## BOROUGH OF HIGHLAND PARK MAYOR & COUNCIL CONFERENCE MEETING TUESDAY, DECEMBER 18, 2018

## MINUTES

- 1. Mayor Brill Mittler called the meeting to order at 6:02 p.m. and 10:20 p.m.
- 2. PRESENT: Mayor; Council (except Councilpersons Hale, Kim-Chohan); Borough Attorney Schmierer; Borough Administrator; Borough Clerk.

## **NOTE: Upcoming Meeting schedule:**

## January 2, 2019 Adjourned Meeting 6:30 PM Borough Hall. Organization Meeting 7:00 PM Borough Hall.

- 3. Public Discussion (15 minutes) none.
- 4. Memorial or Commendatory Resolutions or Presentations scheduled as indicated none.
- 5. Ordinances on 1st Reading no ordinances scheduled for introduction for 1/2/19:
- 6. Ordinances on 2<sup>nd</sup> Reading no public hearings scheduled for 1/2/19:
- 7. Resolutions for Next Meeting scheduled for 1/2/19:
  - a. Resolution to adopt Rules of Order for 2019.
  - b. Resolution to adopt Mission Statement for 2019.
  - c. Resolution to establish 2019 Standing Committees.
  - d. Resolution to reconstitute Recreation Advisory Committee.
  - e. Resolution to reconstitute Shade Tree Advisory Committee.
  - f. Resolution to reconstitute Community Food Pantry Committee.
  - g. Resolution to reconstitute Employee Safety Committee.
  - h. Resolution to reconstitute Public Information Committee.
  - i. Resolution to adopt schedule of meeting dates.
  - j. Resolution to establish garbage collection schedule.
  - k. Resolution to designate bank depository for the Bail & Magistrate's Accounts.
  - I. Resolution to adopt policy re: personnel discussions in closed session.
  - m. Resolution to designate official newspaper(s).
  - n. Resolution to adopt certain rules, policies and/or procedures for 2019.
  - o. Resolution to establish rules, policies and procedures concerning administrative and organization matters.
  - p. Resolution to designate certain positions.
  - q. Resolution to adopt rules and procedures governing financial, tax and contractual matters.
  - r. Resolution to establish certain fees.
  - s. Annual Salary Resolution.
  - t. Resolution re: Zoning Board of Adjustment and Planning Board Attorneys.
  - u. Resolution to reconstitute Mayor's Teen Advisory Committee.
  - v. Resolution to reconstitute the Capital Improvements Planning Task Force.
  - w. Resolution to appoint Council Rep. to Planning Board.
  - x. Resolution to designate Council Rep. To Middlesex County CDBG Committee.
  - y. Resolution to adopt 2019 Municipal and Water and Sewer Temporary Budgets.

- 8. Appointments Discussion by Council Members to review boards and commissions list for appointments to be made at the Reorganization Meeting. Consensus of Council to hold board/commission appointments and just appoint professionals at the Reorganization Meeting.
- 9. Borough Attorney's Report none.
- 10. Borough Administrator's Report none.
- 11. Standing Committee Status Reports none.
- 12. Discussion Items.
  - a. Water/Sewer Update Discussion deferred.
  - b. Budget Update Borough Administrator Jover noted that the Department Heads have submitted their budgets and are meeting with their Council Liaisons.
  - c. Place making Studio Discussion deferred.
  - d. Plastic Bag Ordinance Update Discussion deferred.
  - e. Band-Aid Bench Not discussed.
  - f. Teen Center Update Not discussed.
  - g. Bias Free Update Not discussed.
  - h. Police New Hire Not discussed.
  - i. Boards/Commissions Vacancies Mayor Brill Mittler will review the reappointments and vacancy slots with the Borough Clerk.
  - j. Reorganization Draft Agenda Borough Clerk provided Governing Body with draft of Reorganization Meeting Agenda for their review.
  - k. Dental Benefits Borough Administrator Jover advised that switching dental benefits for employees to Delta Dental will save the Borough approximately \$6,000/year. They already started doing outreach to the unions about the potential switch. Open enrollment for this change will be in January.
- 13. 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 10:49 PM.

Respectfully submitted,

Joan Hullings Borough Clerk