

BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

171 BAY AVENUE
07732
COUNTY OF MONMOUTH
PHONE: 732-872-1224
FAX: 732-872-0670
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FRANK L. NOLAN
MAYOR
TIM HILL
ADMINISTRATOR
CAROLYN M. CUMMINS
BOROUGH CLERK

MAYOR AND COUNCIL REGULAR/WORK SHOP MEETING WEDNESDAY, FEBRUARY 3, 2016 7:00 P.M.

Meeting Location: Robert D. Wilson Memorial Community Center, 22 Snug Harbor Ave, Highlands

Call to Order
Meeting Statement
Roll Call
Executive Session Resolution

EXECUTIVE SESSION: 7:00 p.m.

Litigation: **Clam Plant Lease
Tilt up Project Update**

Contract Negotiation: **Property Tax Demonstration Program
Lease**

Real Estate:

Personnel: **Louis Fundora - RICED**

Investigation:

Attorney-Client Communications: **Zoning Ordinance Amendment
Cat Ordinance Amendment**

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING: 8:00 p.m.

Resolution:

1. R-16-49 Resolution Appointing Borough Attorney

Public Portion on Consent Agenda Only

Consent Agenda:

1. R-16-48 Resolution Authorizing Refund of Tax Overpayment
2. R-16-51 Resolution Amending Contract for Pumping Services S. Bay Pump Station
3. R-16-52 Resolution Declaring Emergency Condition – Sewer Repair
4. R-16-54 Resolution Approving Participation in “Paint the Town Pink”
5. R-16-55 Resolution Approving Compensation in Lieu of Medical Benefits
6. R-16-56 Resolution Pledging Support for NJ Wildlife Plan
7. R-16-57 Resolution Pledge Support for Sustainable Land Use Pledge
8. R-16-58 Resolution Green Design for Municipal Buildings
9. R-16-59 Resolution Supporting Green Acres Program Pre Application
10. R-16-60 Resolution Approving Change Order #2 for Defino
11. R-16-63 Resolution Authorizing Reduction of Performance Guarantees for Pulte
12. Payment of Bills – Complete Copy Available for Public to View at Borough Clerks Office and or on the website www.highlandsnj.us
13. Regular Minutes – January 1, 2016

Other Resolutions:

1. R-16-45 Resolution Appointing Open Space Committee Members
2. R-16-47 Resolution Authorizing Professional Engineering Services for Tax Map Update
3. R-16-50 Resolution Appointing Auditor
4. R-16-61 Resolution Amending 2016 Temporary Budget
5. R-16-62 Resolution Awarding Professional COAH Planning Services

Committee Reports:

1. Finance
2. Public Safety
Fire Department
First Aide
3. Administration
4. Board of Education
5. Highlands Business Partnership
6. Shared Services

Other Business:

1. Request for Approval of Bulkhead Repair for 42 S. Bay Ave
2. Mayors Appointments to Planning Board – Land Use Board

PUBLIC PORTION:

Adjourn:

1/29/2016 3:46 PM

NOTE: Formal Action May Be Taken on Any and All Agenda Items

****THIS RESOLUTION WAS TABLED AT THE JANUARY 20TH MEETING****
**** Mayors Appointment with Consent of Council****

R-16-45
RESOLUTION APPOINTING MEMBERS
OF THE OPEN SPACE COMMITTEE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Open Space Committee:

1. Council Representative Member
1 year term expiring 12/31/16
2. Regular Member 3 year term
to expire 12/31/18

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

Date: February 3, 2016

CAROLYN CUMMINS, BOROUGH CLERK

I, _____, Clerk/Deputy Clerk, do hereby certify this to be a true copy of the Resolution adopted by the Governing Body of the Borough of Highlands on January 20, 2016.

**** FAILED ADOPTION****
R-16-19
RESOLUTION APPOINTING MEMBERS
OF THE OPEN SPACE COMMITTEE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Open Space Committee:

- | | |
|-----------------------|--|
| 1. Rebecca Kane-Wells | Council Representative Member
1 year term expiring 12/31/16 |
| 2. Doug Widman | Regular Member 3 year term
to expire 12/31/18 |

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON				X		
CARD				X		
D'ARRIGO				X		
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA YES X NO						

Date: January 1, 2016

CAROLYN CUMMINS, BOROUGH CLERK

I, _____, Clerk/Deputy Clerk, do hereby certify this to be a true copy of the Resolution NOT adopted by the Governing Body of the Borough of Highlands on January 1, 2016.

