

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL ORGANIZATION MEETING
TUESDAY, JANUARY 6, 2015 – 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. Oath of Office and Allegiance administered to Mayor-elect Gayle Brill Mittler by Assemblyman Patrick Diegnan.
2. Oath of Office and Allegiance administered to Councilperson-elect Elsie Foster-Dublin by Assemblywoman Nancy Pinkin.
3. Oath of Office and Allegiance administered to Councilperson-elect Joshua Fine by Assemblyman Patrick Diegnan.
4. Oath of Office and Allegiance administered to Councilperson-elect Philip George by Assemblyman Patrick Diegnan.
5. Call to Order and Open Public Meetings Statement.
6. Pledge of Allegiance.
7. Invocation – Rabbi Eliot Malomet.
8. Roll Call.
9. Clerk reports certification of election and qualification of Mayor-elect Brill Mittler and Councilpersons-elect Foster-Dublin, Fine and George.
10. Mayor introduces newly sworn Council Members.
11. 1-15-01 Resolution to adopt Rules of Order for 2015.
MOTION adopt reject. ROLL CALL VOTE
12. 1-15-02 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 2015.
b. Councilperson Erickson nominates Councilperson Welkovits
MOTION that nominations be closed and 2015 Council President elected by acclamation.
14. Presentation of Plaque to 2014 Council President by Mayor Brill Mittler.
15. 1-15-03 Resolution to establish 2015 Standing Committees.
MOTION adopt reject. ROLL CALL VOTE
16. Presentation of Plaque to Fire Chief Michael McMahon by Mayor Brill Mittler.
17. 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 2015 Roster.
MOTION to confirm election. ROLL CALL VOTE
b. Oath of Office and Allegiance administered to new Fire Chiefs by Mayor Brill Mittler.

18. Annual Council Reports.

19. 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

- * 20. 1-15-04 Resolution to reconstitute Recreation Advisory Committee.
- * 21. 1-15-05 Resolution to reconstitute Shade Tree Advisory Committee.
- * 22. 1-15-06 Resolution to reconstitute Community Food Pantry Committee.
- * 23. 1-15-07 Resolution to reconstitute Employee Safety Committee.
- * 24. 1-15-08 Resolution to reconstitute Public Information Commission.
- * 25. 1-15-09 Resolution to adopt schedule of meeting dates.
- * 26. 1-15-10 Resolution to establish garbage collection schedule.
- * 27. 1-15-11 Resolution to designate bank depository for the Bail and Magistrate's Accounts.
- * 28. 1-15-12 Resolution to designate bank depository for County Election Account.
- * 29. 1-15-13 Resolution to adopt policy re: personnel discussions in closed session.
- * 30. 1-15-14 Resolution to designate Official Newspaper(s).
- * 31. 1-15-15 Resolution to adopt certain rules, policies, and/or procedures for 2015.
 - (1) Establish policy for financial reimbursement for challenged populations.
 - (2) Adopt policy for furnishing public information.
 - (3) Adopt policy for use of Borough owned facilities.
 - (4) Adopt policy for Pre-Meeting Notification for Persons with Disabilities.
 - (5) Adopt Façade Improvement Program Policy.
 - (6) Approve Facility Use Alcohol Permit requirement.
 - (7) Adopt Policy for Maintenance of Trees in Borough Right-of-Way by Residents.
 - (8) Authorization to permit Mayor, Borough Administrator or Engineer to sign permits and applications with NJ Dept. of Environmental Protection.
- * 32. 1-15-16 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 summer schedule for Borough Hall and Senior/Youth Center.
- * 33. 1-15-17 Resolution to designate certain positions.
 - (1) Designate Insurance Commissioner – Kathleen Kovach.
 - (2) Designate Alt. Insurance Commissioners – Joan Hullings & Scott Luthman.
 - (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.

