

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

16. *1-16-04 Resolution to reconstitute Recreation Advisory Committee.
17. *1-16-05 Resolution to reconstitute Shade Tree Advisory Committee.
18. *1-16-06 Resolution to reconstitute Community Food Pantry Committee.
19. *1-16-07 Resolution to reconstitute Employee Safety Committee.
20. *1-16-08 Resolution to reconstitute Public Information Commission.
21. *1-16-09 Resolution to adopt schedule of meeting dates.
22. *1-16-10 Resolution to establish garbage collection schedule.
23. *1-16-11 Resolution to designate bank depository for the Bail and Magistrate's Accounts.
24. *1-16-12 Resolution to designate bank depository for County Election Account.
25. *1-16-13 Resolution to adopt policy re: personnel discussions in closed session.
26. *1-16-14 Resolution to designate Official Newspaper(s).
27. *1-16-15 Resolution to adopt certain rules, policies, and/or procedures for 2016.
 - 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. *1-16-16 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. *1-16-17 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 – Kathleen Kovach.
 7. Designate Recycling Coordinator & Clean Communities Coordinator – Francis Troy.

30. *1-16-18 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, 2016.
 - (11) Adopt Cash Management Plan for 2016.
 - (12) Authorize Assessor to file counterclaims in certain tax appeals.
 - (16) Authorize Assessor to file tax appeals.
 - (16) Authorize Tax Collector to process certain tax and water/sewer refunds and delinquencies.
 - (16) Authorize approval of certain professional services.
 - (16) 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. *1-16-19 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. *1-16-20 Annual Salary Resolution.
33. *1-16-21 Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.
34. *1-16-22 Resolution to reconstitute the Mayor's Teen Advisory Committee.

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

35. Mayor re-establishes Mayor's Wellness Campaign Committee.
36. A. Mayor appoints the following to serve as Professionals for 2016.

Borough Attorney
Tax Appeal Attorney
Labor Attorney
Borough Auditor
Borough Prosecutor
Bond Counsel
Public Defender
Borough Engineer
Special COAH Attorney
Special Planner
MOTION to confirm.

Edwin Schmierer, Esq.
Martin Allen, Esq.
Arthur Thibault, Esq.
Andrew Hodulik
Patrick Bradshaw
Wilentz, Goldman & Spitzer
Francesco Taddeo
David J. Samuel
Jeffrey Surenian
Phillip Caton
ROLL CALL VOTE

Mayor appoints the following to serve as a Professional for 2016 for a 60 day term:

Borough Planner
MOTION to confirm.

Allen Schectel
ROLL CALL VOTE

B. Mayor appoints the following:

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

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

37. Mayor appoints the following:

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

Padraic Millet
Helen Rovner
NO CONFIRMATION REQUIRED

38. Mayor appoints the following:

Board of Adjustment

Wayne Watkis
Dana Korbman
Wolfram Hoefler
Stan Fessant, Alt. #1
Alexander Kemeny, Alt. #3

Board of Health

David Weissman
Kenneth Sachs

Cable TV Advisory Committee

Carl Wilson

Library Board of Trustees

Carl Wilson

CDBG Advisory Committee

Jon Erickson
Edward Prince
Shelia Highsmith
Sheryl Magaziner
Rebecca Hersh
Gwen Cerasoli
Deborah Morgan

Emergency Management Council

Joseph Olarra
Thomas Hammill
Linda Hoefele
Kathleen Kovach
Donald Rish
Scott Brescher

Commission for Universal Access

Ed Rockoff
Kim Kershaw
Debbie Hehir
Timothy Stark, Alt. #1
Jan Verstraete, 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
Alex Warner
Miriam Lefkowitz, Alt.
Kathi Lombardi, Alt.

Council on Aging

Florence Hoffman
Loleta Mitchell
Rhoda Goldstein
Ann Glatt
Celia Diamond

Recreation Advisory Committee

Greg Trevor
Micky Landis
Jerri Aversa
Bob Butters
Debbie Hehir
Kenneth Haskins
Kathie Pace
Donald Gatling
Jay Weinberg
Stephen Mittler

Shade Tree Advisory Committee

Carol Avelsgaard
Aileen Coffey
Roseann Cala
Karen Swaine
Belinda Beetham
Harvey Klee
Mary Denver
Mike Ross
Roseanne Baruh
Mary Ann Allard

Employee Safety Committee

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

Municipal Alliance

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

Ethics Board

Jeffrey Zajac
Linda Tondow

MOTION TO CONFIRM

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

ROLL CALL VOTE

Dr. Cliff Lacy
David Siegman
Justin Footerman
PtI. 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
Halley Conrad
Sara Leibau
Alex Casey

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

Environmental Commission

Daniel Larkins

NO CONFIRMATION NECESSARY

39. 1-16-23 Resolution to appoint Council Rep. to Planning Board – Philip George.
MOTION adopt/reject. **ROLL CALL VOTE**
40. 1-16-24 Resolution designating Council Representative to Middlesex County CDBG
Committee – Jon Erickson.
MOTION adopt/reject **ROLL CALL VOTE**
41. 1-16-25 Resolution to adopt 2016 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject. **ROLL CALL VOTE**
42. Public Discussion (15 minutes).
MOTION to adjourn.