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

R-16-47

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
T & M ASSOCIATES**

WHEREAS, the Borough of Highlands had a need for professional engineering services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5. This contract is to provide professional engineering services to Update the Borough Tax Map; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of T & M Associates, Eleven Tindall Road, Middletown, N.J. 07748-2792 is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$13,000.00 plus reimbursable expenses for Professional Engineering Services to provide professional engineering services to the Borough of Highlands during the year 2016 and

WHEREAS, T&M Associates has completed and submitted a Business Entity Disclosure Certification which certifies that T&M Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit T&M Associates from making any reportable contributions through the term of the contract, and

WHEREAS, T & M Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands:

I hereby certify funds are available as follows:

Patrick DeBlasio, Chief Financial Office

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED BY THE Borough Council of the Borough of Highlands as follows:

1. T & M Associates is hereby retained to provide professional engineering services as described above for an amount not to exceed \$ \$13,000.00 plus reimbursable expenses.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

Date: February 3, 2016

CAROLYN CUMMINS, BOROUGH CLERK

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Borough of Highlands at a meeting held February 3, 2016.

BOROUGH CLERK/DEPUTY CLERK



YOUR GOALS. OUR MISSION.

HGHL-G1601

January 28, 2016

Timothy Hill
Borough Administrator
Borough of Highlands
42 Shore Drive
Highlands, New Jersey 07732-1405

Via Email & First Class Mail

Re: Tax Map Update Fees

Dear Mr. Hill:

As you may or may not be aware, the Borough's tax maps have not been updated since 2010. This is mainly due to the unfortunate devastation the Borough has experienced from Hurricane Irene in 2011 and Superstorm Sandy in 2012.

Unfortunately, as a result there is a significant amount of effort required to review, research and update all of the changes since 2010. To date, we have spent approximately \$3,000 in preparation and research. In order to complete the research, update the mylar tax maps by hand and circulate to the Borough and State as required, we request an amount not to exceed \$13,000 to cover current expenditures and anticipated effort.

We will proceed with completing this assignment upon authorization.

If you have any questions or require additional information on any of the above items, please contact me at your earliest convenience.

Very truly yours,

T&M ASSOCIATES

DALE R. LEUBNER
CLIENT SERVICES MANAGER

DRL:lkc

c: Honorable Frank Nolan, Mayor
Borough Council and Council Elects (Individually)
Carolyn Cummins, Borough Clerk
Bruce Padula, Borough Attorney
Pat DeBlasio, Borough CFO
Kim Gonzalez, Borough QPA

H:\HGHL\G1601\Correspondence\Hill_DRL_Tax Map Fees.doc

**R-16-48
RESOLUTION
AUTHORIZING REFUND OF TAX OVERPAYMENT**

WHEREAS, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

WHEREAS, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to certain enumerated individuals,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed below, and attached hereto:

BLOCK LOT YEAR AMOUNT NAME

11.08 8 2015 \$594.26 Broten, Carroll Lynn

DATE: February 3, 2016

Carolyn Cummins, Borough Clerk

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES		NO	

Date: February 3, 2016

****Mayor Appointment with Consent of Council****

R-16-49

**RESOLUTION APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR
YEAR 2016 &
AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL LEGAL SERVICES CONTRACT**

WHEREAS, the Borough of Highlands has a need for Municipal Attorney to provide professional legal services to the Borough of Highlands for the calendar year 2016 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough advertised in an official newspaper and on the borough's website for the receipt of Request for Proposals for Legal Services; and

WHEREAS, the Borough received eight proposals from the following Law Firms:

1. Mauor, Savo, Camerino & Grant, PA
2. The Scott Arnette Law Firm, LLC
3. Eric M. Bernstien and Associates
4. Ronald P. Mondello, P.C.
5. Hoagland, Longo, Moran, Dunst & Doukas, LLP
6. Cleary, Giacobbe, Alfieri, Jacobos, LLC
7. Bachman & Newman, LLC
8. Bachman & Newman, LLC
9. Long, Marmero & Associates, LLP

WHEREAS, such professional legal services can only be provided by licensed professionals and the Mayor has offered the name of _____, Esq. of the law office of _____ and it is so recognized;

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, the law office of _____, has completed and submitted a Business Entity Disclosure Certification which certifies that their Law Office has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year, and that the contract will provide to prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Law Office of _____, LLC has completed and submitted a Political Contribution Disclosure for in accordance with P.L 2005, c271; and

WHEREAS, this contract is awarded as Fair and Open contract for an amount not to exceed \$ _____ plus reimbursable expenses for Professional Legal Services provided to the Borough for the period of January 1, 2016 through December 31, 2016 at rate of a monthly

retainer in the amount of \$ _____ and an hourly rate of \$ ____ per hour for services outside of contract.

