

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL ORGANIZATION MEETING
TUESDAY, JANUARY 2, 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, Section 3, shall be considered in the form of one motion.

1. Clerk reports certification of election and qualifications of Councilpersons-elect Fine, Foster-Dublin, Hersh and Kim.
2. Oath of Office and Allegiance administered to Councilperson-elect Fine by Mayor Steven Fulop.
3. Oath of Office and Allegiance administered to Councilperson-elect Foster-Dublin by Senator Patrick Diegnan.
4. Oath of Office and Allegiance administered to Councilperson-elect Hersh by Mayor Gayle Brill Mittler.
5. Oath of Office and Allegiance administered to Councilperson-elect Kim-Chohan by Mayor Wayne Smith.
6. Call to Order and Open Public Meetings Statement.
7. Pledge of Allegiance.
8. Invocation – Shika Ademu-John.
9. Roll Call.
10. Mayor introduces newly sworn Council Members.
11. 1-18-01 Resolution to adopt Rules of Order for 2018.
MOTION adopt reject. ROLL CALL VOTE
12. 1-18-02 Resolution to adopt Mission Statement for the Borough of Highland Park.
MOTION adopt reject. ROLL CALL VOTE
13. a. Mayor calls for nominations for President of Council for 2018.
b. Councilperson Welkovits nominates Councilperson George.
MOTION that nominations be closed and 2018 Council President elected by acclamation.
14. Presentation of Plaque to 2017 Council President by Mayor Brill Mittler.
15. 1-18-03 Resolution to establish 2018 Standing Committees.
MOTION adopt reject. ROLL CALL VOTE

16. a. Clerk reports receipt of notification from the Volunteer Fire Department of the election of new Assistant Fire Chiefs, Captains, and Lieutenants along with the 2018 Roster.
MOTION to confirm election. **ROLL CALL VOTE**
- b. Oath of Office and Allegiance administered to new Assistant Chiefs, Captains and Lieutenants by Mayor Brill Mittler.
17. Annual Council Reports.
18. Mayor's Annual State of the Borough Address.
MOTION to spread message upon minutes.

CONSENT AGENDA ITEMS: - **MOTION** to adopt the following starred (*) items. **ROLL CALL VOTE**

19. *1-18-04 Resolution to reconstitute Recreation Advisory Committee.
20. *1-18-05 Resolution to reconstitute Shade Tree Advisory Committee.
21. *1-18-06 Resolution to reconstitute Community Food Pantry Committee.
22. *1-18-07 Resolution to reconstitute Employee Safety Committee.
23. *1-18-08 Resolution to reconstitute Public Information Commission.
24. *1-18-09 Resolution to adopt schedule of meeting dates.
25. *1-18-10 Resolution to establish garbage collection schedule.
26. *1-18-11 Resolution to designate bank depository for the Bail and General Accounts.
27. *1-18-12 Resolution to adopt policy re: personnel discussions in closed session.
28. *1-18-13 Resolution to designate Official Newspaper(s).
29. *1-18-14 Resolution to adopt certain rules, policies, and/or procedures for 2018.
 - a) Establish policy for financial reimbursement for challenged populations.
 - b) Adopt policy for furnishing public information.
 - c) Adopt policy for use of Borough owned facilities.
 - d) Adopt policy for Pre-Meeting Notification for Persons with Disabilities.
 - e) Adopt Façade Improvement Program Policy.
 - f) Approve Facility Use Alcohol Permit requirement.
 - g) Adopt Policy for Maintenance of Trees in Borough Right-of-Way by Residents.
 - h) Authorization to permit Mayor, Borough Administrator or Engineer to sign permits and applications with NJ Dept. of Environmental Protection.
28. *1-18-15 Resolution to establish rules, policies and procedures concerning administrative and organization matters.
 - (1) Require Department Heads to attend certain Budget Meetings.
 - (2) Require Department Heads and professionals to attend Organization Meeting.
 - (3) Adopt policy for grant seeking and acceptance.
 - (4) Adopt policy re: expenditure of municipal funds.
 - (5) Adopt personnel policy manual and handbook.
 - (6) Adopt policy for police weapons.
 - (7) Adopt Co-Sponsorship Policy.
 - (8) Adopt Exposure Control Plan.
 - (9) Adopt policy re: interlocal services/cooperative activities with other municipalities.
 - (10) Authorize modified work schedule for Borough Hall and Senior/Youth Center.
 - (11) Authorize summer schedule for Borough Hall and Senior/Youth Center.

29. *1-18-16 Resolution to designate certain positions.
 1. Designate Insurance Commissioner – Teri Jover.
 2. Designate Alt. Insurance Commissioners – Joan Hullings & Donald Newton.
 3. Designate Safety Officer – Donald Newton.
 4. Designate Assessment Search Officer – Joan Hullings.
 5. Designate Affirmative Action PACO – Leann Cosley Richardson.
 6. Designate Tax Search Officer – Constance Ludden.
 7. Designate Recycling Coordinator & Clean Communities Coordinator – Francis Troy.

30. *1-18-17 Resolution to adopt rules and procedures governing financial, tax and contractual matters.
 - (1) Designate bank depositories.
 - (2) and (3) Designate signatories on bank accounts.
 - (4) Designate depositories for investments.
 - (5) Establish interest rate for delinquent taxes.
 - (6) Establish petty cash funds.
 - (7) Authorize Administrator to approve purchases up to \$5,000.
 - (8) Authorize cash drawers for Tax Collection, Violations Bureau, Police Department and Clerk's Office.
 - (9) Authorize Administrator to pursue shared service ventures with Board of Education.
 - (10) Authorize Tax Collector to conduct a December tax sale for all taxes and municipal charges unpaid as of November 11, 2018.
 - (11) Adopt Cash Management Plan for 2018.
 - (12) Authorize Assessor to file counterclaims in certain tax appeals.
 - (18) Authorize Assessor to file tax appeals.
 - (18) Authorize Tax Collector to process certain tax and water/sewer refunds and delinquencies.
 - (18) Authorize approval of certain professional services.
 - (18) Exempt Borough properties from Water & Sewer Charges.
 - (18) Authorize Municipal Court to accept credit card payment of Court fines.
 - (18) Authorize Community Services Department to refund fees deposited in Recreation Trust fund subject to approval of Borough Administrator.
 - (19) Designate 50% of fines collected for parking violations to Highland Park Commission for Universal Access.
 - (20) Authorize 2% processing fee be assessed for use of credit cards for water & sewer and tax payments.
 - (21) Authorize Finance Director to process off-duty overpayments.
 - (22) Authorize Finance Department to process certain payments without signatures.

31. *1-18-18 Resolution to establish certain fees.
 - (1) Establish document duplication fees.
 - (2) Establish Police Service fees.
 - (3) Establish Community Service Department Activities fees.
 - (4) Authorize administrative fee for certain refunds.
 - (5) Authorize fee for returned checks.
 - (6) Establish fee for Natural Resource Inventory, Master Plan & Land Use Ordinance.
 - (7) Establish Community Service Fee for non-resident Senior Participants.
 - (8) Authorize fees for Tax Dept. Services.
 - (9) Establish fee for bid specification preparation and distribution.
 - (10) Establish fee for Earth Day Activities.

32. *1-18-19 Annual Salary Resolution.

33. *1-18-20 Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.

34. *1-18-21 Resolution to reconstitute the Mayor's Teen Advisory Committee.

35. *1-18-22 Resolution to reconstitute the Digital Data Task Force.

36. *1-18-23 Resolution to reconstitute the HP Gives a Hoot Committee.

- 37. *1-18-24 Resolution to reconstitute the Parking Review Task Force.
- 38. *1-18-25 Resolution to reconstitute the Rehabilitation and Redevelopment Screening Committee.
- 39. *1-18-26 Resolution to reconstitute the Shared Services Commission.

MOTION to adopt the following starred (*) items. **ROLL CALL VOTE**

- 40. Mayor re-establishes Mayor's Wellness Campaign Committee; Community Emergency Response Team; Parking Review Task Force and Sustainable Highland Park.
- 41. A. Mayor appoints the following to serve as Professionals for 2018.

Borough Attorney	Edwin Schmierer, Esq.
Tax Appeal Attorney	Martin Allen, Esq.
Labor Attorney	Arthur Thibault, Esq.
Borough Prosecutor	Francesco Taddeo
Bond Counsel	Wilentz, Goldman & Spitzer
Borough Engineer	David J. Samuel
Borough Planner	James Constantine
Special COAH Attorney	Jeffrey Surenian
Special Planner	Phillip Caton
MOTION to confirm.	ROLL CALL VOTE

B. Mayor appoints the following:

Deputy Court Administrator	Linda Simons
Deputy Borough Clerk	Jennifer Santiago
ADA Coordinator	Lt. Gary Panichella
Library Bd. of Trustees, Council Rep.	Joshua Fine
MOTION to confirm above appointments.	ROLL CALL VOTE

42. Mayor appoints the following:

Planning Board Mayor's Designee	Padraic Millet
Library Bd. of Trustees, Mayor Alt.	Helen Rovner

NO CONFIRMATION REQUIRED

43. Mayor appoints the following:

Board of Health	Diane Heimlich Candace Feinberg Sarah Kelly
Library Board of Trustees	Lisa Goldberg Susan Roth
CDBG Advisory Committee	Joshua Fine Edward Prince Shelia Highsmith Sheryl Magaziner Rebecca Hersh Deborah Morgan
Emergency Management Council	Thomas Hammill Linda Hoefele Teri Jover Donald Rish Scott Brescher Nancy Wolf

MAYOR & COUNCIL ORGANIZATION MEETING
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Commission for Universal Access

Kim Kershaw
Jan Verstraete
Timothy Stark, Alt. #1
Marlene Tarshish, Alt. #2

Community Food Pantry Committee

Janice Ballou
Monica Day
Andrea Greenberg-Horowitz
Susan Powell
Laurel Kornfeld
Lynne Platt
Carlie Andrews
Susan MacKinnon
Deborah Convery
Bruce Bush
Evelyn Sedehi
Nancy Lord
Sylvia Hove
Miriam Lefkowitz, Alt.
Kathi Lombardi, Alt.

