the Highland Park Free Public Library.
- G. One (1) representative of the Highland Park Housing Authority.
- H. Two (2) additional Highland Park residents.

All members of the Shared Services Commission shall be appointed by the Mayor with the advice and consent of Council annually.

Section 9-93. Powers and Duties.

The Shared Services Commission shall be responsible for exploring and recommending to the Mayor and Council potential revenue/savings opportunities for the Borough of Highland Park to pursue with other local government entities.

**ARTICLE XXII
HIGHLAND PARK WELLNESS COMMITTEE**

Section 9-94. Appointment.

The Mayor and Council hereby create and reconstitute as a part of this Code the Highland Park Wellness Committee.

Section 9-95. Appointment.

The Mayor with the advice and consent of Council, shall appoint annually such number of residents of the Borough of Highland Park which the governing body deems appropriate to make recommendations to said governing body for strategies to promote active living, health eating and overall wellness within said Borough.

Section 9-96. Powers and Duties.

The Highland Park Wellness Committee shall work strategically to identify, create and encourage opportunities for increased wellness for residents of the Borough of Highland Park Community. This may take the form of recommending the implementation of comprehensive outreach programs, educational programs and technical assistance activities to combat obesity and inactivity.

**ARTICLE XXIII
SUSTAINABLE HIGHLAND PARK COMMITTEE**

Section 9-97. Creation and Reconstitution.

The Mayor and Council hereby create and reconstitute as a part of this Code the Sustainable Highland Park Committee.

Section 9-98. Appointment.

The Sustainable Highland Park Committee shall consist of eleven (11) Borough of Highland Park residents or employees as appointed by the Mayor with the advice and consent of the Council annually.

Section 9-99. Powers and Duties.

The Sustainable Highland Park Committee shall have the following responsibilities:

- A. To research and recommend advancing sustainable practices and actions included in the Sustainable Jersey Municipal Certification Program; and
- B. Make recommendations to the Mayor and Council which shall strive to save tax dollars, assure clean air and water, improve working and living environments to build a community that is sustainable economically, environmentally and socially so that the community of the Borough of Highland Park will thrive well into the new century; and
- C. Recommend a model of government which benefits Borough of Highland Park residents now and far into the future with green and sustainable community initiatives which are easy to replicate and affordable to implement; and
- D. Focus on all sustainability issues which the Committee deems appropriate for the Borough of Highland Park as well as serve as the Borough's Green Team, the agents for the Sustainable Jersey Municipal Certification process; and
- E. Lead and coordinate sustainability activity for the Borough of Highland Park including achieving a certification from Sustainable Jersey Municipal Certification Program.

**ARTICLE XXIV
BIAS-FREE COMMISSION**

Section 9-100. Creation.

The Mayor and Council hereby create the Bias-Free Commission ("BFC").

Section 9-101. Appointment.

The BFC shall consist of seven (7) Members all of which shall be residents of the Borough of Highland Park. At least three (3) of said Members shall also be Members of the Highland Park Human Relations Commissions. The Councilperson who serves as liaison to the Highland Park Human Relations Commission shall also serve as liaison to the BFC. Members shall be appointed by the Mayor with the advice and consent of the Council annually.

Section 9-102. Powers and Duties.

The BFC shall have the following responsibilities:

- a) Collect a detailed inventory of anti-bias training programs currently implemented by Highland Park for its employees.

- b) Collect and catalogue bias complaints and incidents of bias crimes committed in Highland Park.
- c) Collect and catalogue bias complaints against Highland Park Employees.
- d) Research and identify mechanisms for improving public reporting of racial bias incidents occurring in Highland Park.
- e) Use the various data sources listed above to suggest methods of improvement.
- f) Provide a quarterly report on Bias in Highland Park to the Human Relations Commission, The Mayor and the Highland Park Council.
- g) Such other projects and tasks as may be assigned by the Mayor and Council.

2. This Ordinance shall take effect upon its passage and publication provided for by law.

Introduced and Passed on
First Reading by Title: December 4, 2018

ADOPTED: December 18, 2018

ATTEST:

APPROVED: December 18, 2018

Joan Hullings
BOROUGH CLERK

Gayle Brill Mittler
MAYOR

DRAFT

BOROUGH OF HIGHLAND PARK
No. 12-18-349

RESOLUTION: Economic Development and Planning Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, AN ORDINANCE OF THE BOROUGH OF HIGHLAND PARK IN MIDDLESEX COUNTY AUTHORIZING PURSUANT TO N.J.S.A. 40A:12-3 ET SEQ. THE ACQUISITION OF BLOCK 173, LOTS 41-49 AND BLOCK 89, LOT 13 BOROUGH OF HIGHLAND PARK TAX MAP AND APPROPRIATING THE SUM NOT TO EXCEED \$3,500,000.00 FOR SAID ACQUISITIONS, passed on final reading at this meeting be delivered to the Mayor for her approval, and if approved by her, that the same be recorded in full by the Borough Clerk in a proper book kept for that purpose, and be advertised by publishing the same by title 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, in the manner prescribed by law.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

**BOROUGH OF HIGHLAND PARK
ORDINANCE NO. 18-1977**

**AN ORDINANCE OF THE BOROUGH OF HIGHLAND PARK IN
MIDDLESEX COUNTY AUTHORIZING PURSUANT TO N.J.S.A. 40A:12-3 ET SEQ.
THE ACQUISITION OF BLOCK 173, LOTS 41-49 AND BLOCK 89, LOT 13
BOROUGH OF HIGHLAND PARK TAX MAP AND APPROPRIATING
THE SUM NOT TO EXCEED \$3,500,000.00 FOR SAID ACQUISITIONS**

BE IT ORDAINED by the Highland Park Borough Council, Middlesex County as follows:

1. Pursuant to the provisions of the New Jersey Local Lands and Buildings Law, N.J.S.A. 40A:12-3 et seq., the Borough of Highland Park is hereby authorized to acquire Block 173, Lots 41-49 and Block 83, Lot 13 as shown on the Borough of Highland Park Tax Map. The cost of the acquisition of said property including costs associated with same shall not exceed \$3,500,000.00. The purchase price for such properties has been appropriated pursuant to Bond Ordinance 15-1881 finally adopted September 4, 2018, as amended.
2. The Mayor and Clerk of the Borough of Highland Park are hereby authorized and directed to execute a Contract of Sale and any and all necessary real estate closing documents in order to effectuate the purchase.
3. This Ordinance shall take effect upon its passage and publication as provided for by law.