WHEREAS, _____, has submitted the attached contract for Professional legal services for the calendar year 2016; and

WHEREAS, the Governing Body has reviewed the attached contract for Professional Engineering Services for 2016; and

WHEREAS, certification of the availability of funds is hereby provided contingent upon the adoption of the 2016 Budget by the Chief Financial Officer.

Legal Other Expenses
Sewer Utility Other expenses

Patrick DeBlasio, CFO

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Highlands Governing Body as follows:

1. _____, of the _____, LLC is hereby appointed as Borough Attorney for the calendar 2016 and is awarded a professional service contract for an amount not to exceed \$66,000 for professional legal services provided for the period of January 1, 2016 through December 31, 2016 and the Mayor and Borough Clerk are hereby authorized to execute contract.
2. The attached Professional legal services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

**** Mayor Appointment with Consent of Council****

**R-16-50
RESOLUTION APPOINTING MUNICIPAL AUDITOR FOR THE CALENDAR YEAR
2016 &
AUTHORIZING THE AWARD OF A "FAIR AND OPEN" CONTRACT
FOR PROFESSIONAL AUDITING SERVICES**

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2015; and

WHEREAS, the Borough has gone through the fair and open process, advertised on its website and in the for the solicitation for receipt of request for proposals for professional auditing services; and

WHEREAS, the Borough received the following three RFP:

- | | |
|---------------------------------|-------------|
| 1. Holman, Frenia, Allison P.C. | \$56,950.00 |
| 2. Hodulik & Morrison, PA | \$58,000.00 |
| 3. Fallon & Larson | \$60,400.00 |

WHEREAS, the Borough has reviewed all proposals received and it was determined that the firm of _____, LLP, satisfies the requisites contained in the request for proposals to be considered for professional services that the Borough may require during the contract year; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, the office of _____ LLP has completed and submitted a Business Entity Disclosure Certification which certifies that the Auditing Office of _____, LLP has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year, and that the contract will provide prohibit the auditing office _____ LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the firm of Fallon & Larsen, LLP has completed and submitted a Political Contribution Disclosure for in accordance with P.L 2005, c271; and

WHEREAS, this contract is awarded as a fair and open contract pursuant to the firm of _____ for an amount not to exceed \$ _____ plus reimbursable expenses for Professional auditing services provided to the Borough for the period of January 1, 2016 through December 31, 2016 in the amount not to be exceeded \$ _____.

WHEREAS, this contract is to be awarded for the price not to exceed \$ _____ as provided in the proposal with the certification of funds being provided by the Chief Financial Officer contingent upon the adoption of the 2016 municipal budget.

Account #5-01-20-135-000-157 - \$
#5-05-55-502-000-157- \$

 Patrick DeBlasio, Chief Financial Officer

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of _____, LLP, _____, NJ is hereby retained to provide professional auditing services for an amount not to exceed \$ _____ for a 12 month period to expire December 31, 2016.
2. The contract is awarded through the fair and open process as a Professional Service in accordance with NJSA 19:44A-20.5 et seq. and in accordance with NJSA 40A:11-5(1) (a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution as well as the contract /proposal shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA		YES	<input checked="" type="checkbox"/>	NO		

DATE: February 3, 2016

 Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16- NOT adopted by the Governing Body of the Borough of Highlands on January 1, 2016.