Council on Aging

Loleta Mitchell
Ann Glatt

Recreation Advisory Committee

Micky Landis
Jerri Aversa
Bob Butters
Debbie Hehir
Kenneth Haskins
Kathie Pace
Donald Gatling
Jay Weinberg
Stephen Mittler
Gary Potts
Tara Canavera
Nick Kambitsis
Jan Verstraete
Matthew Landis, Stud. Mbr.
Sophie Woodward, Stud. Mbr

Shade Tree Advisory Committee

Carol Avelsgaard
Aileen Coffey
Roseann Cala
Karen Swaine
Belinda Beetham
Mary Denver
Roseanne Baruh
Mary Ann Allard
Christine Best
Joshua Best
Marian Sackrowitz
Paul Sauers

Employee Safety Committee

Leann Cosley-Richardson
Stephen Rizco
Donald Rish
Ed Corson
Renee George
Jay Littman
Brian O'Mara
Kim McGraw

Digital Data Task Force

Matthew Hale
Joan Hullings
Chaim Cohen
Mike Schoeffler
Jennifer Senick
Keith Peckman

Municipal Alliance

Lara Arp, Priv.Cit.
Lisa Berman, Priv. Cit.
Irene Marx, Priv. Cit.
Maria Austin, Priv. Cit.
Kim McGraw, Local/Civic
Rev. Seth Kaper-Dale, Relig. Rep.
Ptl. Jose Curbelo, Police Designee

Immigration & Refugee Task Force

Isabel Ruano
John Adler
Tracy Cangiano
Leticia Almeida
Jordan Steiner
Nasrin Rafiq

Shared Services Commission

Stephan Nolan
Donald Rish
Linda Hoefele
Jane Stanley
Darcie Cimarusti
Stephen Rizco
Donna Brightman
Dr. Marc Scheiner
Phyllis Goldstein

Safe Walking and Cycling Committee

Fern Goodhart
Trish Sanchez
Peter Bilton
Sean Meehan
Ester Adiv
Elizabeth John
Jan Verstraete

MOTION TO CONFIRM

- B. Mayor appoints the following:
Mayor's Wellness Campaign Committee

ROLL CALL VOTE

Dr. Cliff Lacy
David Siegman
Justin Footerman
Ptl. Gaetano Palumbo
Donald Corr
Michele Kornblum
Dr. Marc Scheiner

Sustainable Highland Park

Irene Chan Marx
Allan Williams
Tina Weishaus
Andy Benesch
Hagit Mano
Randy Solomon
Wendy Rosen
Alexander Casey
Nicole Wines
Sophia McDermott, Stud. Mbr.
Kira Herzog, Stud. Mbr.

Planning Board

Scott Brescher

Community Emergency Response Team

Joanna Joseph
Elissa Kaplan
Pamala Plastock
Brian Douches
Roberto Munoz
Shari Larsen
Paul Scharf
Susan Winter
David Larsen
Bruce Nadler
Ann-Sheryl White
Nancy Wolf

Parking Review Task Force

Marcia Levinson
Jeff Ackerman
Paul Lanaris
Lt. Gary Panichella
Donald Rish
Scott Brescher
Marc Liebeskind

Environmental Commission

Jonathan Abrahams
Allan Williams
Karen Swaine

Rehabilitation & Redevelopment Screening Committee

Wolfram Hoefer
Judy Richman
Robert Fechter
Randall Solomon
Kim Hammond
Judi Shade Monk
Rebecca Hersh
James Nichols

NO CONFIRMATION NECESSARY

44. 1-18-27 Resolution to appoint Council Rep. to Planning Board – Susan Welkovits.
MOTION adopt/reject. **ROLL CALL VOTE**
45. 1-18-28 Resolution designating Council Representative to Middlesex County CDBG
Committee – Joshua Fine.
MOTION adopt/reject **ROLL CALL VOTE**
46. 1-18-29 Resolution to adopt 2018 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject. **ROLL CALL VOTE**
47. Public Discussion (15 minutes).
48. MOTION to adjourn.

BOROUGH OF HIGHLAND PARK
NO. 1-18-01

RESOLUTION TO ADOPT RULES OF ORDER FOR 2018

RESOLUTION: Council as a Whole

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

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-02

RESOLUTION TO ADOPT MISSION STATEMENT
FOR THE BOROUGH OF HIGHLAND PARK

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Mission Statement attached to the original of this resolution and on file in the office of the Borough Clerk shall be and is hereby adopted as the Mission Statement for the Borough of Highland Park.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

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.

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-18-03

RESOLUTION TO ESTABLISH 2018 STANDING COMMITTEES

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Standing Committees of said Council for the year 2018 shall be and are hereby established as follows:

RECREATION AND ARTS	Councilpersons KIM-CHOHAN, Foster-Dublin, George.
ECONOMIC DEVELOPMENT & PLANNING	Councilpersons WELKOVITS, George, Fine.
FINANCE	Councilpersons FINE, Kim-Chohan, Foster-Dublin.
HEALTH & HUMAN SERVICES	Councilpersons HERSH, Fine, Kim-Chohan.
PUBLIC SAFETY	Councilpersons FOSTER-DUBLIN, Welkovits, Hersh.
PUBLIC WORKS & PUBLIC UTILITIES	Councilpersons GEORGE, Hersh, Welkovits.

BE IT FURTHER RESOLVED that the first Councilpersons listed above for each Committee shall serve as Chair of that Committee.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-04

RESOLUTION TO RECONSTITUTE RECREATION ADVISORY COMMITTEE

RESOLUTION: Community Services Committee

WHEREAS, the Borough of Highland Park, with the adoption of Ordinance No. 1049 has created a Department of Recreation, and

WHEREAS, the Mayor and Council believe that the participation of dedicated citizens to assist with the planning, funding and supervising of the recreation programs to be undertaken by the Department of Recreation will help to provide excellence in such recreation programs;

NOW, THEREFORE, BE IT RESOLVED that a Recreation Advisory committee is hereby created for the year 2018 consist of thirteen members who are residents of the Borough as follows:

- * Chairperson
- * Two (2) secondary school student members
- * Twelve (12) additional members, two (2) of whom may be non-residents of the Borough of Highland Park

All of said members shall be appointed by the Mayor with the advice and consent of the Borough Council, provided that the student members shall have been recommended by the Principals of their respective schools, and said members shall serve until the Reorganization Meeting in January 2018; and

BE IT FURTHER RESOLVED that the members of the Recreation Advisory Committee shall meet at least quarterly and shall have the following responsibilities:

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

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-05
RESOLUTION TO RECONSTITUTE SHADE TREE ADVISORY COMMITTEE

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the Borough of Highland Park has a vast inventory of shade and ornamental trees and shrubbery on its streets, highways and public places; and

WHEREAS, the Governing Body recognizes a need to preserve, maintain and nurture this valued resource;

NOW, THEREFORE, BE IT RESOLVED that a Shade Tree Advisory Committee is hereby created for the year 2018 to consist of fifteen (15) members who are residents of the Borough of Highland Park. All members, including the designation of chairperson, shall be appointed by the Mayor with the advice and consent of the Borough Council; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that members of the Shade Tree Advisory Committee shall conduct the following activities:

1. Advise the Department of Public Works on the care and planting of shade and ornamental trees and shrubbery now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
2. Advise the Department of Public Works on the use of ground surrounding said trees and shrubbery, as may be necessary for their proper growth, care and protection now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
3. Advise the Department of Public Works on the removal of any trees and shrubbery, or part thereof, and advise on subsequent replantings as appropriate for trees and shrubbery now located or which may hereafter be planted on any street, highway and public place either owned or maintained by the Borough, except those areas zoned Central Business District, Commercial District and Professional Office District;
4. Advise Borough officials on the passage, alteration, amendment and repeal of ordinances necessary for carrying out the provisions hereof;
5. Encourage arboriculture and horticulture;
6. Maintain the tree inventory; and
7. Develop and maintain a comprehensive master plan for planting and maintenance; and
8. Develop and maintain Highland Park's Native Plant Reserve located on Borough property near River Road, with sole authority for the care, planting and removal, of any plant, shrub or tree within the boundaries of the Native Plant Reserve.

NOW, THEREFORE, BE IT FURTHER RESOLVED that nothing contained in this Resolution shall be construed to make any Shade Tree Advisory Committee or any member thereof responsible for the death or injury of any person, or for any injury to any property or highway tree or shrub.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-06

RESOLUTION TO RECONSTITUTE COMMUNITY FOOD PANTRY COMMITTEE

RESOLUTION: Health & Human Services Committee

WHEREAS, the Mayor and Council of the Borough of Highland Park have determined that a need exists within the community for a food pantry to serve Highland Park residents; and

WHEREAS, there exists appropriate space at the Highland Park Senior/Youth Center to house and conduct a food pantry; and

WHEREAS, the Mayor and Borough Council have determined that a food pantry should be established and a local food pantry committee should be organized to staff and run the activities of the food bank;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the Highland Park Community Food Pantry is hereby established within the Highland Park Senior/Youth Center, 220 South 6th Avenue, Highland Park, NJ; and

BE IT FURTHER RESOLVED that the Highland Park Community Food Pantry Committee shall be and is hereby established and will consist of the following:

1. The Mayor;
2. The Chair of the Borough Council Standing Committee on Health and Welfare;
3. 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 Borough Council, for terms to expire December 31, 2018.

BE IT FURTHER RESOLVED that the purpose of the local Food Pantry Committee shall be to conduct the following activities:

1. 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.
2. Prepare a plan of operation for the local Food Pantry and eligibility guidelines for recipients of the distributed products.
3. Recruit volunteers to assist in the activities and operation of the Food Pantry.
4. Prepare a report to Mayor and Council on or before December 31, 2018 of their recommendations as to the following matters:
 - a. The proposed composition and duties of a Food Pantry Committee.
 - b. Matters which they deem appropriate and necessary to the smooth operation of the Highland Park Food Pantry.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-07

RESOLUTION TO RECONSTITUTE EMPLOYEE SAFETY COMMITTEE

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. There is hereby reconstituted in the Borough of Highland Park a Safety Committee.

2. The Committee shall consist 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 Council, and that Donald Newton shall serve as the Safety Coordinator for the Borough of Highland Park.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-08

RESOLUTION TO RECONSTITUTE PUBLIC INFORMATION COMMISSION

RESOLUTION: Council as a Whole

WHEREAS, it is critical that the Borough of Highland Park strive to better communicate with its residents so that they are aware of events, programs, requirements and other public issues; and

WHEREAS, the Borough currently addresses the need for public communication through a variety of channels; and

WHEREAS, the Mayor and Borough Council deem it in the public interest that resident communication efforts be helpful, consistent and coordinated for the good of the community; and

WHEREAS, the Mayor and Borough Council wish to establish a commission for the purpose of advising and assisting the Borough with its public communication efforts.

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

1. The Borough of Highland Park Public Information Commission be and the same is hereby created.
2. Said Commission shall be comprised of nine (9) at-large members, all of whom must be residents of the Borough of Highland Park. The Mayor and Chair will identify non-voting liaisons representing the following agencies:
 - A. Main Street Highland Park.
 - B. Highland Park Public Library.
 - C. NPTV.
 - D. Highland Park Public Schools.
 - E. Highland Park Police Department.
3. Each member shall be appointed by the Mayor with the advice and consent of the Council to a two (2) year term, however, four (4) of the at-large members shall be appointed for an initial term of one (1) year and the remaining five (5) at-large members shall be appointed for a term of two (2) years.
4. The Commission shall be charged with providing advice to the Mayor and Council of the Borough of Highland Park concerning the development of a comprehensive public communications program for said Borough in order to advise and educate Borough residents concerning various public events, programs, requirements and other public issues.
5. The Commission shall oversee and coordinate the efforts of the Cable Television Advisory Committee, the Highland Park Quarterly, the Borough's website, the Borough's e-mail system and all other modes of public communication by the Borough.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 01-18-09

RESOLUTION TO ADOPT SCHEDULE OF MEETING DATES

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following schedule of meetings for the year 2018 be and the same is hereby adopted.