Introduced and passed on first
reading: December 4, 2018

ADOPTED: December 18, 2018
ATTEST:

APPROVED: December 18, 2018

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

BOROUGH OF HIGHLAND PARK
No. 12-18-350

RESOLUTION: Economic Development and Planning Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, ORDINANCE OF THE MUNICIPAL COUNCIL OF THE BOROUGH OF HIGHLAND PARK, COUNTY OF MIDDLESEX, NEW JERSEY, AUTHORIZING THE ADOPTION OF A REDEVELOPMENT PLAN FOR THE PROPERTY 31 RIVER ROAD REDEVELOPMENT AREA PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1 ET SEQ., passed on final reading at this meeting be delivered to the Mayor for her approval, and if approved by her, that the same be recorded in full by the Borough Clerk in a proper book kept for that purpose, and be advertised by publishing the same by title 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, in the manner prescribed by law.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

**BOROUGH OF HIGHLAND PARK
ORDINANCE NO. 18-1978**

**ORDINANCE OF THE MUNICIPAL COUNCIL OF THE
BOROUGH OF HIGHLAND PARK, COUNTY OF
MIDDLESEX, NEW JERSEY, AUTHORIZING THE
ADOPTION OF A REDEVELOPMENT PLAN FOR THE
PROPERTY 31 RIVER ROAD REDEVELOPMENT AREA
PURSUANT TO THE LOCAL REDEVELOPMENT AND
HOUSING LAW, N.J.S.A. 40A:12A-1 ET SEQ.**

WHEREAS, the Borough of Highland Park, a public body corporate and politic of the State of New Jersey (the "**Borough**") is authorized pursuant to the Local Redevelopment and Housing Law, *N.J.S.A. 40A:12A-1 et seq.* (the "**Redevelopment Law**") to determine whether certain parcels of land within the Borough constitute an area in need of rehabilitation and/or an area in need of redevelopment; and

WHEREAS, by Resolution No. 9-18-250, adopted on September 4,, 2018, the Borough Council authorized and directed the Planning Board to conduct an investigation to determine whether the property commonly known as 31 River Road and identified as Block 183, Lot 24 on the Official Tax Map of the Borough (the "**Property**") constitutes an area in need of redevelopment according to the criteria set forth in the Redevelopment Law; and

WHEREAS, at a duly noticed and constituted meeting held November 8, 2018, the Planning Board adopted a resolution which recommended to the Borough Council that the Property be designated as a Non-Condernation Redevelopment Area (as defined in Section 6(a) of the Redevelopment Law); and

WHEREAS, the Borough Council accepted the recommendation of the Planning Board, and designated the Property as a Non-Condernation Redevelopment Area, in accordance with the Redevelopment Law; and

WHEREAS, pursuant to *N.J.S.A. 40A:12A-4(a)(3)* and *N.J.S.A. 40A:12A-7* the Borough Council is empowered to adopt a redevelopment plan pursuant to which redevelopment projects are to be undertaken or carried out within an 'area in need of redevelopment; and

WHEREAS, pursuant to that authority the Borough Council caused a redevelopment plan, to be prepared for the Property, entitled the "31 River Road Redevelopment Plan" (the "**Redevelopment Plan**"), attached hereto as *Exhibit A*; and

WHEREAS, the Borough Council, referred the Redevelopment Plan to the Planning Board for its review and recommendation pursuant to *N.J.S.A. 40A:12A-7(e)*; and

WHEREAS, the Planning Board, at a duly noticed and constituted public meeting, has reviewed the Redevelopment Plan;

WHEREAS, following such review the Planning Board has rendered its report and recommendations to the Borough Council and by resolution recommended the adoption of the Redevelopment Plan pursuant to *N.J.S.A. 40A:12A-7(e)*; and

WHEREAS, the Borough Council hereby finds it appropriate for the Redevelopment Plan to be adopted for the Non-Condensation Redevelopment Area, being, among other things, substantially consistent with the Master Plan for the Borough; and

WHEREAS, the Borough Council now desires to adopt the Redevelopment Plan and to direct that the applicable provisions of the Borough's Zoning Ordinance and Map be amended and superseded to reflect the provisions of the Redevelopment Plan, as and to the extent set forth therein.

NOW, THEREFORE, BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE BOROUGH OF HIGHLAND PARK AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. The recommendations of the Planning Board are hereby accepted, and the Redevelopment Plan, attached hereto as Exhibit A, is hereby adopted pursuant to the terms of the Redevelopment Law.

Section 3. The zoning district map and the zoning ordinance of the Borough are hereby amended to incorporate and reflect the Redevelopment Plan, and, to the extent provided in the Redevelopment Plan, are superseded thereby.

Section 4. If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Ordinance.

Section 5. A copy of this Ordinance and the Redevelopment Plan shall be available for public inspection at the office of the Borough Clerk during regular business hours.

Section 6. This Ordinance shall take effect in accordance with all applicable laws.

Introduced and passed on first

reading: December 4, 2018

ADOPTED: December 18, 2018

ATTEST:

APPROVED: December 18, 2018

Joan Hullings, Borough Clerk

Gayle Brill Mittler, Mayor

DRAFT

BOROUGH OF HIGHLAND PARK
No. 12-18-351

RESOLUTION: Public Works and Public Utilities Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Ordinance entitled, AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHLAND PARK, CHAPTER 328, "SEWER AND WATER", passed on final reading at this meeting be delivered to the Mayor for her approval, and if approved by her, that the same be recorded in full by the Borough Clerk in a proper book kept for that purpose, and be advertised by publishing the same by title 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, in the manner prescribed by law.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
COUNTY OF MIDDLESEX
STATE OF NEW JERSEY
ORDINANCE NO. 18-1979

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF HIGHLAND PARK,
CHAPTER 328, "SEWER AND WATER"

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHLAND PARK AS FOLLOWS:

1. Section 328-38A(4) of the "Code of the Borough of Highland Park, 2010" establishing Sewer Rental Rates is amended to read as follows:

(4) Rates. The rate charged for all sewer rentals for each consumer shall be as follows:

Usage Amount (cubic feet)	Rate (Per 1,000 cubic feet)
0 to 799	\$28.30 flat charge
800 to 999	\$36.37 flat charge
1,000 to 3,499	\$44.01
3,500 and up	\$47.09

2. This Ordinance shall take effect upon its passage and publication as provided for by law and shall further take effect as of the fourth (4th) quarter of 2018.

Introduced and passed on
first reading by title: December 4, 2018

ADOPTED: December 18, 2018

ATTEST:

APPROVED: December 18, 2018

Joan Hullings
BOROUGH CLERK

Gayle Brill Mittler,
MAYOR

BOROUGH OF HIGHLAND PARK
NO. 12-18-352

RESOLUTION AUTHORIZING ISSUANCE OF TAXI OWNER LICENSES FOR THE
PURPOSE OF OWNING A TAXI CAB IN THE BOROUGH OF HIGHLAND PARK

RESOLUTION: Public Safety Committee

WHEREAS, TR No. 5 LLC (Thomas C. Renner) and JJC REC LLC (James Coyle) have filed with the Clerk of this Borough an application for an Owners License to operate taxicabs in this Borough under the provisions of the Ordinance providing for such licenses for the year 2019; and

WHEREAS, the Chief of Police and/or his designee has investigated said applicants and has reported favorably upon said applications;

NOW, THEREFORE, BE IT RESOLVED that this Council hereby determined that said applicant is qualified and that public necessity and convenience would be served by the issuance of such Licenses.

BE IT FURTHER RESOLVED that the Borough Clerk shall be and is hereby authorized and directed to issue an Owner License to the aforesaid applicants.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-353

RESOLUTION AUTHORIZING ISSUANCE OF TAXI OPERATOR LICENSES FOR THE
PURPOSE OF OPERATING TAXI CABS IN THE BOROUGH OF HIGHLAND PARK

RESOLUTION: Public Safety Committee

WHEREAS, Thomas C. Renner, Venkatesw R.Chinthala, Manzoor Batth, Richard Buck Jr., Arshad Khan, and James Coyle have filed with the Clerk of this Borough an application for a License to operate taxicabs under the provisions of the Ordinance providing for such Licenses for the year 2018; and

WHEREAS, the Chief of Police and/or his designee has investigated said applicants and has reported favorably upon said applications;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that said applicants are qualified and that public necessity and convenience would be served by the issuance of said Licenses.