R-16-51
RESOLUTION
AMENDING R-14-181 & R-14-253
RESOLUTION FOR AN EMERGENCT CONDITION AND AUTHORIZING REPAIRS
AT THE SOUTH BAY AVENUE PUMP STATION

WHEREAS, on September 17, 2014 the Borough adopted Resolution R-14-181 Resolution Declaring an Emergenct Condition and Authorizing Repairs at the South Bay Ave Pump Station and the Borough Engineer certified that an emergency condition existed within the South Bay Avenue Pump Station due to a malfunction which resulted in the Engineer's decision to repair/replace the unit on an expedited basis; and

WHEREAS, the following Resolutions were adopted:

R-14-181	September 17, 2014	\$38,845.00
R-14-253	December 10, 2014	\$22,052.09

WHEREAS, this certification of Request for an Emergency Purchase is attached to the original of this resolution, a copy of which is on file in the Office of the Borough Clerk; and

WHEREAS, the Borough Engineer has deemed it necessary to invoke the provisions of N.J.S.A. 40A:11-6 to obtain the expeditious abatement of the above dangerous condition in a legal and timely manner and the Borough Purchasing Agent, and the Borough Administrator concurred that an emergency contract outside public bidding procedures was necessary to ensure the public health, safety and welfare of our employees as well as the citizens of Highlands; and

WHEREAS, Pumping Services submitted a proposal for said work to be performed at the South Bay Avenue Pumping Station, for the sum of \$38,845.00, as per their proposal attached to the original of this resolution, a copy of which is on file in the Office of the Borough Clerk; and

WHEREAS, the Borough is in need of amending the repair work at the South Bay Ave Pump Station which will result in an additional increase in the contract amount by \$6352.00

WHEREAS, the Borough Administrator has verbally advised Pumping Services to prepare for work on this project with the concurrence of the Purchasing Agent and Borough Administrator; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this work in Account 4-01-26-290-100-020
in the sum of \$6,352.00

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands that the Contract with Pumping Services for the repairs to the South Bay Ave Pump Station is hereby amended from \$60,897.09 to an amended amount of \$\$67,249.09.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

Date: February 3, 2016

 Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-51 adopted by the Governing Body of the Borough of Highlands on February 3, 2016.

 Carolyn Cummins, Borough Clerk

_____ offered the following Resolution and moved on its adoption:

R-16-52

BOROUGH OF HIGHLANDS

**RESOLUTION AWARDING EMERGENCY REPAIR CONTRACT TO BRANIN
CONSTRUCTION COMPANY FOR THE REPAIR OF SEWER LINES AND
ASSOCIATED WORK DUE TO COMPROMISED LINE.**

WHEREAS, the Borough of Highlands may award emergency contract pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-6 without public advertising for bids when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

WHEREAS, December 18, 2015 problems were reported regarding sewer lines located in and around Shore Drive and Gravelly Point Road ; and

WHEREAS, the Borough Construction Official had determined that construction being performed at 5 Gravelly Point Road resulted in a compromise of the sewer line which necessitated immediate action; and that there was an emergency which threatened the public health and safety; and

WHEREAS, the Construction Official and Sewer Operator concurred that in order to alleviate the threat to the public health and safety that emergency repairs were necessary; and

WHEREAS, the Borough Construction Official, Sewer Department, Borough Engineer, Borough Administrator and Chief Financial Officer, and the Mayor were made aware of the emergency on December 18, 2015 and the need for invoking N.J.S.A. 40A:11-6; and

WHEREAS, Borough officials were present and determined that an emergency did exist and authorized the award of a contract for the sewer repair and associated work to Branin Construction Company, P.O. Box 415, Highlands, NJ 07732.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands as follows:

1. As a result of the compromised sewer line in and near 5 Gravelly Point Road home an emergency existed, which threatened the public health and safety of the Borough residents and required immediate repair.
2. The Borough approves an emergency contract with Branin Construction Company to make the necessary repairs not to exceed \$15,000.

3. Upon Branin Construction Company's completion of the emergency contract, it shall be entitled to payment and the governing body of the Borough shall take such action as shall be required to provide for the payment of the contract price.
4. The Borough shall seek reimbursement from the homeowner, contractor and/or its insurance company for this emergency repair and other associated costs as may be applicable.
5. The mayor, or his designee, is hereby authorized to execute a contract and any other necessary documents with Branin Construction Company to effectuate the purposes of this resolution.

Seconded by::

ROLL CALL:

AYES:

NAYES:

ABSENT:

ABSTAIN:

DATE: February 3, 2016 _____

Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-52 adopted by the Governing Body of the Borough of Highlands on February 6, 2016.