- * 34. 1-15-18 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, 2015.
 - (11) Adopt Cash Management Plan for 2015.
 - (12) Authorize Assessor to file counterclaims in certain tax appeals.
 - (15) Authorize Assessor to file tax appeals.
 - (15) Authorize Tax Collector to process certain tax and water/sewer refunds and delinquencies.
 - (15) 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.

- * 35. 1-15-19 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.
 - (11) Establish fee for mailing of Tax Sale Notices.

* 36. 1-15-20 Annual Salary Resolution.

* 37. 1-15-21 Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.

* 38. 1-15-22 Resolution to reconstitute the Mayor's Teen Advisory Committee.

* 39. 1-15-23 Resolution to reconstitute the Capital Improvements Planning Task Force.

40. Mayor re-establishes Mayor's Wellness Campaign Committee.

41. A. Mayor appoints the following to serve as Professionals for 2015.

Borough Attorney
Tax Appeal Attorney
Labor Attorney
Borough Auditor
Borough Prosecutor
Bond Counsel
Public Defender
Borough Engineer
Borough Planner
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
Allen Schectel
Jeffrey Surenian
Phillip Caton
ROLL CALL VOTE

B. Mayor appoints the following:

Court Administrator	Tracey Horan
Deputy Court Administrator	Linda Simons
Deputy Borough Clerk	Jennifer Santiago
ADA Coordinator	Scott Luthman
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. A. Mayor appoints the following:

Board of Health	Daniel Axelrod Diane Heimlich David Ehrenfeld
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Library Board of Trustees	Roberta Kressel
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CDBG Advisory Committee	Jon Erickson Edward Prince Shelia Highsmith
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Emergency Management Council	Thomas Hammill Linda Hoefele Kathleen Kovach Donald Rish Scott Luthman
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Community Food Pantry Committee	Beth Leech Andrea Greenberg-Horowitz Susan Powell Laurel Kornfeld Lynne Platt Monica Day Daniel Goldblatt Jamie Balancia Hagit Mano Lori Freeman Nancy Lord Judith Johnston, Alt. Matthew Brophy, Alt.
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Recreation Advisory Committee	Micky Landis Alan Kluger Jerri Aversa Bob Butters Greg Trevor Debbie Hehir Kenneth Haskins Kathie Pace Donald Gatling Jay Weinberg Stephen Mittler
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Shade Tree Advisory Committee	Carol Avelsgaard Aileen Coffey Roseann Cala Karen Swaine Barbara Lewis Belinda Beetham Harvey Klee Mary Denver Mike Ross Roseanne Baruh
Employee Safety Committee	Scott Luthman Stephen Rizco Donald Rish Ed Corson Renee George Mike McMahon Brian O'Mara Kim Perkins
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. Ptl. Jose Curbelo, Police Designee
Ethics Board	Fred Cole Paul Ambos
Capital Improvements Planning Task Force	Dr. Clinton Andrews Israel Soto Jane Stanley Chief Stephen Rizco Donald Rish Kathleen Kovach Adam Sherman Marc Mappen Jon Erickson Jenni Chapman H. James Polos Christine Thornton Kim Hammond Nancy Wolf
MOTION TO CONFIRM	ROLL CALL VOTE
B. Mayor appoints the following: Mayor's Wellness Campaign Committee	Dr. Cliff Lacy David Siegman Justin Footerman Ptl. Gaetano Palumbo
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
Planning Board	Scott Luthman Alan Kluger Lita Greenberg, Alt. #2

NO CONFIRMATION NECESSARY

44. 1-15-24 Resolution to appoint Council Rep. to Planning Board – Philip George.
MOTION adopt/reject. ROLL CALL VOTE
45. 1-15-25 Resolution designating Council Representative to Middlesex County CDBG
Committee – Jon Erickson.
MOTION adopt/reject ROLL CALL VOTE
46. 1-15-26 Resolution to adopt 2015 Municipal and Water & Sewer Temporary Budgets.
MOTION adopt/reject. ROLL CALL VOTE
47. Public Discussion (15 minutes).
48. MOTION to adjourn.