BE IT FURTHER RESOLVED that the Borough Clerk be and is hereby authorized and directed to issue an Operator License to the aforesaid applicants.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-354

RESOLUTION TO RELEASE STREET OPENING BONDS

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the following have posted Street Opening Bonds in the amounts indicated for various projects as indicated below:

<u>ACCOUNT NO.</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>PROJECT DESCRIPTION</u>
T-12-56-832-099	CMS Partners 243 South 6 th Avenue Highland Park, NJ 08904	\$500.00	243 South 6 th Avenue

WHEREAS, the Director of the Department of Code Enforcement has determined that Road Opening Performance Bonds can be released;

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 remit to the above the amounts indicated, the same being the amount of refund due for return of bonds for the Street Opening Permits referenced.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the Director of Code Enforcement and the Finance Director forthwith.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-355

RESOLUTION TO APPROVE FAÇADE AND AWNING IMPROVEMENT CONTRACTS

RESOLUTION: Economic Development and Planning Committee

WHEREAS, the following business/property owners have submitted a completed application to the Borough of Highland Park for matching grant under the Highland Park Façade Improvement Program and/or the Highland Park Awning Promotion Program, both funded through the Community Block Development Grant and further described on the Purchase Requisition attached to the original of this resolution for the location designated, to wit:

<u>APPLICANT</u>	<u>BUSINESS LOCATIONS</u>
Penstock Coffee Roasters	13 South 3 rd Avenue
The Cook and the Carpenter Bakeshop	208 Raritan Avenue
Kybele Café	323 Raritan Avenue

and

WHEREAS, the Main Street Design Committee has reviewed the applications and has recommended that the above applications be approved by the Mayor and Council; and

WHEREAS, funds for this purpose will be available in Account No. G-02-16-CD6-210 for a total amount not to exceed \$5,566.25, as reflected by the Certification of Funds Available by the Chief Financial Officer, shown below;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the application from the above named business/property owner be approved for funding under the Highland Park Façade Improvement and Awning Promotion Program in the amount set opposite, to wit:

<u>APPLICANT</u>	<u>AMOUNT</u>
Penstock Coffee Roasters	\$1,066.25
The Cook and the Carpenter Bakeshop	\$1,500.00
Kybele Café	\$3,000.00

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the applicant, Finance Department and the Main Street Executive Director forthwith.

APPROVED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-356

RESOLUTION: Council as a Whole

WHEREAS, Resolution No. 1-18-01, adopted by the Borough Council on January 2, 2018, authorized the adoption of the Rules of Order for Borough Council for the year 2018; and

WHEREAS, the Borough Council wishes to amend those Rules of Order by revising Article II, Section 1, to reflect that Regular Meetings shall be preceded by an Agenda Meeting which shall be called to order by 6:30 p.m., the purpose of which shall be to review the Regular Meeting agenda and to conduct such other business as may come before the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Rules of Order dated January 2, 2018, on file in the office of the Borough Clerk shall be and are hereby adopted as the amended Rules of Order for this Council for the year 2018.

ADOPTED: December 18, 2018

ATTEST:

Joan M. Hullings, BOROUGH CLERK

I, Joan M. Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan M. Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

**BOROUGH OF HIGHLAND PARK, NEW JERSEY
RULES OF ORDER FOR THE
HIGHLAND PARK BOROUGH COUNCIL**

Adopted: January 2, 2018

ARTICLE I.

The deliberations of the Highland Park Borough Council shall be governed by Robert's Rules of Order, Newly Revised. The Borough Attorney shall be the Parliamentarian when he or she is present. In the absence of the Borough Attorney, the Borough Clerk shall serve as Parliamentarian.

Any questions arising not provided for in the rules hereinafter set forth shall be determined by the rules set forth in Robert's Rules of Order, Newly Revised.

ARTICLE II.

Section I. Regular Meetings

Regular meetings of the Highland Park Borough Council shall be held on the first and third Tuesdays of every month, unless otherwise scheduled and noticed by Council, and except from June through August when the meeting schedule may be revised by a Resolution of the Borough Council adopted at the Annual Organization Meeting, and shall be called to order by 7:00 p.m. Regular Meetings shall be preceded by a Council Committee Report Meeting at 6:00 p.m. and an Agenda Meeting which shall be called to order by 6:30 p.m., the purpose of which shall be to review the Regular Meeting agenda and to conduct such other business as may come before the Borough Council. All Regular Meetings shall be held in the Borough Hall Council Chambers or at such other place as may be designated by the Borough Council by resolution or motion. Agenda Meetings shall be held in the Upper Level Conference Room, unless otherwise specified by resolution or motion. Any change in venue of Regular or Agenda Meetings shall be duly noticed as required by law.

Section 2. Conference Meetings

Conference Meetings of the Highland Park Borough Council shall be held on the first and third Tuesdays of every month, unless otherwise scheduled and noticed by Council, and except from May through August when the meeting schedule may be revised by a Resolution of the Borough Council adopted at the Annual Organization Meeting, and shall be called to order prior to the start of the Regular Meeting, should time allow following the conclusion of the Agenda Meeting, and will continue following the conclusion of the Regular Meeting. Standing Committee meetings, the purpose of which shall be to review matters under the purview of each committee in order to make recommendations to the full Council for possible action may occur on alternate Tuesdays of the month or any other time. Conference Meetings shall be held in the Upper Level Conference Room or at such other place as may be designated by the Borough Council by resolution or motion. Any change in venue of Conference Meetings shall be duly noticed as required by law. Action on ordinances or resolutions or other official action may be taken at Conference Meetings as deemed necessary by the Governing Body.

Section 3. Holidays

When the day fixed for any Regular or Conference Meeting of the Governing Body falls upon a day designated by law as a legal, state, national, or religious holiday, such meeting shall be held at the same hour on the next succeeding day not a Saturday, Sunday, or holiday. Notice shall be provided to the media and otherwise in a manner likely to reach the public.

Section 4. Special Meetings

The Mayor shall, when he or she deems necessary, call Special Meetings of the Borough Council; in case of the Mayor's neglect, absence, or refusal, any four (4) members of the Borough Council may call a Special Meeting at such time and in such place within the Borough as they may designate by resolution. In all cases of Special Meetings, reasonable advance notice (considered to be 48 hours, except in the case of emergency) shall be given to the Mayor and all members of the Council or left at their place of residence (NJSA 40:48-24). Only business specified in the notice or resolution calling for the Special Meeting may be transacted.

Section 5. Annual Meeting

The Borough Council shall hold an Annual Organization Meeting during the first seven (7) days of January in the Borough Council Chambers or such other place as may be designated by the Borough Council by resolution or motion. The meeting shall be called to order at 7:00 p.m. At this meeting, the Borough Council shall hear reports, elect one of its members to serve as Council President for the ensuing year, adopt its Rules of Order, adopt its meeting schedule for the year, announce Council Standing Committees, make annual appointments, and transact such other business as properly may be brought before the body.

Section 6. Adjourned Meetings

Adjourned Meetings shall be called to order and held at the time and place appointed by the motion or resolution under which they are held.

Section 7. Open Public Meetings Act

State statutes provide that all meetings described in Sections 1-6 shall be open to the public (Chapter 231, P.L. 1975), subject to provisions allowing for Executive Session discussion. The Open Public Meetings statement shall be read by the presiding officer at all Agenda, Regular, Conference, and Special Meetings.

Section 8. Quorums

A quorum shall be as provided by the Revised Statutes of the State of New Jersey, viz. three (3) Councilpersons and the Mayor, or in the absence of the Mayor, four

(4) Councilpersons (NJSA 40A:60-3d). If no quorum exists at any particular meeting, then those assembled shall have power and are hereby authorized to set a new meeting date and then adjourn. In all cases, reasonable advance notice (considered to be 48 hours, except in the case of emergency) of the new meeting date shall be given to the Mayor and all members of Council or left at their place of residence (40:48-24).