Borough Clerk/Deputy Clerk

**R-16-53
RESOLUTION
ADOPTING THE HBP 2016 BUDGET AND
HIGHLANDS BUSINESS IMPROVEMENT DISTRICT
District Management Corporation
Highlands Business Partnership
January 1, 2016– December 31, 2016**

COMMERCIAL DISTRICT PROGRAM BUDGET	2016 EXPENSE
Visual Improvement.....	\$20,000.00
<input type="checkbox"/> Beautification	
<input type="checkbox"/> Maintenance	
<input type="checkbox"/> Holiday & Seasonal	
<input type="checkbox"/> Street Banners	
Special Events Calendar.....	\$50,000.00
<input type="checkbox"/> Creation of events	
Marketing & Communications.....	\$25,000.00
<input type="checkbox"/> Ad campaigns – online, newspaper, magazine, shows	
<input type="checkbox"/> Tourism	
<input type="checkbox"/> Public Relations	
<input type="checkbox"/> Image Building	
<input type="checkbox"/> Visitor Guide	
<input type="checkbox"/> Audio & Video Media	
<input type="checkbox"/> Maintain Website & Database & Graphic Ad Design	
Economic Development.....	\$15,000.00
• Business Recruitment/Retention & Redevelopment	
Administrative Budget	
Personnel.....	\$40,000.00
Miscellaneous.....	\$10,000.00
<input type="checkbox"/> Legal and Audit	
<input type="checkbox"/> Insurance	
<input type="checkbox"/> Office Supplies	
<input type="checkbox"/> Utilities – Telephone, fax & electric	

License & fees

TOTAL Expenses.....\$160,000.00

**HIGHLANDS BUSINESS IMPROVEMENT DISTRICT
District Management Corporation
Highlands Business Partnership
January 1, 2016 – December 31, 2016**

**COMMERCIAL DISTRICT
PROGRAM BUDGET**

**2016
Income**

Special Events Income.....\$80,000.00 *90,000*
 • Vendor Fees Income
 • Event Income (Social Affairs & Raffle Permit income)

Marketing & Communications.....\$10,000.00
 • Sponsorship Income
 • Barter Goods & Services (approx. \$12k)

TOTAL Income\$90,000.00 *100,000*

TOTAL ASSESSMENT INCOME REQUIRED TO OPERATE - \$60,000.00

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

Date: February 3, 2016

 Carolyn Cummins, Borough Clerk

R-16-54
RESOLUTION APPROVING PARTICIPATION IN
“PAINT THE TOWN PINK”

WHEREAS, the Borough of Highlands had supported and participated in Meridian Health’s “Paint the Town Pink” in the past years and

WHEREAS, the Governing Body wishes to continue to participate in the annual “Paint the Town Pink” event that merges breast cancer prevention, detection, and treatment campaigns with a fundraising component that raises funds to provide free mammography screenings through the Pink Fund for uninsured and underserved women in the community.

NOW, THEREFORE, BE IT RESOVLED by the Mayor and Council of the Borough of Highlands that the Borough of Highlands hereby approves of participating in the “ Paint the Town Pink” during the month of May of 2016.

BE IT FURHTER RESOVLED that Mary Margaret Kurto is hereby designated as the Lead Volunteer in the organizing of the Borough’s participation in this event.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD						
KANE						
REDMOND						
RYAN						
NOLAN						
ON CONSENT AGENDA			YES	NO		

DATE: February 3, 2016

CAROLYN CUMMINS, BOROUGH CLERK

I hereby certify this to be a true copy of Resolution R-16-54 adopted by the Governing Body of the Borough of Highland at a meeting held on February 3, 2016.

BOROUGH CLERK/DEPUTY CLERK

R-16-55
RESOLUTION APPROVING
COMPENSATION IN LIEU OF PAID
MEDICAL BENEFITS FOR IAN DOBENS

WHEREAS, Ian Dobens is a full-time Police Officer; and

WHEREAS, Ian Dobens is currently a salaried employee; and entitled to receive medical benefits paid for by the Borough; and

WHEREAS, Ian Dobens has submitted an application on December 23, 2015 stating that he is waiving his rights to receive medical benefits from the Borough and opting to receive monetary compensation in lieu of medical benefits; and

WHEREAS, the New Jersey State Law allows an employee who is covered as a dependent, spouse or partner's employer provided health benefits other than the State, to waive State Health Benefits coverage and to be paid \$5,000.00 annually or 25% of savings by employer; whichever is less.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands hereby authorizes compensation to Ian Dobens for an annual amount of \$5,000.00 or 25% whichever the less in lieu of medical benefits to be paid in addition to his annual salary.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES		NO	

Date: February 3, 2016

 Carolyn Cummins, Borough Clerk

R-16-56

RESOLUTION AUTHORIZING
PLEDGE of Municipal Support for New Jersey' s
Wildlife Action Plan