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

SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR 2018

January	2	2018 Adjourned Meeting 2018 Organization Meeting	6:30 PM 7:00 PM
January	9	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
January	16	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	6:00 PM 6:30 PM 7:00 PM
January	23	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
February	6	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	6:00 PM 6:30 PM 7:00 PM
February	13	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
February	20	Council Committee Meeting Agenda Meeting Regular Meeting Conference Meeting to follow	6:00 PM 6:30 PM 7:00 PM
February	27	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM

March	6	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
March	13	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
March	20	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
March	27	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
April	3	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
April	10	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
April	17	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
April	24	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
May	1	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
May	8	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM

May	15	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
May	22	Standing Committee Meeting / Special Meeting (if needed) Special Meeting (if needed)	7:00	PM
June	12	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
June	19	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
July	10	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
July	17	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
August	14	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
August	21	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM
September	4	Council Committee Meeting	6:00	PM
		Agenda Meeting	6:30	PM
		Regular Meeting	7:00	PM
		Conference Meeting to follow		
September	11	Standing Committee Meeting / Special Meeting (if needed)	7:00	PM

October	2	Council Committee Meeting	6:00 PM
		Agenda Meeting	6:30 PM
		Regular Meeting	7:00 PM
		Conference Meeting to follow	
October	9	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
October	16	Council Committee Meeting	6:00 PM
		Agenda Meeting	6:30 PM
		Regular Meeting	7:00 PM
		Conference Meeting to follow	
October	23	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
November	7	Council Committee Meeting (Wed.)	6:00 PM
		Agenda Meeting	6:30 PM
		Regular Meeting	7:00 PM
		Conference Meeting to follow	
November	13	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
December	4	Council Committee Meeting	6:00 PM
		Agenda Meeting	6:30 PM
		Regular Meeting	7:00 PM
		Conference Meeting to follow	
December	11	Standing Committee Meeting / Special Meeting (if needed)	7:00 PM
December	18	Council Committee Meeting	6:00 PM
		Agenda Meeting	6:30 PM
		Regular Meeting	7:00 PM
		Conference Meeting to follow	

All Borough Council Meetings are held in Borough Hall, 221 South 5th Avenue, unless otherwise indicated. The Governing Body may take official action on matters at Special Meetings as well as Regular Meetings, as needed. The time Conference Meeting begins is dependent on Regular Meeting adjournment. Unless otherwise moved, Conference Meetings are scheduled to be called to order by 9:00 P.M.

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

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-18-10

RESOLUTION TO ESTABLISH GARBAGE COLLECTION SCHEDULE

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, pursuant to the provisions of Section 6, of an ordinance entitled "AN ORDINANCE TO PROVIDE FOR THE COLLECTION OF REFUSE AND TRASH WITHIN THE BOROUGH OF HIGHLAND PARK, AND TO PROVIDE FOR MANDATORY RECYCLING OF SPECIFIED MATERIALS BY THE RESIDENTS AND COMMERCIAL ESTABLISHMENTS OF THE BOROUGH OF HIGHLAND PARK", adopted July 19, 1988, being known as Ord. No. 1146, the Borough Council shall adopt by resolution regulations governing the collection of all items;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highland Park that the following revised regulations shall be and are hereby adopted, to wit:

a. There shall be no collections by the Department of Public Works on the following legal holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Lincoln's Birthday
5. Good Friday
6. Memorial Day
7. Fourth of July
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Thanksgiving Day and the Friday After
12. Christmas Day.

b. Regular Refuse Collection

Residents:

North Side and Triangle – Every Monday

South Side – Every Friday

Small amounts of yard debris, brush and branches, which are part of regular refuse will be collected on Friday on the South Side and on Monday on the North Side. If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday.

c. The Business District:

Business District:

Mondays and Fridays

If a holiday falls on a Monday, regular refuse will be picked up on the following Wednesday of that week. If a holiday falls on a Friday, the collection will be on the Wednesday before the holiday.

d. Bulk Items:

Bulky waste within the Borough of Highland Park will be collected on the following dates:

Business District: April 4, June 6, August 1, and December 5.*

North Side and Triangle Area: April 4, June 6, August 1, and December 5.*

South Side: April 11, June 13, August 8, and December 12.*

*Additional date in September or October will be announced to coincide with Borough-wide Garage Sale weekend.

e. Mandatory Recyclables:

Business District - Collection of glass, aluminum, tin, plastics, textiles, mixed paper, newspapers, and cardboard is every Tuesday.

Residential District - Collection of glass, aluminum, tin, plastics, textiles, mixed paper, newspapers, and cardboard is as follows:

North Side and Triangle - Every Tuesday.

South Side - Every Thursday.

If your pickup falls on a borough holiday, pickup will be on Wednesday of the same week.

f. Leaves:

Leaves are collected for recycling in Biodegradable leaf bags in October, November and December only, on a weekly basis.

Placement and Removal of Containers - Containers of regular refuse and recyclables should be placed at curbside no sooner than 6:00 p.m. or one hour before sundown of the day prior to the scheduled pickup and no later than 6:30 a.m. on the day of collection. Containers shall be removed no later than one hour after sundown on the day of collection.

The Superintendent of Public Works and the Borough Administrator will designate who within the Department will enforce this ordinance.

BE IT FURTHER RESOLVED that these regulations shall take effect as of the 1st day of January, 2018.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-11

RESOLUTION TO DESIGNATE BANK DEPOSITORY FOR
THE BAIL AND GENERAL ACCOUNTS

RESOLUTION: Finance Committee

WHEREAS, NJSA 40A:4-63 provides that money held in any separate fund shall be treated as moneys held in trust and shall not be diverted to any other purpose;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Unity Bank shall be the depository for the General Account and the Bail Account of the Borough of Highland Park for the period ending December 31, 2018 and the custodian shall be Judge Edward H. Herman, Municipal Court Judge.

BE IT FURTHER RESOLVED that all disbursements shall be made by check signed by Judge Edward H. Herman, Municipal Court Judge, or Tracey Horan, Municipal Court Administrator.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK

NO. 1-18-12

RESOLUTION TO ADOPT POLICY RE: PERSONNEL DISCUSSIONS IN CLOSED SESSION

RESOLUTION: Council as a Whole

WHEREAS, the Borough Council of the Borough of Highland Park has received requests from individual employees that personnel discussions involving them be held in open session; and

WHEREAS, the Borough Council desires to formulate a policy for use in such cases that is consistent with the Open Public Meetings Act, N.J.S. 10:4-6 et seq.,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following policy is hereby adopted with respect to possible closed sessions dealing with personnel matters:

- 1) except in cases of bona fide emergencies all closed sessions - personnel matters will be listed in the agenda for the Conference or Regular Meeting at which such matter may be discussed and will show the name or names of the personnel involved;
- 2) agendas for all Conference and Regular meetings will be prepared, posted on the Open Public Meetings Bulletin Board in Borough Hall and available for distribution by the Borough Clerk by no later than 3:00 p.m. on the day preceding the Conference or Regular meeting;
- 3) in situations where the need for closed session arises after preparation of the meeting agenda, the Borough Clerk will be notified and every reasonable effort will be made to notify the affected personnel as far in advance as possible of the meeting at which his, her or their personnel matter may be discussed;
- 4) motions for Closed Sessions, the procedures during such sessions and all other matters relating to such sessions and the matters discussed and decisions reached in such sessions will be governed by the Open Public Meetings Act;
- 5) requests for open personnel sessions will be submitted on the form available in the Borough Clerk's office or a similar form;
- 6) employees or their representatives will be afforded an opportunity to comment during open personnel sessions but no cross-examination or dialogue will be allowed;
- 7) notice of this policy will be given to Borough employees by inclusion with their paychecks and/or via email at least twice each year in January and July.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

REQUEST FOR OPEN SESSION
DISCUSSION OF PERSONNEL MATTER

DATE

I, _____, request that the closed session involving me
which is scheduled for _____
be discussed at a public meeting as provided by N.J.S. 40:4-12b(8) of the Open Public Meetings Act
and Highland Park Resolution No. 1-18-13.

WITNESS

NAME

IF IN DOUBT ABOUT SIGNING THIS REQUEST, YOU SHOULD SEEK COMPETENT LEGAL
ADVICE.

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-18-13

RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPER

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park as follows:

1. That The Home News Tribune, of East Brunswick, NJ, shall be designated as the official newspaper of the Borough of Highland Park.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
RESOLUTION NO. 1-18-14
RESOLUTION TO ADOPT CERTAIN RULES, POLICIES AND/OR PROCEDURES FOR 2018

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, New Jersey that the following rules, policies, and/or procedures are hereby adopted for the year 2018, to wit:

1. That the following formula be used in those instances where the Governing Body agrees to reimburse residents for programs offered to the disabled by other municipalities upon request of the disabled individual or his or her guardian in order to insure access to Borough programs under the Americans with Disabilities Act:

$$\frac{\text{Difference of non-res. \& res. Fee} \times \text{\#of hrs. of Borough Program}}{\text{\# of hrs. of Outside Program}}$$

In no case shall the reimbursement be more than the difference between the non-resident and resident fee.

2. That the "Policy for Furnishing Public Information", pursuant to NJSA 47:1a-1 et seq., as subsequently amended, shall be adopted as official policy of the Borough for 2018.

3. That the "Policy Manual for the Use of Municipally Owned Buildings", as subsequently amended, shall be adopted as official policy of the Borough for 2018.

4. That upon seventy-two (72) hours notice to the Borough Clerk, the Borough of Highland Park will consider requests for auxiliary aids by any individual with a disability as defined under the Americans with Disabilities Act, and that the individual's choice of auxiliary aid will be given primary consideration and will be honored, unless another effective means of communication exists or that the use of the means chosen creates an undue financial or administrative burden.

5. That the Façade Improvement Program Policy, including Associated A.D.A. & Awning Programs, shall be adopted for the year 2018, as subsequently amended.

6. That the Facility Use Alcohol Permit shall be required to be approved prior to the rental of the Senior/Youth Recreation Center.

7. That the Policy for Maintenance of Trees in the Borough Right-of-Way by Residents shall be adopted for the year 2018.

8. That the Mayor, Borough Administrator or Borough Engineer shall be authorized to sign any and all permits and applications with the State of New Jersey Department of Environmental Protection.