When a sufficient number of members to constitute a quorum is present, the Mayor, or in his or her absence, the President of Council, or in the absence of both, the Council member having the longest continuous term as such, shall call them to order, whereupon each member shall take his or her seat. In the case of two members both having the same term of service, the member to preside shall be determined by "lot" among those having equal longest service.

Section 9. Notice of Regular and Conference Meetings

The schedule of all Regular and Conference Meetings shall be adopted at the Annual Organization Meeting and shall be published and advertised according to law.

Section 10. Attendance Requirements

An office of any person appointed to the council for a specified term shall be deemed vacant if a member, without being excused by a majority of the authorized members of such body, fails to attend and participate at meetings of such body for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such body shall notify the appointing authority in writing of such determination, provided, further, that the council may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness or other reasonable excuse.

ARTICLE III.

Section 1. After the Call to Order, the Mayor shall request the Clerk to call the roll and note the absences. The Clerk shall also keep a record of attendance of the Clerk, the Attorney, and the Borough Administrator. In the event of the absence of the Clerk and the Deputy Clerk, the presiding officer shall appoint a Clerk pro tempore.

Section 2. The Clerk shall perform his or her duties according to the Revised Statutes of New Jersey. The Clerk shall record, publish and keep the minutes of all Regular, Conference and Special Meetings and shall keep the Revised General Ordinances book properly and fully indexed; he or she shall perform all the duties usually devolving upon such officer; in addition, he or she shall perform such other duties as the Mayor and Borough Council may direct.

ARTICLE IV. REGULAR MEETING ORDER OF BUSINESS

Section 1. The business of each Regular Meeting shall be conducted in the following manner:

- a. Call to Order
- b. Salute to the Flag ("Pledge of Allegiance")
- c. Roll Call
- d. Reading of Open Public Meetings Statement
- e. Honors and Awards
- f. Approval of Minutes
- g. Council Reports and Correspondence
- h. Mayor's Report
- i. Reports by Attorney, Administrator, Clerk, and Other Professionals
- j. Public Discussion (15 minute limit)
- k. Ordinances Requiring a Second Reading
- l. Ordinances Requiring a First Reading
- m. Resolutions -- Consent Agenda Items
- n. Resolutions Requiring a Reading (as necessary)
- o. Public Discussion (unlimited)
- p. Executive Session Resolution (only listed if needed)
- q. Adjournment to Conference Meeting

Section 2. The aforesaid Order of Business at any meeting may be changed by a majority vote of the members of the Borough Council present at the meeting.

Section 3. All Consent Agenda Items, identified by an asterisk (*) as shown on the Regular Meeting Agenda, and having been properly posted for the public's perusal prior to the beginning of the meeting, shall be considered in the form of one motion by Borough Council, as provided for in Ordinance 918.

If any member of the Borough Council requests of the Mayor that a Consent Agenda Item be considered and voted upon independently of all other Consent Agenda Items, then that item will be read by title and a separate vote will be taken. All other Consent Agenda Items not affected by the request shall be considered in the form of one motion by the Borough Council.

Section 4. All Regular Meetings shall end by 9:00 PM. This time may be extended by majority vote of the Councilpersons present at the meeting.

ARTICLE V. CONFERENCE MEETING ORDER OF BUSINESS

Section 1. The business of each Conference Meeting shall be conducted in the following manner:

- a. Call to Order
- b. Roll Call
- c. Public Discussion (10 minute limit)
- d. Ordinances Requiring a Second Reading
- e. Ordinances Requiring a First Reading
- f. Resolutions for the Next Council Meeting
- g. Appointments by Mayor and Council
- h. Borough Administrator's Report
- i. Borough Attorney's Report
- j. Standing Committee Status Reports
- k. Discussion Items -- for next Council Meeting
- l. Discussion Items – Other
- m. Council Goals (5 minutes each)
- n. Old Business
- o. Executive Session Resolution (only listed if needed)
- o. Adjournment

Section 2. Agenda items for the Engineer's, Administrator's, Attorney's and other professionals' reports shall be submitted to the Clerk by the Friday preceding the Conference Meeting for inclusion on the Conference Meeting Agenda.

Section 3. All discussion items shall be submitted to the Clerk by the Friday preceding the Conference Meeting for inclusion on the Conference Meeting Agenda. It is the responsibility of the Councilperson to classify the item under either (k.) or (l.), above. The Clerk shall list the initials of the Councilperson responsible for a particular discussion item on the agenda next to that item, along with the date on which the item was first placed on the agenda. Except for the most routine of matters, no Councilperson may list a matter under items (k.) or (l.), above, unless he or she has taken the matter through the appropriate Standing Committee for recommendation to the full Council or to the Standing Committee on Administration for assignment to a Council Standing Committee. Should a Councilperson have a question about whether a matter is routine or not, he or she should consult the Standing Committee on Administration for direction.

Section 4. Items which are not submitted to the Clerk by the Friday preceding the Conference Meeting may be added to the agenda prior to the beginning of the meeting with the approval of the Mayor or the Council President, or by an affirmative vote, without debate, of the majority of the Councilpersons present at the meeting.

Section 5. The aforesaid Order of Business at any meeting may be changed by majority vote of the Councilpersons present at the meeting.

Section 6. All Conference Meetings shall end at 10:00 p.m. This time may be extended by majority vote of the Councilpersons present at the meeting. A unanimous vote of the Council shall be required to extend the Conference Meeting beyond 11:00 p.m.

ARTICLE VI. THE MAYOR

Section 1. The Mayor shall preside over the deliberations of the Borough Council and shall conduct the meetings, thereof, and shall also participate in the determination of Borough affairs to the extent permitted by statute (NJSA 40A:60-3g et seq. and also 40A:60-5h).

Section 2. The Mayor shall, on all occasions, preserve the strictest order and decorum and shall cause the removal of all persons who interrupt the orderly proceedings of Council.

Section 3. When two or more Councilpersons shall rise to speak at the same time, the Mayor shall designate the one entitled to the floor.

Section 4. The Mayor shall decide all questions of order without debate, subject to an appeal to the Borough Council, and may call upon the Council President or Parliamentarian for an opinion on any questions of order.

Section 5. The Mayor shall not make promises or commitments to anyone which directly, or by inference, bind the Borough Council.

Section 6. The Mayor shall be a member ex officio of all Borough Council Standing, Special and Ad Hoc Committees and shall be informed in advance, and in writing, of all meetings of such Committees.

Section 7. In the absence of the Mayor, or in the event that he or she is unable to perform his or her duties, the President of Council, or in his or her inability to act, the Councilperson having the longest term as such, shall act as Mayor as provided by statute (NJSA 40A:60-3).

Section 8. The Mayor shall see that all matters referred to the Council Standing Committees are acted upon and reported promptly.

Section 9. The Mayor shall provide final approval of Conference Meeting agendas. In this connection, the Mayor will consult with the Borough Clerk or his or her deputy on a bi-weekly basis concerning the Conference Meeting agendas and will give his or her final approval on the items to be listed. He or she will ensure that all non-routine items have been duly considered by the appropriate Council Standing Committee or the Standing Committee on Administration before allowing them to be listed, and he or she will rule on whether or not a matter is to be considered routine when questions from members of the Governing Body arise. (See Article V. Sections 1. and 3., above.)

ARTICLE VII. BOROUGH COUNCIL PRESIDENT

Section 1. President of Borough Council

By a majority vote, the Borough Council, at its Annual Organization Meeting, shall elect a Borough Council President from its number who shall preside at all meetings when the Mayor does not preside. The President shall hold office for one year until the next Annual Meeting. He or she shall have the right to debate and vote on all questions before the Borough Council. If the Borough Council, at its Annual Meeting, fails to elect a President, then the Mayor shall appoint the President from the Borough Council and no confirmation by the Borough Council shall be necessary.