This Plan is in support of New Jersey Department of Environmental Protection, Division of Fish and Wildlife, State-level Priority Conservation Goals and Strategies Recognizing that animals are an integral and valuable part of all communities and believing concern for the wellbeing of wild animals and wild species is a hallmark of a sustainable natural community the Borough of Highlands Municipality pledges its support for the New Jersey Wildlife Action Plan as outlined:

WHEREAS, New Jersey is home to a rich diversity of wildlife and ecologically significant natural communities,

WHEREAS, New Jersey' s wildlife and wild places are under threat from development, fragmentation, invasive species and the impacts of people,

WHEREAS, the populations of mammals, birds, invertebrates, fish, reptiles and amphibians that live in and migrate through New Jersey find themselves clinging to smaller and smaller pieces of wild clean lands and aquatic habitats,

WHEREAS, it is more cost-effective to prevent species from becoming imperiled than it is to recover them once their populations have declined,

WHEREAS, a naturally functioning and healthy ecosystem represents a healthy environment for NJ wildlife and our citizens,

WHEREAS, the NJ Division of Fish and Wildlife, other state and

federal agencies, and many partners in conservation have worked together to develop a state Wildlife Action Plan for the benefit of biologists, wildlife experts, municipal leaders, land stewards, non-profit organizations, educators, planners, researchers, outdoor recreation enthusiasts, landowners and all the people who know the wild places of New Jersey State,

WHEREAS, the New Jersey Wildlife Action plan is a comprehensive action agenda for the conservation of native wildlife, the restoration of important lands and water, and public education targeting the needs of rare wildlife in New Jersey,

WHEREAS, the residents of, and visitors to, New Jersey also enjoy and benefit from New Jersey' s wildlife and wild spaces.

NOW THEREFORE, we the Borough of Highlands, resolve to take the following steps with regard to our municipal land-use decisions with the intent of making the Borough of Highlands an ecologically sustainable community. It is our intent to include these principles in our public lands management, our environmental resources inventory and to inform the next master plan revision and update our zoning accordingly.

We will identify imperiled species, critical habitat and unique ecosystems in our Environmental Resource Inventory.

Acknowledging that it is more cost-effective to protect species than recover species, we will protect populations of rare and imperiled species that live and breed in, and migrate through, the municipality and the habitats they depend upon.

Because habitat integrity is critical to healthy biodiversity we will manage publicly owned lands in accordance with wildlife management actions laid out in the New Jersey Wildlife Action Plan and will promote the management of all protected lands to promote biodiversity.

We will protect wildlife habitats and maintain connectivity of habitat when formulating an open space acquisition strategy,

open space stewardship plans and through the municipal master plan including planning and zoning ordinances.

We will seek to minimize disturbance of critical wildlife populations and their habitats from human activities, subsidized predators and invasive species.

When possible and appropriate, we will work with neighboring municipalities to implement the aforementioned principles across municipal boundaries.

When possible and appropriate, we will strive to monitor and implement appropriate management of municipal easements to ensure native vegetation and wildlife takes precedence over invasive and/or exotic species.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES		NO	

DATE: Agenda and Voted: February 3, 2016

Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-56 adopted by the Governing Body of the Borough of Highlands on February 3, 2016.

Carolyn Cummins, Borough Clerk

R-16-57

RESOLUTION

Sustainable Land Use Pledge Resolution

WHEREAS, land use is an essential component of overall sustainability for a municipality; and

WHEREAS, poor land-use decisions can lead to and increase societal ills such as decreased mobility, high housing costs, increased greenhouse gas emissions, loss of open space and the degradation of natural resources; and

WHEREAS, well planned land use can create transportation choices, provide for a range of housing options, create walkable communities, preserve open space, provide for adequate recreation, and allow for the continued protection and use of vital natural resources; and

WHEREAS, Given New Jersey' s strong tradition of home rule and local authority over planning and zoning, achieving a statewide sustainable land use pattern will require municipalities to take the lead;

NOW THEREFORE, we the Borough of Highlands, resolve to take the following steps with regard to our municipal land-use decisions with the intent of making the Borough of Highlands, a truly sustainable community. It is our intent to include these principles in the next master plan revision and reexamination report and to update our land-use zoning, natural resource protection, and other ordinances accordingly.