BE IT RESOLVED that a certified copy of this resolution be forwarded to Department Heads and the Borough Engineer forthwith.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
RESOLUTION NO. 1-18-15
RESOLUTION TO ESTABLISH RULES, POLICIES AND PROCEDURES
CONCERNING ADMINISTRATIVE AND ORGANIZATION MATTERS

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park, New Jersey that the following rules, policies, and/or procedures concerning administrative and organization matters are hereby adopted for the year 2018, to wit:

1. That the Borough Administrator, Borough Attorney, Borough Auditor, and all Department Heads shall be required to attend the Council Meeting at which any public information session or public hearing on the budget is held and any meeting at which it is anticipated that the budget is to be adopted. Any person who may be required to attend and not so named will be given at least ten (10) calendar days notice.
2. That the Borough Administrator, all Department Heads, Borough Attorney, Borough Engineer or Designee, Borough Auditor or Designee, and Borough Planner or Designee shall attend the Annual Reorganization Meeting of the Mayor and Council to be held during the first seven days of January of each year and that Department Heads be required to attend all Committee Meetings of the Governing Body.
3. That the Procedures to be Followed in Seeking and Accepting Grants from Governmental and Privately-Funded Sources of Support shall be adopted as official policy of the Borough for 2018.
4. That the Borough Council will not approve any expenditure of municipal funds, by either direct payment or reimbursement, when said funds are used for dinner meetings, gifts, or any other purposes not associated with the official function of any Board, Commission, Committee, Authority or Agency of the Borough of Highland Park.
5. That the "Personnel Manual and Handbook", as subsequently revised, shall be adopted as official policy of the Borough for 2018.
6. That police weapons, being public property, will not be given to members of the Borough of Highland Park Police Department upon their retirement, termination of employment, or under any other circumstances.
7. That the Co-Sponsorship Policy shall be adopted as official policy of the Borough for 2018.
8. That the Exposure Control Plan, a complete copy of which is filed in the office of the Borough Clerk, shall be and is hereby adopted for the year 2018.
9. That the Borough Administrator be directed to establish as a priority the exploration of new cooperative agreements in the areas of personnel, equipment purchases, and repair and maintenance.
10. That Borough Hall and the Senior/Youth Recreation Center will modify work hours on Tuesdays by remaining open until 6:00 PM, with Borough Hall closing on Friday at 1:00 PM.
11. That Borough Hall and the Senior/Youth Recreation Center will modify work hours in the summer by going to a four (4) day, 35 hour workweek schedule, with Borough operations closed on Fridays in the summer between the Fourth of July and Labor Day.

BE IT RESOLVED that a certified copy of this resolution be forwarded to Department Heads forthwith.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-16

RESOLUTION TO DESIGNATE CERTAIN POSITIONS

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following are designated in the positions opposite their name for the year 2018:

<u>NAME</u>	<u>POSITION</u>
Teri Jover, Borough Administrator	Insurance Commissioner to the Garden State Municipal Joint Insurance Fund
Joan Hullings, Borough Clerk Donald Newton, Detective	Alternate Insurance Commissioners
Donald Newton, Detective	Safety Officer
Joan Hullings, Borough Clerk	Assessment Search Officer
Leann Cosley Richardson, Human Resources Coordinator	Affirmative Action Public Agency Compliance Officer
Constance Ludden	Tax Search Officer
Frank Troy	Recycling Coordinator Clean Communities Coordinator

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the above

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-17

RESOLUTION TO ADOPT RULES AND PROCEDURES GOVERNING
FINANCIAL, TAX AND CONTRACTUAL MATTERS

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following financial procedures are hereby established for the year 2018:

1. That the following banks shall be designated as depositories for the Borough's accounts, and the custodian of these accounts shall be the Chief Financial Officer:

BANK

Bank of America
PNC Bank
Provident
Wachovia
Unity Bank

2. That withdrawals from the Petty Cash checking account shall be made on forms provided and signed by the Borough Administrator, Chief Financial Officer or Treasurer.
3. That withdrawals from the following accounts shall be made on forms provided and signed by Borough Administrator or Chief Financial Officer or Treasurer and the Mayor:

Current	Dog License	Payroll
Trust Other	Capital	
Claims Fund	Water & Sewer	
Assessment Trust	Grants	
Water & Sewer Capital	Tax Collector's Trust*	

*Tax Collector's Trust only can be signed by Tax Collector as well as above signatories.

4. That the following banks shall be designated as depository for the Borough's investment accounts and the custodian of these accounts shall be Chief Financial Officer or Treasurer:
Bank of America PNC Bank Unity Bank
5. That the Tax Collector shall be directed to collect interest at 8% per annum on the first \$1,500.00 of delinquency, and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date when any tax installment shall be payable and delinquent until the date said installment together with interest is paid, provided, however, that if any installment is paid within ten (10) days after the due date, then in that event there shall be no interest charged. The Governing Body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency as billed, prior to the end of the fiscal year.
6. That petty cash funds be established in the following departments for the amounts designated, to wit:

Finance Department	\$400.00
Police Department	250.00
Fire Department	50.00
Public Works Department	200.00
Community Service	200.00
Recreation Department	100.00

7. That the Borough Administrator shall be and is hereby authorized and directed to make, negotiate or award all purchases, contracts, or agreements, the cost of which does not exceed \$5,000.00, without a further resolution of this Council, except those purchases, contracts or agreements approved by the Library Board of Trustees; and that the Borough Council will continue to approve by individual resolutions all purchases, contracts and agreements, the estimated cost of which is in excess of \$5,000.00, except those purchases, contracts or agreements approved by the Library Board of Trustees.
8. That cash drawers are hereby established in the following departments and amounts in order to make change for in-person cash payments:
- | | | | |
|---------------------------|----------|------------------------|----------|
| Tax Collection Department | \$100.00 | Water/Sewer Department | \$100.00 |
| Violations Bureau* | 150.00 | | |
| Police Department | 40.00 | | |
| Borough Clerk's Office | 100.00 | | |
- *Violations Bureau – 3 drawers @ \$50.00 each per AOC recommendation.
9. That the Borough Administrator be directed to continue the investigation of the feasibility of a joint purchase program, a joint equipment usage program, and a joint business management program in conjunction with the Board of Education, pursuant to Highland Park Resolution No. 10-92-427.
10. That the Borough Tax Collector is hereby authorized and directed to schedule and conduct an electronic/on-line tax sale during December, 2018, for all taxes and municipal charges unpaid as of November 11, 2018.
11. That the "Cash Management Plan" as adopted by Resolution No. 4-98-154 on April 7, 1998 and attached to the original of that resolution shall be and is hereby adopted as policy to be utilized for the Borough of Highland Park for 2018, as required under NJSA 40A:5-14 of the Local Fiscal Affairs Law. Certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, the Borough Auditor and the Chief Financial Officer of the Borough.
12. That the Borough Tax Assessor is hereby authorized to file counterclaims in tax appeals for certain properties that said Tax Assessor determines to be under assessed rather than over assessed, subject to the concurrence of the Tax Appeal Attorney.
13. That the Borough Tax Assessor is hereby authorized to file tax appeals, on behalf of the Borough, as it may become necessary from time to time, to correct, amend, or update the records of said Tax Assessor.
14. That the Borough Tax Collector is hereby authorized to process, without further action by the governing body, the cancellation of any property tax refund of less than \$10.00, or any property tax delinquency of less than \$10.00, or any water and sewer refund or delinquency of less than \$1.00, together with interest, per calendar year.
15. That certain services provided by the Borough Attorney, Borough Auditor, Borough Engineer, Bond Counsel, and/or Planning Consultant shall be considered as approved within the meaning of the respective Professional Service Agreements when:
- The Borough Administrator authorizes work which is estimated and does, in fact, not exceed ten hours;
 - The Mayor, or the Council President, authorizes work which is estimated to and does, in fact, not exceed ten hours;
 - Approved by resolution of Council.
- Authorizations made under sub-paragraphs a. and b. shall be reported at the next Agenda or Conference Meeting.

16. That Borough owned properties be exempt from water and sewer charges pursuant to Resolution No. 11-02-424.
17. That the Municipal Court is hereby authorized to accept credit card payment of Court fines subject to appropriate bank procedures.
18. That the Community Services Department shall refund fees deposited in the Recreation Trust Fund for trips and events with the approval of the Borough Administrator with a \$5.00 administrative fee to be deducted at the discretion of the Borough Administrator.
19. That 50% of the fines collected for handicapped parking violations shall be designated to the Highland Park Commission for Universal Access, to be used at their discretion.
20. That a 3% processing fee be assessed for use of credit cards for payments of water & sewer and tax bills, both in person and on-line.
21. That the Finance Director is authorized to process off-duty overpayments, as directed by the Police Department, in an amount not to exceed \$1,000.00, without a further resolution of this Council.
22. That the Finance Department is authorized to process bills for payment, without signatures from the vendor, for State Agencies, County Agencies, Municipal Agencies, Utility Companies, and other agencies that utilize lock boxes for payments (examples: FedEx, UPS, Pitney Bowes, The Home News Tribune, The Star Ledger, USPS, etc.).

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the above departments.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-18

RESOLUTION TO ESTABLISH CERTAIN FEES

RESOLUTION: Finance Committee

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the following certain fees are hereby established for the year 2018:

1. That copies of official records requested by members of the public and other non-Borough persons, offices and entities shall be available through the Borough Clerk or other custodian upon payment of the following fees, which shall be based upon the total number of pages or parts thereof for each document for which a page or pages are requested:

8 ½ " x 11" paper	\$.05	per page
8 ½" x 14" paper	.07	per page
11" x 18" paper	.07	per page
Election District Map	.75	
Zoning Map	1.50	
DVD/CD w/case	.90	
Blue burn Gramco CD	1.99	

2. That copies of police records maintained by the Police Department which are requested by members of the public and non-Borough offices and entities shall be available upon payment of the following fees for documents, pages or parts thereof:

Motor Vehicle Accident Reports and Investigation Reports

In person requests:

8 ½ " x 11" paper	\$.05	per page
8 ½" x 14" paper	.07	per page
11" x 18" paper	.07	per page

Other Than In person requests	Flat fee of \$5.00; plus cost of mailing	
Discovery	per page charge plus cost of mailing when applicable	
Copying video tapes	requestor shall provide sealed tape	
Audio tape reproduction	requestor shall provide sealed tape	
Insurance Claims (in person or mailed)	per page charge plus cost of mailing when applicable	
Pistol Permits	2.00	
Firearms Identification Card	5.00	
Fingerprinting other than criminal	25.00	Resident
	25.00	non-resident
Verification Letter	50.00	
Photographs		
4 x 6	10.00	first 10 photos
	5.00	each additional photo
8 x 10	20.00	first 10 photos
	5.00	each additional photo

If records are requested in a medium other than paper, the fee shall be the cost of the medium and conversion costs when applicable.