Section 2. President or Senior Member of Borough Council as Acting Mayor

If the Mayor is absent from the Borough for a period of three days or for any reason is unable to act, the President of the Borough Council shall perform all the duties as Acting Mayor during such absence or inability. If the Mayor intends to be absent from the Borough for more than three days at any one time, he or she shall notify the President, in writing, of the intended absence, and the President shall become Acting Mayor from the time he or she receives the notice until the Mayor's return. If the President is temporarily unable to act, the Borough Council member having the longest term of service shall act temporarily for the President. Should more than one member of the Council have identical seniority, then the Acting Mayor shall be drawn by lot.

Section 3. Duties and Responsibilities of the Council President

In addition to the matters outlined in Sections 1. and 2., above, the Council President shall:

- o Serve as overall liaison between the Governing Body and all authorities, boards, commissions, committees, and agencies, except as otherwise provided by statute or ordinance.

- o Organize the annual goals and objectives sessions of the Governing Body. In this connection, the Borough Council President, in cooperation with the Borough Administrator, will solicit goals and objectives from all department heads, and he or she will solicit goals and objectives from the members of the Governing Body, all of which will be compiled into a package that will form the agenda for said discussions. The Borough Council President and the Borough Administrator will conduct the semi-annual goals and objectives sessions.

ARTICLE VIII. BOROUGH COUNCIL STANDING COMMITTEES

Section 1. The following Standing Committees of the Borough Council shall be appointed at the Annual Organization Meeting: Administration; Recreation and Arts; Economic Development and Planning; Finance; Health and Welfare; Public Safety; and Public Works and Public Utilities. With the exception of the Administration Committee, which shall consist only of the Mayor, the Borough Council President and one other Councilperson selected by the Mayor, all other Standing Committees shall consist of three councilpersons each and the Mayor as an ex officio member.

Section 2. Appointments to the Standing Committees of the Borough Council and of the Chairpersons thereof shall be made by resolution of Council, said resolution to be approved by a majority of Council at the Annual Organization Meeting of the Governing Body. All other Committee appointments shall be made in a like manner except where specified otherwise.

Section 3. Each Councilperson shall chair one of the six Standing Committees named in Section 1, above, and shall be a member of two others. The person whose name appears first on the Standing Committee Organizational Chart shall be the Chairperson thereof; the remaining names shall be listed in the order of their position on the Committee, it being the intention that each person shall serve in the first, second, and third positions. It shall be the duty of the Chairperson to give notice, in writing, to the Mayor and the other members of the Committee of the time and place of meetings. It shall be the duty of the Chairperson to schedule quarterly meetings, the first of which shall occur before the end of January of each year. It will be presumed that the first meeting held each year will constitute the organizational meeting at which Standing Committee priorities will be determined. A report, oral or written, of the quarterly meetings shall be submitted to the Mayor and Council in timely fashion. Additional meetings of the Committees may be scheduled at the discretion of the Chairperson, and any scheduled Committee meeting during any quarter of the year may serve as the "official" quarterly meeting.

Section 4. In case of death, resignation, removal from office, or the inability or incapacity to serve of any Committee Chairperson or of any elected or appointed official, the Council shall, by resolution, name the successor. The Council may, by majority vote of its members, change existing committee assignments and/or chairpersons when it is in the best interests of the Borough to do so.

Section 5. Standing Committees are appointed to expedite and facilitate the work of the Borough Council within statutory limits, as the entire Borough Council is held responsible for any and all of its acts.

a. Standing Committees shall:

(1) Meet and report to Borough Council according to the guidelines provided in Article V, Section 3, and Article VIII, Section 3, above.

(2) Develop a written agenda for the year, at its first quarterly meeting, which shall include specific goals and priorities that the Committee plans to address.

(3) Plan, study, direct, make recommendations with budgetary limitations, and carry on the routine activities for which it has primary responsibility.

(4) Perform such acts as may be assigned to it by the Borough Council.

b. Except as provided above, a Standing Committee shall not:

(1) Make budgetary commitments without prior approval of the Borough Council.

(2) Make promises or commitments to anyone which directly, or by reference, bind the Council.

(3) Act in such a manner or make any decision which sets a precedent or violates established policy.

Section 6. Special and Ad Hoc Committees may be created by motion or resolution of the Borough Council and shall consist of such number as shall be determined by such motion or resolution. The appropriate sections of Article VIII, Section 3, above, shall govern the conduct of meetings of such Special and Ad Hoc Committees.

Section 7. The specific duties of the Standing Committees, i.e., the areas for which the Committees are responsible, are spelled out in the Table of Organization which is prepared annually and which is appended to these Rules.

Section 8. The Chairperson of any Standing, Special, or Ad Hoc Committee shall record the minutes of all committee meetings.

ARTICLE IX. NOMINATIONS TO AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES AND OTHER AGENCIES

Whenever a vacancy shall occur on one of the Borough's authorities, boards, commissions or committees, except for those authorities, boards, commissions, and committees for which the Mayor is the sole appointing authority, nominations to fill said vacancies shall be brought to the attention of the Council in writing, at least one week prior to the Council meeting when action is expected to be taken. Information to be provided shall include, at a minimum, the name, address, and telephone number of the nominee as well as information concerning his or her suitability to be appointed. Whenever possible, prior consultation with the authority, board, commission, or committee that has the vacancy shall occur, and the Councilperson proposing the name shall report on his or her discussions.

ARTICLE X. ORDINANCES, RESOLUTIONS, PETITIONS

Section 1. All Ordinances must be presented in writing. The procedure upon adoption of Ordinances shall be as fixed by statute.

Section 2. Upon the adoption of an Ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk who shall also notify the Borough's codification consultant in a timely fashion so that the codified ordinance books may be kept up to date. The assigned number of the Ordinance shall appear in the advertisement of such Ordinance.

Section 3. In the event an ordinance(s) has been introduced prior to the end of any given calendar year, and the second reading can not be scheduled before the new calendar year commences, then in that event, any such pending ordinance(s) shall be deemed to have expired and is thereby void.

Section 4. Every resolution submitted for consideration of the Borough Council shall be presented in writing.

Section 5. All petitions, memorials, or other papers addressed to the Borough Council shall be presented by one member of Council, who shall state in his or her place the general object of the petition, memorial, or other paper.

Section 6. When any petition shall be presented and a decision thereon by the Borough Council has been made, the same petition shall not, within ninety days, again be presented to the Council without leave first obtained for that purpose.

ARTICLE XI. ADOPTION AND TERM

The Rules of Order shall be adopted by a resolution of the Borough Council concurred in by a majority of the members of Council. The rules shall become effective immediately after adoption and shall remain in effect until the succeeding Annual Organization Meeting.

ARTICLE XII. RULES OF DEBATE AND DECORUM

It is the responsibility of the Chair to ensure that all speakers use a microphone when speaking and to announce that assistive listening devices are available.

Section 1. Except as otherwise required by Statute, or specifically provided in these Rules of Order, all action of the Borough Council shall be by a majority vote of those present. A member abstaining will be noted in the record, but will not count as a vote to achieve a quorum.

Section 2. Question under consideration.

A question presented and seconded is under consideration, and no motion shall be received thereafter, except to adjourn, to lay on the table, to postpone or amend until the question is decided. These motions shall have preference in the order in which they are mentioned, and the first two shall be decided without debate.