Regional Cooperation - We pledge to reach out to administrations of our neighboring municipalities concerning land-use decisions, and to take into consideration regional impacts when making land-use decisions.

Transportation Choices - We pledge to create transportation choices with a Complete Streets approach by considering all modes of transportation, including walking, biking, transit and

automobiles, when planning transportation projects and reviewing development applications. We will reevaluate our parking with the goal of limiting the amount of required parking spaces, promoting shared parking and other innovative parking alternatives, and encouraging structured parking alternatives where appropriate.

Natural Resource Protection - We pledge to take action to protect the natural resources of the State for environmental, recreational and agricultural value, avoiding or mitigating negative impacts to these resources. Further, we pledge to complete a Natural Resources Inventory when feasible to identify and assess the extent of our natural resources and to link natural resource management and protection to carrying capacity analysis, land-use and open space planning.

Mix of Land Uses - We pledge to use our zoning power to allow for a mix of residential, retail, commercial, recreational and other land use types in areas that make the most sense for our municipality and the region, particularly in downtown and town center areas.

Housing Options - We pledge, through the use of our zoning and revenue generating powers, to foster a diverse mix of housing types and locations, including single- and multi-family, for-sale and rental options, to meet the needs of all people at a range of income levels.

Green Design - We pledge to incorporate the principles of green design and renewable energy generation into municipal buildings to the extent feasible and when updating our site plan and subdivision requirements for residential and commercial buildings.

Municipal Facilities Siting - We pledge, to the extent feasible, to take into consideration factors such as walkability, bikability, greater access to public transit, proximity to other land-use types, and open space when locating new or relocated municipal facilities.

R-16-58

RESOLUTION

Green Design –Municipal Buildings Resolution

This Green Building Policy/Resolution action is a pre-requisite and must be completed before points will be awarded for additional GREEN DESIGN actions.

Alternatively, adoption of the Sustainable Land Use Pledge satisfies this pre-requisite. Municipalities can receive points for both the Sustainable Land Use Pledge as well as the Green Building Policy/Resolution if both are adopted.

If using the Sustainable Land Use Pledge to satisfy the Green Design pre-requisite, the Sustainable Land Use Pledge must include the following language in the Green Building section: Green Design - We pledge to incorporate the principles of green design and renewable energy generation into municipal buildings to the extent feasible and when updating our site plan and subdivision requirements for residential and commercial buildings.

RESOLUTION ENDORSING THE ADOPTION OF GREEN BUILDING PRACTICES FOR CIVIC, COMMERCIAL AND RESIDENTIAL BUILDINGS

WHEREAS, buildings account for 39% of CO2 emissions – more than either the transportation or industrial sectors. In addition, buildings account for nearly 12% of potable water use, 65% of waste output, and 71% of electricity consumption in the U.S. (U.S. Green Building Council).

WHEREAS, green building – also referred to as sustainable or high-performance building -- is a collection of better design, construction, and operating practices that have the potential to reduce or eliminate the negative impacts of development on the environment and on human health. There are many examples of green building programs and guidelines that have been propagated at national, state, and municipal levels. They commonly address energy efficiency and carbon emissions reduction, water conservation, waste reduction, healthy and sustainably produced materials, indoor air quality, occupant productivity and health, and other components of green building and sustainable development.

WHEREAS, the purpose of this resolution is to enhance the public welfare and assure that commercial, residential and civic development is consistent with the (identify name of municipality) desire to create a more sustainable community by incorporating green

building measures into the design, construction, operation and maintenance of buildings.

WHEREAS, the City desires to set a leadership example in the area of green building through the implementation of energy efficiency audits and upgrades to the municipal building stock, continued procurement practices... etc. (e.g. improve water conservation, reduce light pollution, increase construction waste recycling).

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands hereby implements a Green Building Policy that:

will consider opportunities to incorporate green building measures into the design, construction, operation and maintenance of municipal buildings and facilities.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

DATE: February 3, 2016

BE IT FURTHER RESOLVED,

Carolyn Cummins, Borough Clerk

CERTIFICATION

I, _____, Clerk of the Borough of Highlands, in the County of Monmouth,

do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Township Council at a regular meeting held on the 3rd day of February 2016.