3. That the following schedule of fees is hereby established for recreation activities conducted by the Community Services Department:

<u>Program</u>	<u>Participant Fee</u>		
Youth Soccer	\$ 60.00	per person (resident)	
	50.00	Per each additional child (resident)	
	80.00	per person (non-resident)	
	15.00	Late registration fee	
Youth Basketball	60.00	per person (resident)	
	50.00	Per each additional child (resident)	
	80.00	per person (non-resident)	
	15.00	Late registration fee	
Youth Baseball & Softball	60.00	per person (resident)	
	50.00	Per each additional child (resident)	
	80.00	per person (non-resident)	
	15.00	Late registration fee	
Track & Field (8 sessions)	50.00	Per person (resident)	
	70.00	per person (non-resident)	
	15.00	Late registration fee	
Flag Football (5 sessions)	120.00	Resident	
	\$140.00	non-resident	
	40%	Free	
Tennis (8 sessions)	60%	Reduced	
	80.00	per person (resident)	\$10.00 per session
	96.00	per class (non resident)	\$12 per session
Spring Soccer Clinics (5 sessions)	15.00	Late registration fee	
	40.00	Per person (resident)	
	60.00	per person (non-resident)	
Israeli Dance	15.00	Late registration fee	
	75.00	per person (resident) (10 sessions)	
Pilates	90.00	per person (non-resident) (10 sessions)	
	75.00	Per person (resident) (10 weeks)	
Tai Chi	90.00	Per person (non-resident) (10 weeks)	
	75.00	Per person (resident) (10 weeks)	
Step Strength & Beyond	90.00	Per person (non-resident) (10 weeks)	
	125.00	Highland Park residents (20 sessions-twice a week)	
	150.00	Non-residents (20 sessions-twice a week)	
	75.00	Highland Park residents (10 sessions-once a week)	
	90.00	Non-residents (10 sessions-once a week)	
		Student must specify which day they will be attending on the registration form in order to be eligible for once a week rate, otherwise pro-rated fees will be charged.	
Yoga (Co-Ed)	75.00	per person (resident) (10 sessions)	
	90.00	per person (non-resident) (10 sessions)	

Yoga (Women)	125.00	per person (resident) (20 sessions-twice a week)
	150.00	per person (non-resident) (20 sessions-twice a week)
	75.00	Per person (resident) (10 sessions-once a week)
	90.00	Per person (non-resident) (10 sessions-once a week)
		Student must specify which day they will be attending on the registration form in order to be eligible for once a week rate, otherwise pro-rated fees will be charged.
Zumba	75.00	per person (resident) (10 sessions)
	90.00	per person (non-resident) (10 sessions)
All Adult Classes	75.00	Residents – 1x per week (10 sessions)
	125.00	Residents – 2x per week (20 sessions)
	90.00	Non-residents – 1x per week (10 sessions)
	150.00	Non-residents – 2x per week (20 sessions)
All Adult Classes	10.00	Residents – Per class (pro-rated) join middle of cycle
	12.00	Non-Residents – per class (pro-rated) join middle of cycle
Basketball (Open) Men & Women	20.00	Per person (resident) (10 sessions)
	30.00	Per person (non-resident) (10 sessions)
Basketball	5.00	Drop in Participant
Indoor Soccer (Co-Ed)	30.00	Per person (resident) (10 sessions)
	50.00	Per person (non-resident) (10 sessions)
Adult Soccer (Turf)	20.00	Per person (resident) (10 sessions)
	30.00	Per person (non-resident) (10 sessions)
Any Adult Open (Outdoor Program)	20.00	Per person (resident) (10 sessions)
	30.00	Per person (non-resident) (10 sessions)
Adult Softball (men & women)	200.00	Per team
Volleyball (Co-Ed)	60.00	Per person (resident) (10 sessions)
	80.00	Per person (non-resident) (10 sessions)
Teen Programs		
Theater	75.00	Residents (10 sessions)
	90.00	Non-residents (10 sessions)
Table Tennis	40.00	Residents (8 sessions)
	48.00	Non-residents (8 sessions)
Track Club	50.00	Residents (10 sessions)
	75.00	Non-residents (10 sessions)
Chess Class	30.00	Residents (6 sessions)
	36.00	Non-residents (6 sessions)
Juggling Club	50.00	Residents (10 sessions)
	60.00	Non-residents (10 sessions)
General Sponsor Fee	200.00	Supports a team in 1 sport
	500.00	Supports a team in 3 sports
Vendor Fees	150.00	Food Vendor
	100.00	Small Merchandise Vendor
	150.00	Large Merchandise Vendor
Any Highland Park Business	50.00	Food or Merchandise
Out of Town Yearly Membership Fee	75.00	Non residents (Including out of town members who participate in any exercise program)
Summer Camp	200.00	In-town (per week)
	250.00	Non-resident (per week)
	55.00	Reduced lunch

In Town Yearly Membership	10.00	Per person
Senior Holiday Party & Luncheon	7.00	Per person
Craft Programs	5.00	Per session
Jewelry Workshop	5.00	Per session
Atlantic City Trips	35.00	Per trip (3/4 times per year)
Columbus Market	5.00	Per trip
NYC Broadway Shows	TBA	Based on show
Peddler's Village	15.00	Per trip
Smithville	10.00	Per trip
Delicious Orchards	5.00	Per trip
Longwood Gardens	25.00	Per trip
Duke Farms	15.00	Per trip
Hunterdon Hills Playhouse	60-80.00	Based on show
Villa Roma Resort Trip	TBA	
Jackson & Jersey Shore Outlets	10.00	Per trip
Pottery Studio Trip	5.00	Per trip
Long Branch/Point Pleasant Beach	10.00	Per trip
NJ Flower & Garden Show	3.00	Per trip
Diamond Tours Trips	TBA	Based on location
Rendezvous Travel Trips	TBA	Based on location
Senior Exercise Programs	1.00	Per class or payment plan on bundle package

Turf Field

Out-of-town groups	\$150/hour	Full field
	\$50/hour	½ field
Out-of-town groups (non-profit)	\$10/hour	Light charges
	\$100/hour	Full field
	\$34/hour	½ Field
Running Track	\$10/hour	Light charges
Out-of-town groups	\$100/hour	
Out-of-town groups (non-profit)	\$60/hour	

To be eligible for a scholarship, participant must submit application by the due date. Free lunch would pay for 40% of the program fee and reduced lunch would pay for 60% of the program fee. The federal income eligibility guidelines may be used to determine eligibility.

One coach per team does not pay a fee for his/her child.

- That the Borough Clerk shall charge a Five (\$5.00) Dollar administrative fee for all resolutions approving refunds for fees, licenses, and permits issued by the Borough Clerk's Office and paid to the Borough, which charge shall be deducted from the refund by the Finance Department.
- That a fee of Twenty (\$20.00) Dollars shall be charged for any and all checks presented to the Borough in payment of any tax, service, program, etc., that are returned by the bank for any reason, except that in cases where the check is returned in error by the bank, the Finance Director shall waive said fee.

- 6. That copies of the Highland Park Natural Resource Inventory prepared and published in its original state shall be available to the public at a cost of \$2.50 per copy. That copies of the Master Plan prepared and published in its original state shall be available to the public at a cost of \$4.50 per copy; and that copies of the Land Use Ordinance prepared and published in its original state shall be available to the public at a cost of \$18.50 per copy.
- 7. That the Community Services Department will charge an annual fee of \$75.00 to any non-resident senior seeking access to senior programs, events and services, excluding transportation costs to and from the Senior/Youth Recreation Center, in addition to any and all other fees for specific programs, events and services.
- 8.
 - a. That the Borough Tax Collector shall charge a fee of \$100.00 to prepare duplicate certificate of tax sale for a lost or destroyed tax sale certificate.
 - b. That the Borough Tax Collector shall charge a fee of \$50.00 to prepare a Certificate for Redemption of Certificate of Sale.
 - c. That the Borough Tax Collector shall charge a fee of \$25.00 per tax sale notice mailing to property owners, said mailings not to exceed two (2). Such fee shall be added to the cost of said tax sales.
 - d. That the Borough Tax Collector shall charge a fee of \$5.00 to prepare duplicate tax bill (first copy) and a fee of \$25.00 for each subsequent duplicate copy of the same tax bill in the same fiscal year.
- 9. That the Borough Clerk shall collect a fee for distribution of bid specifications in an amount to be determined by the Borough Engineer.
- 10. That Sustainable Highland Park shall collect a fee of \$75.00 for participants in Earth Day celebration.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded forthwith to the departments referenced above.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

	Borough of Highland Park					
	No. 01-18-19					
	Resolution: Finance Committee					
BE IT RESOLVED by the Borough Council of the Borough of Highland Park that						
the Borough Clerk is hereby authorized and directed to notify the Finance Director that the following are						
the names of the officers and employees of the Borough of Highland Park whose salaries are on an						
annual basis:						
Title	Name		2018	Longevity		2018 Total
			Base	%	Amount	Salary
Mayor	Gayle	Brill Mittler	6,756.00			6,756.00
Council President	Susan	Welkovits	5,085.00			5,085.00
Council Member	Joshua	Fine	4,239.00			4,239.00
Council Member	Matthew	Hersh	4,239.00			4,239.00
Council Member	Elsie	Foster-Dublin	4,239.00			4,239.00
Council Member	Jim	Walsh	4,239.00			4,239.00
Council Member	Philip	George	4,239.00			4,239.00
Borough Administrator	Josephine	Jover	85,000.00			85,000.00
Human Resources Coordinator	Leann	Cosley-Richardson	70,809.00			70,809.00
Borough Clerk	Joan	Hullings	92,930.00		2,500.00	95,430.00
Registrar of Vital Statistics	Joan	Hullings	2,500.00			2,500.00
Deputy Borough Clerk	Jennifer	Santiago	64,246.00			64,246.00
Interim Planning Board/Zoning Board of Adjustment Clerk	Jennifer	Santiago	1,000.00		Per Meeting	\$1,000.00
Building Inspector	Scott	Brescher	65,569.00			65,569.00
Construction Official	Scott	Brescher	25,411.00			25,411.00
Capital Projects Manager	Scott	Brescher	10,404.00			10,404.00
Electrical Subcode Official/Inspector	Patrick	Valente	13,306.00			13,306.00
Plumbing Subcode Official/Inspector	Michael	Rossi	13,306.00			13,306.00
Zoning Subcode Official	Michael	Mullin	13,306.00			13,306.00
Fire Subcode Official	Phillip	Langon	9,738.00			9,738.00
Mstr Code Enforcement Officer	Douglas	Sipos	72,617.00			72,617.00
Technical Assistant	Annette	Sorbino	45,988.00			45,988.00
Communications Liaison	Monica	Jackson	70,299.00			70,299.00
Recreation Coordinator	Andrea	Costas-Baay	67,626.00			67,626.00
Senior Program Coordinator	Kim A.	McGraw	67,626.00			67,626.00
Municipal Alliance Coordinator	Kim A.	McGraw	5,306.00			5,306.00
Senior Outreach Coordinator	Nicole	Huff	35,773.00			35,773.00
Bus Driver	Ella	Taliaferro	40,490.00		1,350.00	41,840.00
Clerk Typist	Janet	Molina	40,490.00		1,350.00	41,840.00
Municipal Court Administrator	Tracy	Horan	70,358.00			70,358.00
Deputy Court Administrator	Linda	Simons	49,030.00			49,030.00
Municipal Court Judge	Edward E	Herman	39,337.00			39,337.00
Municipal Prosecutor	Francesco	Taddeo	34,000.00			34,000.00
Supt. of Public Works & Utility	Donald	Rish	109,620.00		2,500.00	112,120.00
Foreman	Michael	Wieczorkiewicz	85,360.00			85,360.00
Foreman	Frank	Troy	85,360.00			85,360.00
Clean Communities Coordinator	Frank	Troy	1,000.00			1,000.00
Recycling Coordinator	Frank	Troy	1,684.00			1,684.00
Administrative Assistant	Linda	Monte	56,489.00		1,350.00	57,839.00
Assistant Finance Officer	Nerea	LaFontaine	60,000.00			60,000.00
Director of Library Services	Jane	Stanley	119,392.00		2,500.00	121,892.00
Master Circulations Coordinator	Valeri	Drach Weidman	57,424.00			57,424.00
Administrative Assistant	Renee	George	61,365.00			61,365.00
Librarian	Sherry	Johnson	71,441.00			71,441.00