Section 3. Upon demand of one member of the Borough Council, or when ordered by the Mayor, or when directed by Statute, a roll call vote shall be taken and the yeas and nays entered into the official minutes of the meeting.

Section 4. The roll shall be called alphabetically.

Section 5. No member of the Borough Council shall question the vote or motives of a fellow Councilperson.

Section 6. Any member may call for the division of the question when the sense will admit it.

Section 7. Getting the Floor.

Every Borough Councilperson desiring to speak for any purpose whatsoever shall address the presiding officer, and upon recognition, shall confine himself or herself to the question under debate, avoiding personalities and indecorous language.

Section 8. After any question has been decided, any member who voted in the majority may, at the same or next meeting, move for reconsideration thereof, which shall be favorably determined if it receives the assent of a majority of the whole Council, namely four votes, but no discussion of the main question shall be allowed, unless a reconsideration is had.

Section 9. No allusion shall be made to the motives actuating any member in his or her course of debate or other performance of duty.

Section 10. Interruption.

A Councilperson, once recognized, shall not be interrupted when speaking unless it is to call a point of order or as herein otherwise provided. If a Councilperson, while speaking, shall be called on a point of order, he or she shall cease speaking until the point of order is determined by the presiding officer; if in order, he or she shall be permitted to proceed. Any Councilperson may appeal to the Borough Council from the decision of the presiding officer upon a question of order, whereupon without debate, the presiding officer shall submit to the Council the question: "Shall the decision of the chair be sustained?", and the Borough Council shall decide the question by a majority vote.

Section 11. When a motion has been made and seconded, it shall be so stated by the presiding officer before it is open for discussion, and after being thus stated, it shall be deemed in the possession of the Borough Council, but may be withdrawn or amended by the mover at any time before discussion.

Section 12. No member should abstain except for reasons of conflict.

Section 13. Privilege of Closing Debate.

The Councilperson moving the adoption of an Ordinance, resolution, or motion shall have the privilege of closing debate.

Section 14. A motion to adjourn shall always be in order and shall be decided without debate.

ARTICLE XIII. CORRESPONDENCE

Whenever a member of the Governing Body shall have occasion to prepare any correspondence or other document relating to his or her duties, a copy of such correspondence or other document shall be provided to the Borough Clerk for inclusion in the Borough files.

ARTICLE XIV. AMENDMENTS

Section 1. The Mayor or any member of the Borough Council may propose amendment to these Rules at any Regular or Adjourned Meeting.

Section 2. The Mayor will then appoint a Special Committee of three members of the Borough Council to consider the proposed amendments. The Special Committee will present its recommendations at the next Regular or Adjourned Meeting of the Borough Council.

Section 3. The Rules may be altered or amended only by a two-thirds vote on a roll call, taken at two successive Regular or Adjourned Meetings of the Borough Council.

doc\ruleorder
amended 5/3/09
amended 3/20/12
amended 9/3/13
amended 4/17/18

BOROUGH OF HIGHLAND PARK
NO. 12-18-357

RESOLUTION: Finance Committee

WHEREAS, a number of local governmental units in the State of New Jersey have joined together to form a Joint Insurance Fund as permitted by the Chapter 372 Laws of 1983 (40A:10-36); and

WHEREAS, the statutes and regulations governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the Governing Body of the Borough of Highland Park, has determined that membership in the Garden State Municipal Joint Insurance Fund (hereinafter referred to as the "Fund") is in the best interests of itself and its citizens; and

WHEREAS, the Governing Body of the Borough of Highland Park has previously executed a resolution to join the Garden State Municipal Joint Insurance Fund subject to the acceptance of its assessment;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highland Park (hereinafter referred to as the "Municipality") does hereby resolve and agree to renew its membership in the Fund for a period not to exceed three (3) years beginning January 1, 2019 to December 31, 2021 for the purpose of establishing the following types of coverage:

- Workers' Compensation and Employer's Liability;
- General Liability including law enforcement and public officials' liability;
- Motor vehicle liability;
- Property damage (buildings, contents, equipment, and motor vehicle);

BE IT FURTHER RESOLVED, that the Municipality has never defaulted on claims and has not been canceled for nonpayment of insurance premiums for a period of at least two years prior to the adoption of this Resolution; and

BE IT FURTHER RESOLVED, that the Mayor and the Borough Clerk are authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Fund and to deliver same to the Executive Director of the Fund with the express reservation that said document shall become effective only upon approval by the New Jersey Department of Insurance and the Department of Community Affairs.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
No. 12-18-358

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, 2018 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:

- 2018. COLLEEN AU, Circulation Assistant, at an hourly rate of \$12.91, effective January 1, 2018.
- 2018. MARIA BECK, Library Assistant, at an hourly rate of \$17.12, effective January 1, 2018.
- 2018. GRACE GASTELUZ, Circulation Assistant, at an hourly rate of \$12.91, effective January 1, 2018.
- 2018. CARLA HERNITER, PT Librarian, at an hourly rate of \$31.42, effective January 1, 2018.
- 2018. ABBY KALAN, PT Librarian, at an hourly rate of \$31.42, effective January 1, 2018.
- 2018. JENNIFER LARSEN, PT Librarian, at an hourly rate of \$31.42, effective January 1, 2018.
- 2018. ADAM PADAVANO, Circulation Assistant, at an hourly rate of \$12.91, effective January 1, 2018.
- 2018. ALICE CHEN, Page, at an hourly rate of \$8.85, effective January 1, 2018.
- 2018. FINN GIRVAN, Page, at an hourly rate of \$8.85, effective January 1, 2018.
- 2018. ELEANOR JOHNSON, Page, at an hourly rate of \$8.85, effective January 1, 2018.

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: December 18, 2018
ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
12-18-359

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that transfers of 2018 budget appropriation balances shall be made as follows:

Description	From	To
Borough Clerk S&W		4,500.00
Public Works S&W		58,000.00
Recreation S&W		1,000.00
Electric		4,000.00
Landfill		32,000.00
Borough Administrator OE	10,000.00	
Community & Econ Dev OE	15,000.00	
Planning Board OE	3,400.00	
Board of Adjustment OE	3,500.00	
Police OE	15,000.00	
Telephones	5,000.00	
Cable	2,600.00	
Group Insurance	30,000.00	
Street Lighting	15,000.00	
Total	\$99,500.00	\$ 99,500.00

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-360

RESOLUTION AUTHORIZING SUBMISSION OF HDSRF GRANT TO
NJDEP FOR REMEDIATION INVESTIGATION AT BLOCK 173, LOT 48

RESOLUTION: Public Works & Public Utilities Committee

WHEREAS, the Borough of Highland Park desires to apply for and obtain a Hazardous Discharge Site Remediation Fund (HDSRF) Grant from the New Jersey Department of Environmental Protection (NJDEP) for remediation investigation at Block 173, Lot 48;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Administrator and the Borough Clerk are hereby authorized and directed to execute and submit the application for said Grant;

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Borough Administrator.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-361

RESOLUTION AUTHORIZING SUBMISSION OF HDSRF GRANT TO
NJDEP FOR REMEDIATION INVESTIGATION AT BLOCK 173, LOT 47

RESOLUTION: Public Works & Public Utilities Committee

WHEREAS, the Borough of Highland Park desires to apply for and obtain a Hazardous Discharge Site Remediation Fund (HDSRF) Grant from the New Jersey Department of Environmental Protection (NJDEP) for remediation investigation at Block 173, Lot 47;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Borough Administrator and the Borough Clerk are hereby authorized and directed to execute and submit the application for said Grant;

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Borough Administrator.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-362

