

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL ORGANIZATION MEETING
TUESDAY, JANUARY 3, 2017 – 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 qualification of Councilperson-elect George.
2. Oath of Office and Allegiance administered to Councilperson-elect Philip George by Senator Patrick Diegnan.
3. Clerks reports on official election results.
4. 1-17-01A Resolution to appoint new Councilperson.
MOTION adopt/reject. ROLL CALL VOTE
5. Oath of Office administered to new Councilperson by Mayor Brill Mittler.
6. Call to Order and Open Public Meetings Statement.
7. Pledge of Allegiance.
8. Invocation – Rabbi Esther Reed.
9. Roll Call.
10. Mayor introduces newly sworn Council Members.
11. 1-17-01 Resolution to adopt Rules of Order for 2017.
MOTION adopt reject. ROLL CALL VOTE
12. 1-17-02 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 2017.
b. Councilperson Fine nominates Councilperson Welkovits.
MOTION that nominations be closed and 2017 Council President elected by acclamation.
14. 1-17-03 Resolution to establish 2017 Standing Committees.
MOTION adopt reject. ROLL CALL VOTE
15. a. Clerk reports receipt of notification from the Volunteer Fire Department of the election of new Fire Chief, Assistant Fire Chiefs and Captains, along with the 2017 Roster.
MOTION to confirm election. ROLL CALL VOTE
b. Oath of Office and Allegiance administered to new Fire Chief by Mayor Brill Mittler.
16. Annual Council Reports.

17. 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**

18. *1-17-04 Resolution to reconstitute Recreation Advisory Committee.
19. *1-17-05 Resolution to reconstitute Shade Tree Advisory Committee.
20. *1-17-06 Resolution to reconstitute Community Food Pantry Committee.
21. *1-17-07 Resolution to reconstitute Employee Safety Committee.
22. *1-17-08 Resolution to reconstitute Public Information Commission.
23. *1-17-09 Resolution to adopt schedule of meeting dates.
24. *1-17-10 Resolution to establish garbage collection schedule.
25. *1-17-11 Resolution to designate bank depository for the Bail and General Accounts.
26. *1-17-12 Resolution to designate bank depository for County Election Account.
27. *1-17-13 Resolution to adopt policy re: personnel discussions in closed session.
28. *1-17-14 Resolution to designate Official Newspaper(s).
29. *1-17-15 Resolution to adopt certain rules, policies, and/or procedures for 2017.
- 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. *1-17-16 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. *1-17-17 Resolution to designate certain positions.
- 1. Designate Insurance Commissioner – Kathleen Kovach.
 - 2. Designate Alt. Insurance Commissioners – Joan Hullings & Shayne SantaLucia.
 - 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. *1-17-18 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, 2017.
 - (11) Adopt Cash Management Plan for 2017.
 - (12) Authorize Assessor to file counterclaims in certain tax appeals.
 - (17) Authorize Assessor to file tax appeals.
 - (17) Authorize Tax Collector to process certain tax and water/sewer refunds and delinquencies.
 - (17) Authorize approval of certain professional services.
 - (17) Exempt Borough properties from Water & Sewer Charges.
 - (17) 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. *1-17-19 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. *1-17-20 Annual Salary Resolution.
33. *1-17-21 Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.
34. *1-17-22 Resolution to reconstitute the Mayor's Teen Advisory Committee.
35. *1-17-23 Resolution to reconstitute the Digital Data Task Force.
36. *1-17-24 Resolution to reconstitute the HP Gives a Hoot Committee.

MOTION to adopt the following starred (*) items.

ROLL CALL VOTE

37. Mayor re-establishes Mayor's Wellness Campaign Committee; Community Emergency Response Team; Parking Review Task Force and Sustainable Highland Park.
38. A. Mayor appoints the following to serve as Professionals for 2017.

Borough Attorney
Tax Appeal Attorney
Labor Attorney
Borough Auditor

Edwin Schmierer, Esq.
Martin Allen, Esq.
Arthur Thibault, Esq.
Andrew Hodulik

Borough Prosecutor
Bond Counsel
Public Defender
Borough Engineer
Borough Planner
Special COAH Attorney
Special Planner
MOTION to confirm.

Patrick Bradshaw
Wilentz, Goldman & Spitzer
Francesco Taddeo
David J. Samuel
James Constantine
Jeffrey Surenian
Phillip Caton
ROLL CALL VOTE

B. Mayor appoints the following:

Deputy Court Administrator
Deputy Borough Clerk
ADA Coordinator
Library Bd. of Trustees, Council Rep.
MOTION to confirm above appointments.

Linda Simons
Jennifer Santiago
Lt. Gary Panichella
Joshua Fine
ROLL CALL VOTE

39. Mayor appoints the following:

Planning Board Mayor's Designee
Library Bd. of Trustees, Mayor Alt.

Padraic Millet
Helen Rovner
NO CONFIRMATION REQUIRED

40. Mayor appoints the following:

Board of Health

Laurel Kornfeld
Jesse Crosson

Cable TV Advisory Committee

Carl Wilson

Library Board of Trustees

Chislaine Darden
Bruce Tucker

CDBG Advisory Committee

Joshua Fine
Edward Prince
Shelia Highsmith
Sheryl Magaziner
Rebecca Hersh
Gwen Cerasoli
Deborah Morgan

Emergency Management Council

Thomas Hammill
Linda Hoefele
Kathleen Kovach
Donald Rish
Scott Brescher

Commission for Universal Access

Tara Canavera, Chair.
Diane Feldman
Lt. Gary Panichella

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

Ramona Rosas

Leila Guzman
Gert Gerr, Alt. #1
Dee Donnelly, Alt. #2

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

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 Perkins
Shayne SantaLucia

Digital Data Task Force

Matthew Hale
Shayne SantaLucia
Joan Hullings
Dan Bianchini
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.
Pt. Jose Curbelo, Police Designee

Ethics Board

Jordan Siegel

MOTION TO CONFIRM

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

ROLL CALL VOTE

Dr. Cliff Lacy
David Siegman
Justin Footerman
Pt. Gaetano Palumbo
Donald Corr

Michele Kornblum

Sustainable Highland Park

Josephine “Teri” Jover
Irene Chan Marx
Allan Williams
Tina Weishaus
Andy Benesch
Hagit Mano
Randy Solomon
Wendy Rosen
Alexander Casey
Nicole Wines
Sophia McDermott
Eli Goldstein, Stud. Mbr.
Matt Schragger, 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

Marica Levinson
Jeff Ackerman
Paul Lanaris
Lt. Gary Panichella
Donald Rish
Scott Brescher

Environmental Commission

Michael Rosenberg
Laurel Kornfeld
Steve Barnes
Christine Petagna, Alt. #1

NO CONFIRMATION NECESSARY

41. 1-17-25 Resolution to appoint Council Rep. to Planning Board – Susan Welkovits.
MOTION adopt/reject. **ROLL CALL VOTE**
42. 1-17-26 Resolution designating Council Representative to Middlesex County CDBG
Committee – Joshua Fine.
MOTION adopt/reject **ROLL CALL VOTE**
43. 1-17-27 Resolution to adopt 2017 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject. **ROLL CALL VOTE**
44. Public Discussion (15 minutes).
45. **MOTION** to adjourn.