Title	Name		2018	Longevity		2018 Total	
			Base	%	Amount	Salary	
Master Librarian	Fran	Lee	92,045.00		2,500.00	94,545.00	
Senior Library Assistant	Indru	Udeshi	47,952.00			47,952.00	
Reference Librarian	Karen	Jarzabski	59,466.00			59,466.00	
Master Library Assistant	Lieselotte	Kulczycki	54,546.00			54,546.00	
Tax Assessor	Thomas	Mancuso	42,559.00			42,559.00	
Tax Collector	Constance	Ludden	70,747.00			70,747.00	
Tax Collector Clerk	Elsa	Diaz	31,855.00			31,855.00	
Public Safety Director	Stephen	Rizco	16,892.00			16,892.00	
Public Safety Dispatcher	Patrick	Keogh	49,115.00			49,115.00	
Public Safety Dispatcher	Karen	Connors	52,762.00			52,762.00	
Public Safety Dispatcher	Janet	Marcik	52,762.00			52,762.00	
Public Safety Dispatcher	Kaitlyn	Cox	47,685.00			47,685.00	
Crossing Guard	Nancy	Bernstein	10,833.00			10,833.00	
Crossing Guard	Catherine	Ciorciari	10,833.00			10,833.00	
Crossing Guard	Mary Ann	Kinsey	10,833.00			10,833.00	
Crossing Guard	Kibby	May	10,833.00			10,833.00	
Crossing Guard	Kubey	Barbara	10,833.00			10,833.00	
Crossing Guard	Lucille	Morris	10,833.00			10,833.00	
Crossing Guard	Charlene	Rayside	10,833.00			10,833.00	
Crossing Guard	Beverly	Robinson	10,833.00			10,833.00	
Crossing Guard	Michael	Stazeski	10,833.00			10,833.00	
Crossing Guard	Willis Ivan	Thomas	10,833.00			10,833.00	
Crossing Guard	Margaret	Toman	10,833.00			10,833.00	
Administrative Assistant	Joann	Kopetsky	56,489.00		1,350.00	57,839.00	
Principal Clerk Typist	Barbara	Fromhold	49,030.00			49,030.00	
Police Records Clerk	Megan	Berry	38,911.00			38,911.00	
Firefighter Supervisor	Andrew	Berardo	10,404.00			10,404.00	
Police Chief	Stephen	Rizco	167,227.00			167,227.00	
Lieutenant of Police	Thomas	Hammill	144,330.00			144,330.00	
Lieutenant of Police	Gary	Parichella	144,330.00			144,330.00	
Lieutenant of Police	Richard	Abrams	140,085.00	4%	4,000.00	144,085.00	
Sergeant of Police	Jason	Culver	122,469.00	4%	4,000.00	126,469.00	1/1/18-6/30/18
	Jason	Culver	128,366.00	4%	In base	128,366.00	7/1/18-12/31/18
Sergeant of Police	Theodore	Haas	126,758.00			126,758.00	1/1/18-6/30/18
	Theodore	Haas	128,659.00			128,659.00	7/1/18-12/31/18
Sergeant of Police	Ilan	Lancry	126,589.00			126,589.00	1/1/18-6/30/18
	Ilan	Lancry	128,488.00			128,488.00	7/1/18-12/31/18
Sergeant of Police	Derek	Wenskoski	126,671.00			126,671.00	1/1/18-6/30/18
	Derek	Wenskoski	128,571.00			128,571.00	7/1/18-12/31/18
Sergeant of Police	Jose	Curbelo	122,468.00			122,468.00	1/1/17-6/30/18
	Jose	Curbelo	124,305.00			124,305.00	7/1/18-12/31/18
Sergeant of Police	John	Sachau, Jr.	122,468.00			122,468.00	1/1/18-6/30/18
	John	Sachau, Jr.	124,305.00			124,305.00	7/1/18-12/31/18
Police Officer	Sean	Bibby	64,148.00			64,148.00	1/1/17-6/10/17
	Sean	Bibby	70,700.00			70,700.00	6/1/17-12/31/17
Police Officer	Norman	Brown	113,615.00			113,615.00	1/1/18-6/30/18
	Norman	Brown	115,319.00			115,319.00	7/1/18-12/31/18
Police Officer	Christopher	DeCosta	70,700.00			70,700.00	1/1/18-6/14/18
	Christopher	DeCosta	77,328.00			77,328.00	6/5/18-12/31/18
Police Officer	Sade	Edens	50,966.00			50,966.00	1/1/18-11/23/18
	Sade	Edens	57,557.00			57,557.00	11/24/18-12/31/18
Police Officer	Brian	Fitzgerald	50,966.00			50,966.00	1/1/18-11/23/18
	Brian	Fitzgerald	57,557.00			57,557.00	11/24/18-12/31/18
Police Officer	Sean	Garley	113,615.00			113,615.00	1/1/18-6/30/18
	Sean	Garley	115,319.00			115,319.00	7/1/18-12/31/18
Police Officer	Kevin	Garrity	113,615.00			113,615.00	1/1/18-6/30/18
	Kevin	Garrity	115,319.00			115,319.00	7/1/18-12/31/18

Title	Name		2018	Longevity		2018 Total	
			Base	%	Amount	Salary	
Police Officer	Alaina	Giles	77,328.00			77,328.00	1/1/18-8/17/18
	Alaina	Giles	83,919.00			83,919.00	8/18/18-12/31/18
Police Officer	Mohab	Hannout	113,615.00			113,615.00	1/1/18-6/30/18
	Mohab	Hannout	115,319.00			115,319.00	7/1/18-12/31/18
Police Officer	Sean	McGraw	113,615.00			113,615.00	1/1/18-6/30/18
	Sean	McGraw	115,319.00			115,319.00	7/1/18-12/31/18
Police Officer	Donald	Newton	117,863.00			117,683.00	1/1/18-6/30/18
	Donald	Newton	119,631.00			119,631.00	7/1/18-12/31/18
Police Officer	Joseph	Olarra, Jr.	50,966.00			50,966.00	1/1/18-11/23/18
	Joseph	Olarra, Jr.	57,557.00			57,557.00	11/24/18-12/31/18
Police Officer	Brian	O'Mara	113,615.00			113,615.00	1/1/18-6/30/18
	Brian	O'Mara	115,319.00			115,319.00	7/1/18-12/31/18
Police Officer	Gaetano	Palumbo	77,328.00			77,328.00	1/1/18-5/31/18
	Gaetano	Palumbo	83,919.00			83,919.00	6/1/18-12/31/18
Police Officer	Theodore	Pardo	113,616.00	3%	3,408.48	117,024.00	1/1/18-6/30/18
	Theodore	Pardo	115,320.00	4%	4,000.00	119,320.00	7/1/18-12/31/18
Police Officer	Kevin	Shiffner	77,328.00			77,328.00	1/1/18-8/5/18
	Kevin	Shiffner	83,919.00			83,919.00	8/6/18-12/31/18
Police Officer	David	Soden	113,615.00			113,615.00	1/1/18-6/30/18
	David	Soden	115,319.00			115,319.00	7/1/18-12/31/18

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Highland Park following are the names of the officers and employees of the Borough of Highland Park whose salaries are on an hourly basis:

Title	Name		2018	Longevity		2018 Total
			Hourly Rate	%	Amount	Hourly Rate
Communications Liaison	Stacy	Kaplan	22.08			22.08
On-Call Electrical Subcode Official/Inspector	Mario	Varone	35.00			35.00
On-Call Building Inspector	Michael	Luthman	40.00			40.00
Community Service Receptionist	Maria	Austin	14.75			14.75
Adult Evening Programs/Sunday Bingo	Symone	Banks	10.82			10.82
Receptionist	Lela	Suzman	12.00			12.00
Instructor	Donna	Floke	34.96			34.96
Instructor	Beverly	Spool	35.70			35.70
PT Clerk Typist	Kimberly	McGraw	15.05			15.05
PT Medical Driver	Lawrence	Batterson	17.50			17.50
Substitute Medical Driver	Paul	Scharf	17.07			17.07
Substitute Medical Driver	Nellie	Hampton	16.20			16.20
Recreation Assistant	Dvir	Ravee	15.89			15.89
Seasonal Recreation	Joseph	Cenci	8.60			8.60
Seasonal Recreation	Frederick	Diaz	8.60			8.60
Seasonal Recreation	Isabella	Godish	8.60			8.60
Seasonal Recreation	Angel	Holquin	8.60			8.60
Seasonal Recreation	Harry	Pestka	8.60			8.60
Seasonal Recreation	Dylan	Powell	8.84			8.84
Seasonal Recreation	Andy Marc	Ramrekha	8.67			8.67
Seasonal Recreation	Gabriel	Sanchez	8.60			8.60
Seasonal Recreation	Eli	Schwartz	8.60			8.60
Seasonal Recreation	Olivia	Weaver	8.60			8.60
Seasonal Recreation	Dondre	Wilburn	8.84			8.84
Seasonal Recreation	Amelia	Wilkerson	8.60			8.60
Seasonal Recreation	Ishmael	Zubairu	8.60			8.60
Clean Communities	Xavier	Hudgins	10.00			10.00
Driver	James	Coleman	34.52			34.52
Driver	Edward	Corson	34.52			34.52
Driver	Robert	Cahill	33.71			33.71
Driver	Michael	Milan	33.71			33.71