PROFESSIONAL SERVICE RESOLUTION – BOROUGH PLANNER – TO PREPARE A
SUB-AREA MASTER PLAN FOR THE CLEVELAND AVENUE CORRIDOR

RESOLUTION: Economic Development and Planning Committee

WHEREAS, the Borough of Highland Park has need of the services of a Planner to provide planning services in connection with the investigation of the Cleveland Avenue Corridor, in accordance with letter of proposal from Jim Constantine, Looney Ricks Kiss, dated December 12, 2018, attached to the original of this resolution; and

WHEREAS, such services are professional services as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, Looney Ricks Kiss, Philadelphia, P.A., is a firm of licensed planners of the State of New Jersey with extensive experience in providing these services; and

WHEREAS, the Mayor and Council desire to provide for the method of compensation of said consulting engineer; and

WHEREAS, funds for this purpose are available in Account No. _____, in an amount not to exceed \$20,000.00, as reflected by the Certification of Funds Available by the Chief Financial Officer, shown below; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mayor and Borough Clerk are authorized and directed to execute and attest on behalf of the Borough an Agreement for professional services with Jim Constantine, PP, Looney Ricks Kiss, Public Ledger Building, Suite 756, 150 S. Independence Mall West, Philadelphia, PA 191065, a copy of which is attached to the original of this original, and that notice of this contract be published as required by law and that a copy of executed Agreement be placed on file in the office of the Borough Clerk.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

**Professional Services Agreement to
Prepare a Redevelopment Plan for
Block 154, Lots 6.01, 10 & 11 and Block 153, Lots 16, 18 & 19**

This agreement made and entered into this ____ day of _____, 2018, by and between the Borough of Highland Park, a municipal corporation of the State of New Jersey, hereinafter referred to as the "Borough," and LRK Inc. (LRK), a planning and community design firm whose address is 217 Nassau Street, Princeton, NJ 08542, hereinafter referred to as the "Contractor."

WHEREAS, the Borough Council, at its regular meeting of _____, 2018 passed Resolution No. _____ authorizing a Redevelopment Plan for the properties, referred to as the "Project Area", and designated as Block 154, Lots 6.01, 10 & 11 and Block 153, Lots 16, 18 & 19 on the official Tax Map of the Borough of Highland Park under New Jersey's Local Redevelopment and Housing Law, (N.J.S.A. 40A:12A-7).

The Borough has received a request for a rezoning to accommodate of a girl's school that has been proposed at the eastern terminus of Cleveland Avenue. The Cleveland Avenue corridor has undergone significant change over the past decade and it is necessary to review the corridor in concert with the proposed girl's school.

NOW, THEREFORE, BE IT AGREED between the Borough and the Contractor that the Borough Council will retain the services of the Contractor to prepare a Redevelopment Plan for the Project Area, with public participation to build community consensus.

The preparation of a Redevelopment Plan for the Project Area involves planning, development, redevelopment, or rehabilitation of the Project Area as defined above within the context of the Cleveland Avenue corridor, including the following:

- Goals for the Redevelopment Plan and its relationship to definite local objectives as to the specific land use(s), density of population, environmental constraints, open space preservation, circulation, traffic and public transportation, public utilities, recreational and community facilities and other public improvements as well as appropriate transitions to the existing residential neighborhood.
- Specific land use(s), building requirements, site improvements and design standards for the Project Area.
- All provisions of the Redevelopment Plan shall be either substantially consistent with the Highland Park Master Plan or designed to effectuate the goals and objectives of its Master Plan.

- Any significant relationship of the Redevelopment Plan to the master plans of contiguous municipalities, the Master Plan of Middlesex County, and the State Development and Redevelopment Plan adopted pursuant to the "State Planning Act," P.L.1985, c. 398 (C. 52:18A-196 et seq.).
- The Redevelopment Plan may include the provision of affordable housing in accordance with the "Fair Housing Act," P.L.1985, c. 222 (C. 52:27D-301 et al.) and the Housing Element and Fair Share Plan of the Highland Park Master Plan.
- The Redevelopment Plan shall describe its relationship to pertinent municipal development regulations as defined in the "Municipal Land Use Law," P.L.1975, c. 291 (C. 40:55D-1 et seq.) and be prepared to supersede applicable provisions of the Highland Park Land Development Ordinance or constitute an overlay zoning district within the Project Area including an amendment to the zoning map included in the zoning ordinance indicating the Project Area to which the Redevelopment Plan applies.

Services for the preparation of the Redevelopment Plan for the Project Area will be provided for a fixed fee of \$20,000, which will include (1) Stakeholder Meeting and (1) Community Meeting, as outlined in Exhibit B.

Attendance at all other related meetings, including coordination meetings, additional community meetings/workshops, public presentations, public hearings, Planning Board meeting(s) and Borough Council meeting(s) as well as any refinement or revisions to the Redevelopment Plan, will be provided as time and materials, including the cost for preparing and printing related exhibits and reports.

The Contractor and the Borough hereby incorporate into this Agreement the mandatory language of N.J.A.C. 17:27-1 et seq.; promulgated pursuant to N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127, as it shall be amended and supplemented from time to time) and the Contractor agrees to comply fully with the terms, provisions and conditions regarding affirmative action which are included herein as Exhibit A to this Agreement. The Contractor has previously filed with the Borough Clerk, Form AA-302, Affirmative Action Employee Information Report, which is still in effect.

SERVICES RELATING TO ANY ARBITRATION, MEDIATION, OR LAWSUIT

Any and all efforts work, reports, reviews, meetings, consultations, depositions, appearances, etc. requested of the Contractor or its forces and subconsultants relating or pertaining to any form of arbitration, mediation or lawsuit between the Borough and any third party will be provided; and compensation will be invoiced to the Borough at then-current LRK hourly rates.

INDEMNIFICATION

The Contractor hereby agrees and covenants to indemnify the Borough against any and all obligations or liabilities, indebtedness, claims, demands, suits or causes of action resulting from the performance of the within contract insofar as such consequences result from acts which constitute professional negligence or intentional torts of the Contractor, its agents, servants or employees.

INSURANCE

The Contractor shall maintain or cause to be maintained in full force and effect insurance in such amounts and against such risks as follows:

- (a) Special form, comprehensive, or commercial General Liability Insurance coverage against claims for personal injury, death or property damage in an amount of not less than One Million Dollars and Zero Cents (\$1,000,000.00) with respect to injury or death of a single person and in the aggregate, and One Million Dollars and Zero Cents (\$1,000,000.00) with respect to property damage.
- (b) Workers Compensation Insurance coverage in the statutory amount. Employer's Liability Insurance coverage in an amount not less than Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) each accident; and,
- (c) Professional Liability Insurance coverage in an amount of not less than One Million Dollars and Zero Cents (\$1,000,000.00) for each claim.

Upon the execution of this Agreement, as well as upon the Borough's request from time to time, the Contractor shall provide to the Borough a certificate of insurance evidencing the coverages set forth above in (a) through (c) from an insurance company authorized to do business in New Jersey and having an A.M. Best Rating of at least an "A-". The Contractor shall also provide, upon the Borough's reasonable request, complete copies of the above policies of insurance.

PROFESSIONAL LIABILITY

Due to the nature of providing planning consulting services, it is understood and agreed that any and all liabilities of the Contractor relating to or arising out of this Agreement shall be limited to a maximum of the net fee received by the Contractor for all services rendered for each respective Project or part thereof, not including reimbursable expenses and subconsultants.

IN WITNESS THEREOF, the Borough of Highland Park and the Contractor have caused this Agreement to be duly executed by their proper agents who have been expressly authorized to execute this Agreement on their behalf as of the day and year first above written.

