BOROUGH OF HIGHLAND PARK

MAYOR & COUNCIL CONFERENCE MEETING

TUESDAY, FEBRUARY 5, 2019

# MINUTES

1. Mayor Brill Mittler called the meeting to order at 8:02 p.m.

1. PRESENT: Mayor; Council, (except Councilperson Foster-Dublin); Borough Attorney; Borough Administrator; Borough Clerk.

Councilperson Welkovits left the meeting at 8:08 p.m.

### NOTE: Upcoming Meeting schedule:

**February 12, 2019 Standing Committee Meetings; Special Meeting if needed.**

**February 19, 2019 Agenda Meeting 6:30 PM; Regular Meeting 7:00 PM; Conference Meeting to follow.**

1. Public Discussion (15 minutes) – none.
2. Memorial or Commendatory Resolutions or Presentations scheduled as indicated:

a.

1. Ordinances on 1st Reading – no ordinances scheduled for introduction for 2/19/19:

a. Tax Collector Ordinance.

b.

1. Ordinances on 2nd Reading – no public hearings scheduled for 2/19/19:

a. Boards, Committees, and Commissions Ordinance Amendment.

b.

1. Resolutions for Next Meeting - scheduled for 2/19/19:

a. Bills List (2/19/19).

b.

c.

d.

1. Appointments – none.
2. Borough Attorney’s Report – none.
3. Borough Administrator’s Report – none.

11. Standing Committee Status Reports – none.

 12. Discussion Items.

a. Deer Management – Borough Administrator Jover noted that they had a good meeting with representatives from Fish and Wildlife. Getting proposal to do the drone survey. A lot of the land where the deer are located is not Borough property; it is County property and Rutgers property. She will look into having those entities chip in for the drone survey. Proposal for drone survey was $1,800. Will hold open public meeting with Fish and Wildlife after the survey is conducted. It takes two weeks to conduct the survey and approximately one week to issue the report.

b. Utility Engineering Contract – Borough Administrator Jover noted that she has a proposal from Middlesex Water Company and she met with Jan today. Need to get moving on these projects. The hold up on these projects was the funding. One of the things that needs to be done is updating the ordinance for the large meter program as they did run a deficit of $240,000. Have to get some professional help and not live quarter to quarter. Middlesex Water Company will bring a team approach. They have a person who ran the Monroe program and knows about not raising rates for political purposes. The first thing they will work on is the ordinance to enforce testing on large meters. Failure to test the meters means you would be charged. Will need to cancel infrastructure bank ordinance approach as funding will not be available. Borough Council can adopt a professional services resolution to authorize this work. Mayor Brill Mittler noted the importance of getting this moving as the Borough Administrator is now currently overseeing the Department of Public Works, the Tax Office, the Water & Sewer Department and the Finance Department. Borough Administrator Jover noted that Middlesex Water Company is very highly regarded by the NJDEP with respect to infrastructure management. Councilman George noted that he has met with representatives of Middlesex Water Company for the last 3 years. The Borough is a year behind and at least a century behind in infrastructure management. If the Borough is not careful, they will be forced to put in a water tower. Middlesex Water Company is giving advice on infrastructure. Other towns are doing it a different way. Borough Administrator Jover went over the cost proposal broken down into categories. Mayor Brill Mittler noted that if the Borough does not go with Middlesex Water Company, they would have to hire personnel to run the department, which would entail the collection and preparation of bills and the supervision of the Water & Sewer Department staff. Borough Administrator Jover noted that Middlesex Water Company will work with the Borough Engineer on bid specs and will make recommendations and she will bring those recommendations to the Governing Body. Councilman Fine asked about the deficit. Borough Administrator Jover noted that the Borough could anticipate additional revenue coming in for 2019. The American Properties project is moving forward with 100 units and the Borough could anticipate $300,000 in fees charged for tie ins. Need to update the ordinance for the tie in fees, as the fees are too low. Councilman Fine commented that the Borough should look into selling the system and building the water tower. Borough Administrator Jover noted that the Borough needs to do an asset management plan, as that is required by the State. If Middlesex Water Company bought the system, they would replace all the meters. Councilman Fine asked what the Water & Sewer Department does. Councilman George noted that they are responsible for meter readings, mark outs, minor repairs and final readings.

c. Upper Raritan Road Diet – Mayor Brill Mittler noted that the tragic accident happened three years ago. Met with DOT representatives after the incident and now that the election has occurred, there are different people at DOT, and the previous representatives left with all of Highland Park’s records. Senator Diegnan’s Chief of Staff was coordinating the effort at that time. He got approval from the DOT, but he has left Senator Diegnan’s office. There is a new Chief of Staff and the result of her last conversation with the DOT was that they finished part 1 of the study and are able to go to step 2 of 5. She wrote a letter to Senator Diegnan, his Chief of Staff, and representatives from the DOT about reducing the speed limit on Route 27 all through Highland Park to 25 miles per hour. She also requested that they pass legislation that tells the DOT to do the road diet.

d. 433 Cleveland Avenue – Borough Administrator Jover reported that a meeting was held with the proposed girl’s school developer. The feedback from the meeting was ratables, traffic safety, and walkability. The Borough Planner will look at the plan and give input and then they will meet with the developer to present the Planner’s suggestions. She spoke to the Tax Assessor about PILOT program and was able to obtain a copy of one used in Plainsboro.

e. Support for Highland Park Project Graduation – Borough Council usually chips in together and runs an ad.

f. Eyeglass Benefits for Council – Borough Administrator Jover noted that the Borough offers eyeglass reimbursement to their employees. Would like to offer this benefit to the Governing Body.

g. Cell Phone Policy for Mayor and Council – Tabled from discussion until February 19, 2019.

13. Goals – Not discussed.

14. Executive Session – none.

There being no further business, on motion made by Councilman George, seconded by Councilman Fine, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 9:20 PM.

Respectfully submitted,

Joan Hullings

Borough Clerk