Title	Name		2018	Longevity		2018 Total
			Hourly Rate	%	Amount	Hourly Rate
Driver	Jeffrey	Reap	27.60			27.60
Equipment Operator	Thomas	Kohler	35.35			35.35
Senior Laborer	Frederick	Long	22.94			22.94
Senior Laborer	James	Webb Sr.	22.94			22.94
Senior Laborer	Antonio	Avila	20.01			20.01
Maintenance/Custodian	Ronald	Rowe	21.21			21.21
Mechanic	Robert	West	36.16			36.16
Master Laborer	Mark	Rohan	27.97			27.97
Master Laborer	Dennis	Chekenian	25.26			25.26
Master Laborer	John	Geoghan	25.96			25.96
Master Laborer	Rudolph	Rohan	27.29			27.29
W&S Crew Leader	Jose	Gonzalez	33.71			33.71
Sr. W&S Maintenance	David	Baldwin	22.94			22.97
On-Call Firefighter	Andrew	Berardo	19.93			19.93
On-Call Firefighter	Michael	Kersey	19.93			19.93
On-Call Firefighter	Hector	Malave	19.93			19.93
On-Call Firefighter	Derek	Merrill	19.93			19.93
On-Call Firefighter	Kevin	Meehan	19.93			19.93
On-Call Firefighter	Lester	Rosenhouse	19.93			19.93
On-Call Firefighter	Norman	Shamy	19.93			19.93
On-Call Firefighter	Lawrence	Thiel Jr	19.93			19.93
On-Call Firefighter	Jeffrey	Morris	19.93			19.93
Desk Assistant	Grace	Gasteluz	12.41			12.41
Part-Time Librarian	Carla	Herniter	30.20			30.20
Part-Time Librarian	Jennifer	Larsen	30.20			30.20
Part-Time Librarian	Abby	Kalan	30.20			30.20
Part-Time Librarian	Mary	Piekarski	30.20			30.20
Librarian	Flora Ann	Fuchter	30.20			30.20
Desk Assistant	Adam	Padavano	12.41			12.41
Desk Assistant	Coleen	Au	12.41			12.41
Desk Assistant	Patricia	McDaniel	12.41			12.41
Library Assistant	Maria	Beck	16.46			16.46
Library Page	Joseph	Diez	8.60			8.60
Library Page	David	Diez	8.60			8.60
Library Page	Tianqi	Li	8.60			8.60
Substitute Crossing Guard	Roger	Pacconi	18.24			18.24
Substitute Crossing Guard	Debra	Riddick-Smith	18.24			18.24
PT Public Safety Dispatcher	Barbara	Pisc	18.24			18.24
Special Law Enforcement Officer II	James	Feaster	25.50			25.50
	James	Feaster	26.01			26.01
BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Finance Director forthwith.						

1/1/18-5/31/18

6/1/18-12/31/18

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

DRAFT

BOROUGH OF HIGHLAND PARK
NO. 1-18-20

RESOLUTION RE: ZONING BOARD OF ADJUSTMENT AND PLANNING BOARD ATTORNEYS

RESOLUTION: Finance Committee

WHEREAS, situations develop that require the appointment of special counsel to the Borough's Zoning Board of Adjustment and Planning Board; and

WHEREAS, the need for special counsel cannot always be anticipated and accordingly cannot be included in the budgets of the Borough and of the Boards; and

WHEREAS, while the Governing Body recognizes the independent authority of its local boards, efficient and financially responsible local government needs and requires the cooperation of and communication by and between the local boards and the Governing Body;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that prior to any local board of the Borough entering into an agreement for special counsel where the monetary amount exceeds that appropriated to the local board by the Governing Body, the Governing Body shall be notified of the following:

- (a) The reason said appointment is necessary;
- (b) The name of the special counsel;
- (c) The hourly rate to be received by the special counsel;
- (d) An anticipated budget for the services to be rendered by the special counsel;

and

BE IT FURTHER RESOLVED that no agreements for special counsel shall be entered into, until such time as the Governing Body has had an opportunity to review the requested information and approve the funds necessary to compensate special counsel; and

BE IT FURTHER RESOLVED that the Governing Body requests that, whenever possible, agendas be prepared so that matters requiring the attendance of both the appointed board attorney and the special counsel are not heard on the same evening; and

BE IT FURTHER RESOLVED that no compensation shall be paid to a board attorney who does not attend either a regular or special meeting of the board to which he or she is appointed; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the chairpersons, secretaries and attorneys of the Boards, and to the Borough's Finance Director.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK

No. 1-18-21

RESOLUTION TO RECONSTITUTE THE MAYOR'S TEEN ADVISORY COMMITTEE

RESOLUTION: Council as A Whole

WHEREAS, it is critical that the Mayor and Council of the Borough of Highland Park strive to better communicate with teens living in the Borough of Highland Park; and

WHEREAS, there is a need to explore the unique issues related to teens living in the Borough of Highland Park; and

WHEREAS, there is a need to facilitate better communication between teens living in the Borough of Highland Park and the Mayor and Council of the Borough of Highland Park; and

WHEREAS, there is a need to facilitate involvement of teens living in the Borough of Highland Park in the Borough's government and local activities; and

WHEREAS, the Mayor and Borough Council wish to re-establish a Teen Advisory Committee ("TAC") for the year 2018 to explore the unique issues related to teens living in the Borough of Highland Park, foster better communication with teens living in the Borough of Highland Park and facilitate more teen involvement in the Borough of Highland Park; and

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

A. Mission

The purpose of the TAC of the Borough of Highland Park shall be to explore the unique issues of teens throughout the Borough and to include teens as active participants in the Borough's activities including, but not limited to:

1. Developing a "Teen Classified" section on the Borough's website to assist teens with summer and part-time employment opportunities; and
2. Presenting recommendations at Borough Council meetings.

B. Membership & Organization

1. The TAC shall be comprised of an Executive Committee and a General Membership as follows:
 - a. The Executive Committee shall be comprised of seven (7) members:
 - i. Two (2) of the seven (7) members shall be adult advisors appointed by the Mayor during the term of the Mayor's Office; and
 - ii. The remaining five (5) members shall be chosen by a majority vote of the General Membership.
 - b. The General Membership shall be comprised of teen and adult volunteers, who may apply for membership at the Borough of Highland Park's Borough Hall.

C. Term

The term of office for members of the Executive Committee shall be as follows:

1. A term of two (2) years for the two (2) adult supervisors appointed by the Mayor to the Executive Committee, to serve until the appointment and qualification of their successors; and
2. A term of two (2) years for two (2) of the remaining five (5) members of the Executive Committee, elected by the General Membership, to serve until the election and qualification of their successors; and
3. A term of one (1) year for three (3) of the remaining five (5) members of the Executive Committee, elected by the General Membership, to serve until the election and qualification of their successors.

D. Duties

The TAC shall administer, plan, and manage the teen and youth initiatives of the Borough of Highland Park. The TAC shall be a strictly advisory body with no power to regulate or promulgate rules and regulations. The Executive Committee shall report to the Council of the Borough of Highland Park on a regular basis regarding the TAC's activities.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-22

RESOLUTION TO RECONSTITUTE THE DIGITAL DATA GOVERNMENT TASK FORCE

RESOLUTION: Finance Committee

WHEREAS, the Mayor and Council of the Borough of Highland Park desire to establish a Digital Data Government Task Force; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park, that the Digital Data Government Task Force is hereby reconstituted; and

BE IT FURTHER RESOLVED that the Digital Data Government Task Force will consist of the following:

1. Eight (8) Members: Chair, Borough Administrator, Borough Clerk, IT Coordinator, Public Information Committee Member, Council Liaison, Resident, and a Representative from the Bloustein School, to be appointed by the Mayor with the advice and consent of the Borough Council, for terms to expire December 31, 2018; and

BE IT FURTHER RESOLVED, that the purpose of the Digital Data Government Task Force shall be to research and identify ways to digitize the Borough's data.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-23

RESOLUTION TO RECONSTITUTE "HP GIVES A HOOT" COMMITTEE

RESOLUTION: Council as a Whole

WHEREAS, the Mayor and Council of the Borough of Highland Park desire to establish the "HP Gives a Hoot" Committee, a non-profit fund that will contribute to the well-being of Highland Park students in need;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park, that the "HP Gives a Hoot" Committee is hereby reconstituted; and

BE IT FURTHER RESOLVED that the "HP Gives a Hoot" Committee will consist of the following:

1. Eight (8) Regular Members, to be appointed by the Mayor with the advice and consent of the Borough Council, for terms to expire December 31, 2018; and

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-24

RESOLUTION TO RECONSTITUTE PARKING REVIEW TASK FORCE

RESOLUTION: Public Works and Public Utilities Committee

WHEREAS, the Borough of Highland Park has determined that its public and private parking facilities, regulations and on-going concerns should be reviewed by a Parking Review Task Force; and

WHEREAS, this Task Force would be composed of Borough Council Members, representatives of Main Street Highland Park, the Highland Park Redevelopment Agency, Borough Administrators, representatives from the Highland Park Department of Public Works and the Highland Park Police Department, and would also include citizen representatives; and

WHEREAS, the Borough of Highland Park determines to reconstitute such Parking Review Task Force to commence its work;

NOW, THEREFORE, be it resolved by the Borough Council of the Borough of Highland Park that a Parking Review Task Force is hereby formed and constituted to study public and private parking facilities, regulations and on-going concerns with parking in the Borough of Highland Park, and to report its findings and recommendations to the Mayor and Borough Council from time to time and upon conclusion of its review, the members of which shall be duly appointed by the Mayor of the Borough of Highland Park.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-25

RESOLUTION TO RECONSTITUTE REHABILITATION
AND REDEVELOPMENT SCREENING COMMITTEE

RESOLUTION: Economic Development & Planning Committee

WHEREAS, 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.; and

WHEREAS, the Planning Board of the Borough of Highland Park, in reviewing and recommending adoption of a resolution declaring the Borough of Highland Park to be an Area in Need of Rehabilitation pursuant to N.J.S.A. 40A:12A-14 et seq., recommended that the Mayor of the Borough of Highland Park form a Rehabilitation and Redevelopment Screening Committee to review preliminary proposals for development upon referral of the Borough Planner; and

WHEREAS, the Mayor has determined to reconstitute the Highland Park Rehabilitation and Redevelopment Screening Committee, composed of two (2) members of the Highland Park Planning Board, two (2) members of the Highland Park Board of Adjustment, two (2) members of the Highland Park Redevelopment Agency, and two (2) members of Main Street Highland Park, which members shall be appointed by the Mayor.

