

BOROUGH OF HIGHLAND PARK
MAYOR & COUNCIL CONFERENCE MEETING
TUESDAY, MARCH 5, 2019

MINUTES

1. Mayor Brill Mittler called the meeting to order at 8:54 p.m.
2. PRESENT: Mayor; Council, (except Councilperson Kim-Chohan); Borough Attorney; Borough Administrator; Borough Clerk.

NOTE: Upcoming Meeting schedule:

March 11, 2019	Public Safety Committee Meeting 3:30 PM.
March 12, 2019	Standing Committee Meetings; Special Meeting if needed.
March 19, 2019	Agenda Meeting 6:30 PM; Regular Meeting 7:00 PM; Conference Meeting to follow.
April 4, 2019	Economic Development & Planning Committee Meeting 8:30 AM.

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 3/19/19:
 - a. Financial Agreement Ordinance – 31 River Road.
 - b.
6. Ordinances on 2nd Reading – no public hearings scheduled for 3/19/19:
 - a.
 - b.
7. Resolutions for Next Meeting - scheduled for 3/19/19:
 - a. Bills List (3/19/19).
 - b.
 - c.
 - d.
8. Appointments – none.
9. Borough Attorney's Report – none.
10. Borough Administrator's Report – none.
11. Standing Committee Status Reports – none.
12. Discussion Items.
 - a. Budget process – Borough Administrator Jover presented the Department Head's budgets to the Council. A special meeting is scheduled to go over the budget requests. Council Liaisons should know their department budgets. Councilman Fine asked that the Borough Administrator find out where the school and county are with their budgets. The Budget needs to be introduced by April 2, 2019.
 - b. Track and Turf Field Project – Borough Administrator Jover met with Scott Taylor and Linda Hoefele of the Board of Education. There was an arrangement done in

2006. The Borough has an easement and it enabled the Borough to approach the County for an open space grant. They want to go in together on it. Need to apply to the County and use capital money. It is \$800,000 to \$1,000,000 for the whole project and would be split half and half between the Borough and the school. Need to get approval to have CME complete engineering drawings and provide a cost estimate. They worked on this project the last time and they looked at new technologies. They will split the cost for all of this and if the funding does not materialize, they will split the cost of the engineering costs. She spoke with Rick Lear of the County Parks Department. Because of a pre-existing arrangement, they will look at lights they will shut off automatically (LED) and the playground and hoops.
- c. MSHP Budget – Councilwoman Welkovits noted that Main Street hired Javier as a full time employee. They want to increase their budget by raising the BID from \$157,000 to \$184,000. A large portion of the Main Street budget is raised from the BID tax on the commercial properties and multi-family units. They are hosting bigger and better events. Council would like to see 2018 actual budget numbers. Councilman George commented that they should start to increase the BID tax a little bit, but not all this year. Councilman Fine asked what they will do if we don't raise the BID. Councilwoman Welkovits was advised to go back to Main Street and let them know that the Council wants to see their 2018 budget and actuals and ask them what would happen if BID is not increased by 17% and split over 2 years. Try for one year and implement the pattern of gradual increases.
 - d. Library Budget – Councilman Fine reported that at the February 24th Library Board meeting, they voted to lay off and reduce hours based on discussions with himself and the Borough Administrator. The Board President asked him to advocate for the library as referenced in their February 27th letter to him. They plan to charge for DVD rentals and plan to institute a Library gala to raise funds. They want to know if they come up with \$20,000 if the Borough would give them \$30,000 to make up the amount that was lost last year. Borough Administrator Jover thanked them for their input and told them they would get back to them after we get numbers from the school and the county. She went over their statistics for E-downloads. Councilman Fine noted that Metuchen spends \$250,000 less than Highland Park. The Library should put their policies in writing about what they plan to do.
 - e. Master Plan Update – Borough Administrator Jover noted that the process is in place. Utilizing interns from the Bloustein school who are working with Jim and Chris of LRK. They will be updating the maps of the original Master Plan done in 2003 along with the re-examination report. They will meet on the 11th for the first pass. They are targeting Upper Raritan Avenue and Woodbridge Avenue. They will help with the tee off of public meeting with the Planning Board. Councilman Hale suggested that they take a look at South Orange.
 - f. Fire Hydrant/Valve Testing Proposal – Borough Administrator Jover explained that this is required. Need to get with CME to do an engineering spec and initial cost proposal. Bid must be done within the next couple of months.

13. Goals – Not discussed.

14. Executive Session – none.

There being no further business, on motion made by Councilwoman Foster-Dublin, seconded by Councilman Hale, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 10:00 PM.

Respectfully submitted,

MAYOR & COUNCIL CONFERENCE MEETING
MINUTES – 3/5/19

Joan Hullings
Borough Clerk