

BOROUGH OF HIGHLAND PARK  
MAYOR & COUNCIL CONFERENCE MEETING  
TUESDAY, JANUARY 16, 2018

MINUTES

1. Council President George called the meeting to order at 6:08 p.m. and 7:40 p.m.
2. PRESENT: Council (except Councilwoman Foster-Dublin); Borough Attorney Tauriello; Borough Administrator; Borough Clerk.  
Also Present: CFO Gardner.

On motion made by Councilwoman Welkovits, seconded by Councilman Fine, the Borough Attorney was authorized to take action consistent with what was discussed in the executive session. The motion was adopted by the following roll call vote, to wit:

Ayes: Councilpersons Fine, George, Hersh, Kim-Chohan, Welkovits.

Opposed: None.

Absent: Councilperson Foster-Dublin.

**NOTE: Upcoming Meeting schedule:**

<b>January 23, 2018</b>	<b>Standing Committee Meetings; Special Meeting if needed.</b>
<b>January 24, 2018</b>	<b>Public Works &amp; Public Utilities Committee Meeting 8:30 AM.</b>
<b>January 31, 2018</b>	<b>Economic Development &amp; Planning Committee Meeting 8:30 AM.</b>
<b>February 2, 2018</b>	<b>Health &amp; Human Services Committee Meeting 9:00 AM.</b>
<b>February 6, 2018</b>	<b>Council Committee Reports 6:00 PM; Agenda Meeting 6:30 PM; Regular Meeting 7:00 PM; Conference Meeting to follow.</b>
<b>February 13, 2018</b>	<b>Standing Committee Meetings; Special Meeting if needed.</b>
<b>March 14, 2018</b>	<b>Recreation &amp; Arts Committee Meeting 9:00 AM.</b>

3. Public Discussion (15 minutes) – none.
4. Memorial or Commendatory Resolutions or Presentations scheduled as indicated:
  - a.
5. Ordinances on 1<sup>st</sup> Reading – no ordinances scheduled for introduction for 2/6/18:
  - a.
  - b.
6. Ordinances on 2<sup>nd</sup> Reading – no public hearings scheduled for 2/6/18:
  - a.
  - b.
7. Resolutions for Next Meeting - scheduled for 2/6/18:
  - a. Bills List (2/6/18).
  - b.
  - c.
  - d.
  - e.
  - f.
8. Appointments – Auditor (2017) – 2/6/18,

9. Borough Attorney's Report – none.
10. Borough Administrator's Report – none.
11. Standing Committee Status Reports – none.
12. Discussion Items.
  - a. Bond Issue for 2018 – Borough Administrator Jover and CFO Gardner explained to the Governing Body that there is temporary financing that is coming due on April 8. It is the 8.3-million-dollar bond taken out for land acquisition and the teen center. There are 3 options available: (1) permanently finance; (2) roll over for another year; or (3) go out to the market. The 1<sup>st</sup> option is a risk with interest rates jumping. Borough Administrator Jover is working on capital project needs of the Borough going forward. Can include new projects in the permanent financing, but not ready to go. If the Borough rolls the notes, would have to pay down remainder of \$125,000. For permanent financing, issue bonds in April and pay monthly installments and interest. The Borough has a 2-week period to make a decision. Would need resolution in early part of February to get this rolling. Notes were issued last November at 1.24%. Rates now range from 1.75 to 2%. Council President George asked about financial impact to finance the \$8.3 million. CFO Gardner noted that it would stabilize the debt service. Councilwoman Welkovits would like to see a synopsis of this in writing prior to Council making a decision.
  - b. Beekeeping Resolution – Council President George noted that the resolution is on tonight's agenda and was requested to be added by Environmental Commission and Sustainable Highland Park. The resolution needs to be done this week as the deadline to submit objections is Friday. The new regulations would ban the Borough's beekeeping as hives would need to have a 10' high barrier.
  - c. NJPA Contract with UniFirst – Borough Administrator Jover explained that this is a contract for janitorial supplies and uniforms. The Borough would be purchasing these services through a national cooperative. Will need another resolution to finalize this contract and to clean up some outstanding items.
  - d. Recycling – Council President George noted that he met with the Department of Public Works at their December meeting with regard to Chinese wall on electronics recycling. Recycling Coordinator Troy advised him that this is a real issue for the Borough. He explored single stream recycling and the expansion of items and goods. The analysis showed that the Borough should stay with single stream recycling.
  - e. 2017 Auditor – Borough Administrator Jover noted that 2 firms submitted proposals to be considered Auditors for the Borough. The proposals are about \$50 apart in price. They looked at costs for them to also provide auditing services for the Library, Main Street Highland Park and the Redevelopment Agency. Samuel Klein and Co., works for a lot of Middlesex County Municipalities and other towns the size of Highland Park. Jerry Stankewicz would be the Borough's contact at Samuel Klein and Co. The reference check for this firm was good and they agreed to charge ½ price for all of the other 3 agencies. Appointment would need to be done at the next meeting. CFO Gardner spoke about the need for internal controls within the Borough.
  - f. Capital Improvements Senior/Youth Recreation Center – Borough Administrator Jover and Councilwoman Kim-Chohan spoke with Recreation Program Coordinator and Aging Coordinator regarding the painting and maintenance that needs to be done at the center. Work to begin in February/March.
  - g. Part-time Receptionist Senior/Youth Recreation Center – Item not discussed.

- h. 2018 Fees – Aging/Recreation – Councilwoman Kim-Chohan handed out a schedule of fees that each department would like to raise. Borough Administrator Jover noted that they need to know the change in revenue based on the current fees. Councilman Fine would like to know how much money is collected in sponsor fees. Discussion ensued about increase in fees and how it will affect future participation.
- i. Walter Avenue – Councilwoman Welkovits briefed the Governing Body on the proposed project for Walter Avenue site owned by Dr. Glasgold. There are 3 different scenarios and the Rehabilitation Screening Committee would like to host a neighborhood meeting next Monday or Tuesday to discuss the plans for the site.
- j. Buck Woods – Councilman Fine noted that trees were removed from the site along with some debris. They requested that testing start tomorrow but due to the weather it will not start until next week. They need to notify the Police Department and start at appropriate times. Letters were sent out in advance of tree removals.
- k. Marijuana – Councilman Fine noted that he would like to see a task force created about this issue. Council President George noted that the Borough should site tight for now. The US Attorney General will enforce federal law. This matter falls under the Public Safety Committee.

13. Executive Session – none.

There being no further business, on motion made by Councilman Hersh, seconded by Councilman Fine, and carried by affirmative voice vote of all Councilpersons present, the meeting adjourned at 8:10 PM.

Respectfully submitted,

Joan Hullings  
Borough Clerk