NOW, THEREFORE, BE IT RESOLVED that the Highland Park Rehabilitation and Redevelopment Screening Committee is hereby reconstituted.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-26

RESOLUTION TO RECONSTITUTE SHARED SERVICES COMMISSION

RESOLUTION: Finance Committee

WHEREAS, the Mayor and Council of the Borough of Highland Park desire to establish a Shared Services Commission;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park, that the Shared Services Commission is hereby reconstituted; and

BE IT FURTHER RESOLVED that the Shared Services Commission will consist of the following:

1. Ten (10) Regular Members who shall be residents or employees of the Borough of Highland Park, including
 - 1 individual to serve as Chairperson
 - 1 representative of the Borough of Highland Park
 - 2 representatives of the Highland Park Board of Education
 - 1 representative of the Highland Park Police Department
 - 1 representative of the Highland Park Department of Public Works
 - 1 representative of the Highland Park Free Public Library
 - 1 representative of the Highland Park Housing Authority
 - 2 Highland Park residents
2. The Ten (10) Regular Members will be appointed by the Mayor with the advice and consent of the Borough Council, for terms to expire the 31st day of December, 2018; and

BE IT FURTHER RESOLVED that the purpose of the Shared Services Commission shall be to make recommendations on potential revenue/savings opportunities for the Borough of Highland Park to pursue.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-27

RESOLUTION TO APPOINT COUNCIL REPRESENTATIVE TO PLANNING BOARD

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilperson Susan Welkovits be and is hereby appointed as Council member of the Planning Board for a term expiring December 31, 2018.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-28

RESOLUTION DESIGNATING COUNCIL REPRESENTATIVE
TO MIDDLESEX COUNTY CDBG COMMITTEE

RESOLUTION: Council as a Whole

BE IT RESOLVED by the Borough Council of the Borough of Highland Park that Councilperson Joshua Fine shall be and is hereby appointed to represent the Highland Park Governing Body as a member of the Middlesex County Housing and Community Development Committee for a term expiring December 31, 2018.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

BOROUGH OF HIGHLAND PARK
NO. 1-18-29

RESOLUTION: Finance Committee

WHEREAS, Section 19 of the Local Budget Law, NJSA 40A:4-19, provides that where contracts, commitments or payments are to be made prior to the final adoption of the 2018 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and the time therein provided, and

WHEREAS, the date of the adoption of this resolution is within the first thirty days of January, 2018; and

WHEREAS, 26.25 percent of the total appropriation in the 2017 General Operating and Water and Sewer Budgets exclusive of any appropriations made for debt service, capital improvement fund and public assistance is the sum of Four Million, Four Hundred, Sixty-seven Thousand, Two Hundred Sixty-nine and Eighty-six Cents (\$4,467,269.86); and

WHEREAS, the Temporary Operating and Water and Sewer Budgets for 2018, excluding any appropriations made for debt service, capital improvement fund and public assistance is Four Million, Twenty Thousand, Four Hundred Twenty-seven Dollars (\$4,020,427.00); and

WHEREAS, the 2018 Temporary Operating and Water and Sewer Budgets inclusive of debt service, capital improvement fund and public assistance is the sum of Five Million, Five Hundred Seventy-eight Thousand, Eight Hundred Forty-six Dollars (\$5,578,846.00);

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highland Park that the attached temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer of the Borough.

ADOPTED: January 2, 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 2nd day of January, 2018.

Joan Hullings, Borough Clerk

RECORD OF COUNCIL VOTES

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

2018 Temporary Operating Budget

DESCRIPTION	ACCOUNT NUMBER	2018 TEMPORARY BUDGET
GENERAL GOVERNMENT FUNCTIONS		
BOROUGH ADMINISTRATION		
Salaries & Wages	20-100-1	47,760.00
Other Expenses	20-100-2	9,096.00
MAYOR & COUNCIL		
Salaries & Wages	20-110-1	8,672.00
Other Expenses	20-110-2	2,231.00
MUNICIPAL CLERK		
Salaries & Wages	20-120-1	39,127.00
Other Expenses	20-120-2	7,057.00
FINANCIAL ADMINISTRATION		
Salaries & Wages	20-130-1	19,519.00
Other Expenses	20-130-2	35,356.00
ANNUAL AUDIT		
Other Expenses	20-135-2	9,975.00
TAX COLLECTION		
Salaries & Wages	20-145-1	22,410.00
Other Expenses	20-145-2	,121.00
TAX ASSESSMENT		
Salaries & Wages	20-150-1	7,120.00
Other Expenses	20-150-2	4,360.00
LEGAL SERVICES		
Other Expenses	20-155-2	74,025.00
ENGINEERING & PLANNING		
Other Expenses	20-165-2	6,956.00
COMMUNITY & ECONOMIC DEVELOPMENT		
Other Expenses	20-170-2	29,400.00
INFORMATION TECHNOLOGY		
Other Expenses	20-140-2	39,833.00
CENTRAL SERVICES		
Other Expenses	20-316-2	21,262.50
LAND USE ADMINISTRATION		
PLANNING BOARD		
Other Expenses	21-180-2	7,219.00
ZONING BOARD OF ADJUSTMENT		
Salaries & Wages	21-185-1	9,987.00
Other Expenses	21-185-2	4,489.00
HUMAN RIGHTS COMMISSION		
Other Expenses	21-195-2	1,200.00

INSURANCE		
GENERAL LIABILITY/WORKERS COMPENSATION		
Other Expenses	23-211-2	92,758.00
EMPLOYEE GROUP HEALTH		
Other Expenses	23-220-2	320,144.00
PUBLIC SAFETY FUNCTIONS		
POLICE		
Salaries & Wages	25-240-1	828,143.00
Other Expenses	25-240-2	53,468.00
POLICE DISPATCH/911		
Salaries & Wages	25-250-1	60,460.00
Other Expenses	25-250-2	656.00
OFFICE OF EMERGENCY MANAGEMENT		
Other Expenses	25-252-2	1,706.00
FIRST AID CONTRIBUTION		
Other Expenses	25-260-2	6,825.00
FIRE		
Salaries & Wages	25-265-1	49,910.00
Other Expenses	25-265-2	16,673.00
LOSAP		
Other Expenses	25-265-2	-
MUNICIPAL PROSECUTOR		
Other Expenses	25-275-2	8,925.00
PUBLIC WORKS FUNCTIONS		
STREETS & ROADS		
Salaries & Wages	26-290-1	277,312.00
Other Expenses	26-290-2	34,598.00
APARTMENT COLLECTION		
Other Expenses	26-305-2	-
PUBLIC BUILDINGS & GROUNDS		
Salaries & Wages	26-310-1	11,127.00
Other Expenses	26-310-2	37,608.00
MOTOR POOL		
Salaries & Wages	26-315-1	18,974.00
Other Expenses	26-315-2	38,719.00
HEALTH & HUMAN SERVICES FUNCTIONS		
BOARD OF HEALTH		
Other Expenses	27-330-2	341.00
ENVIRONMENTAL COMMISSION		
Other Expenses	27-335-2	288.75
COMMISSION ON IMMIGRANT & REFUGEE AFFAIRS		
Other Expenses	27-336-2	87.50
SAFE WALKING & CYCLING COMMITTEE		
Other Expenses	27-337-2	787.50

SUSTAINABLE HIGHLAND PARK		
Other Expenses	27-338-2	302.00
PARKS & RECREATION FUNCTIONS		
COMMUNITY SERVICES - RECREATION		
Salaries & Wages	28-370-1	341.00
Other Expenses	28-370-2	2,363.00
COMMUNITY SERVICES - AGING		
Salaries & Wages	28-371-1	63,357.00
Other Expenses	28-371-2	5,145.00
ARTS COMMISSION		
Other Expenses	28-374-2	2,500.00
SHADE TREE ADVISORY COMMITTEE		
Other Expenses	28-375-2	131.00
UTILITY EXPENSES & BULK PURCHASING		
ELECTRICITY		
Other Expenses	31-430-2	34,125.00
STREET LIGHTING		
Other Expenses	31-435-2	26,250.00
TELEPHONE		
Other Expenses	31-440-2	19,398.75
FUEL OIL/GASOLINE/NATURAL GAS		
Other Expenses	31-460-2	26,250.00
SANITARY LANFILL		
Other Expenses	32-465-2	65,625.00
UNIFORM CONSTRUCTION CODE		
Salaries & Wages	22-195-1	68,882.00
Other Expenses	22-195-2	12,630.00
UNCLASSIFIED		
CABLE TELEVISION		
Other Expenses	30-411-2	2,231.00
ACCUMULATED SICK LEAVE		
Salaries & Wages	30-415-1	-
COMMUNICATIONS		
Salaries & Wages	20-105-1	25,483.00
Other Expenses	20-105-2	4,843.00
MUNICIPAL COURT FUNCTIONS		
MUNICIPAL COURT		
Salaries & Wages	43-490-1	54,428.00
Other Expenses	43-490-2	2,815.00
PUBLIC DEFENDER		
Other Expenses	43-495-2	1,575.00

LIBRARY		
Salaries & Wages	29-390-1	171,616.00
Other Expenses	29-390-2	101,069.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS		
COUNTY HEALTH SERVICES		
Other Expenses	42-401-2	11,437.00
M.C.I.A. RECYCLING		
Other Expenses	42-402-2	2,363.00
ANIMAL CONTROL SERVICES		
Other Expenses	27-340-2	4,988.00
STATUTORY EXPENDITURES		
SOCIAL SECURITY SYSTEM		
Other Expenses	36-472-2	82,264.00
UNEMPLOYMENT COMPENSATION INSURANCE		
Other Expenses	23-225	-
PUBLIC EMPLOYEES RETIREMENT SYSTEM		
Other Expenses	36-471-2	7,500.00
POLICE AND FIREMAN'S RETIREMENT SYSTEM		
Other Expenses	36-475-2	-
	SUBTOTAL	3,071,308.00
DEBT SERVICE		
BOND PRINCIPAL		
Other Expenses	45-920-2	525,000.00
INTEREST ON BONDS		
Other Expenses	45-930-2	263,369.00
M.C.I.A. LEASE/LOAN		
Other Expenses	45-950-2	250,000.00
DBIZ LOAN		
Other Expenses	45-925-2	-
	SUBTOTAL	1,038,369.00

GRAND TOTAL	4,109,677.00
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2018 Temporary Water and Sewer Budget

DESCRIPTION		2018 TEMPORARY BUDGET
OPERATING		
Salaries & Wages		75,915.00
Other Expenses		584,454.00
Middlesex County Utilities Authority		288,750.00
STATUTORY EXPENDITURES		
Public Employee Retirement System		-
Social Security System		-
DEFERRED CHARGES		
Overexpenditure Budget Appropriation		-
SUBTOTAL		949,119.00
DEBT SERVICE		
Payment of Bond Principal		435,000.00
Interest on Bonds		85,050.00
SUBTOTAL		520,050.00
GRAND TOTAL		1,469,169.00

DRAFT