ATTEST:

Borough of Highland Park

By: _____

JOAN HULLINGS, Municipal Clerk

By: _____

GAYLE BRILL MITTLER, Mayor

LRK INC.

By: _____

JAMES CONSTANTINE, PP, Principal

DRAFT

EXHIBIT A

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulation promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disability Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time to time or in

accordance with a binding determination of the applicable county employment goals determined by the affirmative Action Officer pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of the New Jersey, and applicable Federal law and applicable Federal court decision.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

EXHIBIT B

SCOPE OF SERVICES

The proposed scope of services is structured into three (3) distinct phases, with each phase consisting of specific tasks that follow a proven planning process for facilitating extensive public engagement related to the development of a Redevelopment Plan, as more specifically described below:

PHASE I. PROJECT KICK-OFF

Task 1. Background Research and Project Coordination - Contractor will provide general project coordination with the Borough, including the following:

- Outline the planning and public engagement process
- Review the applicable provisions of the Master Plan
- Analyze the as-of-right build-out potential under existing zoning
- Outline the advantages of a redevelopment planning process and how it addresses the Master Plan

Fixed Fee: \$3,000

Task 2. Preparation for Stakeholder & Community Meetings – Contractor will prepare materials to be produced for the Stakeholder & Community meetings, including the following:

- Flyer
- Base Aerial Map
- Base Aerial Map (zoomed out to show neighborhood context)
- Zoning Map
- "Dot-mocracy" Boards:
 - *Where You Live/Work*
 - *Places You Like Most/Least*
 - *Traffic, Pedestrian and Parking "Hot Spots"*
- Comment Cards

Fixed Fee: \$3,000

PHASE II. STAKEHOLDER & COMMUNITY MEETINGS

Task 3. Stakeholder Meeting with Cleveland Avenue Businesses & Property Owners - Contractor will facilitate (1) Stakeholder Meeting at a date to be determined in January, 2019 at a location to be determined. This Stakeholder Meeting will include the following exercises and exhibits:

- "Dot-mocracy" Boards – Identify *Where You Live/Work, Places You Like Most/Least, and Traffic, Pedestrian and Parking "Hot Spots"*
- Review Master Plan and as-of-right build-out potential under existing Zoning
- Review preliminary goals and objectives for the Redevelopment Plan process
- Review proposed girl's school in the Project Area
- Review next steps and schedule of the Community Meeting

The Stakeholder Meeting is intended to be a small-scale gathering, structured as a listening and input session with businesses and property owners on Cleveland Avenue. Contractor will organize and staff the Stakeholder Meeting, so that the businesses and property owners can be introduced to the planning and public engagement process, provide input on a range of issues, gain information and provide feedback prior to the preparation of the Redevelopment Plan.

Fixed Fee: \$3,000

Task 4. Community Meeting - Contractor will facilitate (1) Community Meeting at a date to be determined in January or February, 2019 at the Borough's Community Center. This Community Meeting will include the following exercises and exhibits:

- "Dot-mocracy" Boards – Identify *Where You Live/Work, Places You Like Most/Least, and Traffic, Pedestrian and Parking "Hot Spots"*
- Review Master Plan and as-of-right build-out potential under existing Zoning
- Review preliminary goals and objectives for the Redevelopment Plan process
- Review proposed girl's school in the Project Area
- Review next steps and schedule of the development of a Redevelopment Plan

The Community Meeting will be a "Big Tent" public event at the Community Center, structured as an evening "open house" where the community-at-large can "drop-in" any time at their convenience. Contractor will organize and staff the Community Open House, along with a traffic expert provided by the Borough and representatives from the Yeshiva Shaarai Tzion Girls Division school project, so that the public can be further engaged with the planning process, gain information and provide input on a range of issues, as well as gain an understanding of the proposed girl's school within the context of the Cleveland Avenue corridor.

Ultimately, the Community Meeting, is intended to build consensus on a Redevelopment Plan that address the following issues:

- Includes neighborhood and community input and feedback in the process of creating a plan with better outcomes than existing zoning.
- Identifies existing conditions that can be mitigated or improved.
- Provides protections for open spaces to be preserved.
- Develops appropriate transitions from non-residential uses and the residential neighborhood.
- Balances the issues and impacts of the proposed girl's school with those of the neighborhood and community.
- Utilizes a Smart Growth perspective to review the proposed girl's school in the broader contexts of region, community and neighborhood.

Fixed Fee: \$4,000

PHASE III. PREPARATION OF REDEVELOPMENT PLAN

Task 5. Preparation of Draft Redevelopment Plan – In February, Contractor will review comments and feedback received during the Stakeholder and Community meetings and prepare a draft Redevelopment Plan for a presentation to be given in March, 2019.

Fixed Fee: \$7,000

EXHIBIT C

COMPENSATION FOR SERVICES

The Contractor and staff shall be compensated by the Borough for work as per the following rate schedule:

Principal (includes Jim Constantine, PP)	\$210.00/hr.
Senior Planner/Senior Designer/Project Manager	\$125.00 to \$150.00/hr.
Planner/Designer	\$65.00 to \$125.00/hr.
Administrative	\$50.00/hr.

The above rates are valid until December 31, 2018 and are subject to change thereafter.

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 12-18-363

RESOLUTION TO APPROVE PERSON-TO-PERSON AND PLACE-TO-PLACE
TRANSFER OF ABC LIQUOR LICENSE

RESOLUTION: Finance Committee

WHEREAS, an application has been filed for a Person-to-Person and Place-to-Place Transfer of Plenary Retail Consumption License No. 1207-33-010-010, currently inactive, issued to CNS DLS, LLC; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Highland Park does hereby approve, effective December 18, 2018, the Person-to-Person and Place-to-Place transfer of the aforesaid Plenary Consumption License from CNS DLS, LLC to Kiadan, Inc., for premises located at 13B North 4th Avenue, Highland Park, NJ; and

BE IT FURTHER RESOLVED that the said Borough Council does hereby direct the Borough Clerk to endorse the License Certificate as follows: "This license, subject to all of its terms and conditions, is hereby transferred to Kiadan, Inc. for premises located at 13B North 4th Avenue, Highland Park, NJ effective December 18, 2018."

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-364

RESOLUTION TO APPROVE PLACE-TO-PLACE TRANSFER OF ABC LIQUOR LICENSE

RESOLUTION: Finance Committee

WHEREAS, an application has been filed for a Place-to-Place Transfer of Plenary Retail Distribution License No. 1207-44-006-009, currently inactive, issued to Kiadan, Inc. for premises located at 13A North 4th Avenue, Highland Park, NJ; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Highland Park does hereby approve, effective December 18, 2018, the Place-to-Place transfer of the aforesaid Plenary Retail Distribution License to Kiadan, Inc., for premises located at 13A North 4th Avenue, Highland Park, NJ; and

BE IT FURTHER RESOLVED that the said Borough Council does hereby direct the Borough Clerk to endorse the License Certificate as follows: "This license, subject to all of its terms and conditions, is hereby transferred to Kiadan, Inc. for premises located at 13A North 4th Avenue, Highland Park, NJ effective December 18, 2018."

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, BOROUGH CLERK

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-365

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 12/18/2018 can be found in the Bills List Journal Book No. 37.

ADOPTED: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 12-18-366

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: (a) Property Acquisition; (b) Litigation)
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: December 18, 2018

ATTEST:

Joan Hullings, Borough Clerk

I, Joan Hullings, Borough Clerk of the Borough of Highland Park, New Jersey, do hereby certify the above to be a true copy of a resolution adopted by the Borough Council of said Borough on the 18th day of December, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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