

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL CONFERENCE MEETING
TUESDAY, JANUARY 15, 2019

MINUTES

1. Mayor Brill Mittler called the meeting to order at 8:22 p.m.
2. PRESENT: Mayor; Council, (except Councilpersons Fine, Welkovits); Borough Attorney; Borough Administrator; Borough Clerk.

NOTE: Upcoming Meeting schedule:

**January 22, 2019 Standing Committee Meetings; Special Meeting if needed.
February 5, 2019 Agenda Meeting 6:30 PM; Regular Meeting 7:00 PM;
Conference Meeting to follow.**

3. Public Discussion (15 minutes) – none.
4. Memorial or Commendatory Resolutions or Presentations scheduled as indicated:
 - a.
5. Ordinances on 1st Reading – no ordinances scheduled for introduction for 2/5/19:
 - a. HP Equity Ordinance Amendment.
 - b.
6. Ordinances on 2nd Reading – no public hearings scheduled for 2/5/19:
 - a. Plastic Bag Ordinance.
 - b.
7. Resolutions for Next Meeting - scheduled for 2/5/19:
 - a. Bills List (2/5/19).
 - b. Standing Committee Resolution Amendment.
 - c.
 - d.
8. Appointments – none.
9. Borough Attorney's Report – Borough Administrator Jover noted that the Cleveland Avenue community meeting will be held with local property owners and business owners on January 24, 2019. There will be a forum for input on what they envision for that area on January 31st.
10. Borough Administrator's Report – none.
11. Standing Committee Status Reports – none.
12. Discussion Items.
 - a. Job Opening Tax Collector – Borough Administrator Jover noted that the Tax Collector is leaving the Borough. Looking at options to configure the Tax Office. There is also an opening for Chief Financial Officer. The #1 option is to look for a part-time Chief Financial Officer and a full-time Tax & Utility Collector. The #2 option is a full-time Chief Financial Officer and Tax Collector. Would have to back fill the Utility Clerk position. They would need to handle the day to day billing, meter reading, etc. Will advertise the openings with the two options. This will be the Tax Collector's last week. She is willing to stay on in an interim basis. She could work a

- full day on Friday and work remotely. She is looking for \$500-\$1,000 a week for 10-15 hours a week.
- b. Energy Audits/Upgrades – Borough Administrator Jover noted that they were persuaded by PSE&G to do an audit. Would finance 70%/30% through utility bills for 3 years (lights, boilers, LED) through direct install program. Could roll in some of the HVAC issues. They visited every Borough building and most of the issues in the buildings involve lighting.
 - c. Sustainable Jersey Recertification – Borough Administrator Jover noted that she is working on getting her Assistant, Emma, up to speed on what needs to be done by the Department of Public Works. They want to be silver champions. Need to appoint Sustainable delegates or liaisons from each board/commission.
 - d. Borough Parking Lots – Borough Administrator Jover asked the Borough Engineer to look at the parking lots for maintenance issues, specifically, the Library, South 3rd Avenue and the farmer's market. The farmer's market, just down the middle, would cost \$20,295; South 3rd Avenue would cost \$18,885; the library would cost \$18,885; and the crosswalk at South 3rd Avenue and Magnolia Street would cost \$9,999. The total would be \$67,813 for all the lots to be milled and repaved. Would like to build this into the bid spec so that it part of a big job. Need to get this to DOT and then get bid specs out. Mayor Brill Mittler mentioned the issue of the Main Street Highland Park building and the fact that they are having meetings there. Cannot have people in the building as there is no handicapped ramp. Borough Attorney to write letter to Main Street regarding liability.
 - e. Police Data Analysis – Councilman Hale noted that he did comparisons of Highland Park and Middlesex County. He is now looking at 23 arrest cases. There is no pattern of a particular officer. Looking for pattern regarding traffic stops. He and the Mayor met with the Police Chief and Lieutenant Abrams and Lieutenant Hammill. Both Lieutenants are happy to cooperate and want to figure this out. They are awaiting the report from DeLacey Davis. NJ.com got their information through OPRA requests for data from 2016, 2017 and 2018.
 - f. Public Forum – Police Promotion Process – Councilman Hale noted that there will be a public forum on February 6, 2019 to solicit comments concerning the ongoing police promotion process. The Borough Attorney's Office issued a confidential attorney-client communication outlining the process for police promotions. There was a discussion about police recruitment of new officers. Borough Administrator Jover noted that the Labor Attorney did a survey of comparable Police Departments. The salaries start low, but the steps go up very quickly.

13. Goals – Not discussed.

14. Executive Session – none.

There being no further business, on motion made by Councilman George, seconded by Councilwoman Foster-Dublin, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 9:44 PM.

Respectfully submitted,

Joan Hullings
Borough Clerk