Attachment VII: Resolution

**Green Acres Program
State House Commission Pre-Application
Local Parkland – Minor Disposal/Diversion**

Highlands Borough - Monmouth County

**RESOLUTION
R-16-59**

**RESOLUTION SUPPORTING THE STATE HOUSE COMMISSION PRE-APPLICATION TO
THE NJDEP GREEN ACRES PROGRAM FOR
THE CONSTRUCTION OF THE PUMP HOUSE, GENERATOR AND CONDUIT**

WHEREAS, Block 97, Lot 1 is part of the Highlands Borough - Snug Harbor Beach and Robert D. Wilson Community Center which is encumbered with restrictions against disposal or diversion from recreation and conservation uses by the New Jersey Department of Environmental Protection's Green Acres Program; and

WHEREAS, in conjunction with the proposed construction of the stormwater pump house and backup generator, it is necessary to remove the Green Acres restrictions from a 0.062 acre portion of Snug Harbor Beach and Robert D. Wilson Community Center; and

WHEREAS, the removal of Green Acres restrictions from parkland requires the approval of the Commissioner of the Department of Environmental Protection and the State House Commission pursuant to N.J.A.C. 7:36-26; and

WHEREAS, the Highlands Borough wishes to apply for approval for the construction of a pump house and backup generator as a minor disposal or diversion of parkland under N.J.A.C. 7:36-26; and

WHEREAS, the first step in the application process for approval of a minor disposal or diversion of parkland is the filing of a pre-application under N.J.A.C. 7:36-26.4 and;

WHEREAS, in accordance with N.J.A.C. 7:36-26.4(d)10, it is necessary for Highlands Borough to submit as part of the pre-application a Resolution endorsing the application to divert or dispose or parkland;

NOW THEREFORE, BE IT RESOLVED by the Highlands Borough governing body of the Borough of Highlands in the County of Monmouth, State of New Jersey as follows:

1. The Borough of Highlands endorses the filing of a pre-application for the Snug Harbor Beach and Robert D. Wilson Community Center for the construction of a pump house and backup generator pursuant to N.J.A.C. 7:36-26;

**Green Acres Program
State House Commission Pre-Application
Local Parkland – Minor Disposal/Diversion**

2. The Borough of Highlands hereby finds that Snug Harbor Beach and Robert D. Wilson Community Center construction of a pump house and backup generator would meet the minimum substantive criteria at N.J.A.C. 7:36-26.1(d) by improving stormwater management infrastructure with the construction of the pump house to alleviate flooding and a backup generator to provide power to the pump station and community center during impending storms. If the community center is used for evacuating residents the backup generator would provide power in case of emergency or power outage.
3. The Borough of Highlands acknowledges that in order to obtain the approval of Snug Harbor Beach and Robert D. Wilson Community Center construction of pump house and back up generator, all substantive and procedural requirements of N.J.A.C. 7:36-26 must be met, including compensation requirements at N.J.A.C. 7:36-26.5; and
4. The Borough of Highlands acknowledges that in the event the Green Acres Program classifies the Snug Harbor Beach and Robert D. Wilson Community Center construction of a pump house and backup generator as a major disposal or diversion of parkland, additional application information will be required under N.J.A.C. 7:36-26 before the application can proceed.

DATE _____

Borough of Highlands

BY: _____
(Title)

ATTEST: _____
(Title)

R-16-60
RESOLUTION APPROVING CHANGE ORDER #2
DEFINO CONTRACTING COMPANY
DECREASE OF \$91.00
BAY AVENUE AND SHORE DRIVE STREETScape IMPROVEMENTS PROJECT

WHEREAS, Resolution R-15-159 was adopted on July 23, 2015 awarding a contract to DeFino Contracting Company for the Bay Ave and Shore Drive Streetscape Project as follows:

R-15-159	July 23, 2015	\$1,273,000.00
R-15-229	December 2, 2015	\$ 23.00 - Increase

WHEREAS, change order # 2 dated January 19, 2016 prepared by T & M Associates, professional engineers, sets forth reasons for said change order (Items 16, 19 and 20 have been reduced to reflect the current as-built quantities. Item 15 increased to reflect current as-built quantity,

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands that change order #2 decreasing the original contract amount by \$19.00 is hereby authorized for the Bay Avenue and Shore Drive Streetscape Project. The contract amount is hereby amended to \$1,272,909.00.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA			YES	NO		

Date: February 3, 2016

CAROLYN CUMMINS, BOROUGH CLERK

**R-16-61
RESOLUTION
AUTHORIZING AMENDMENT TO THE 2016 TEMPORARY
BUDGET**

WHEREAS, The Revised Statutes of New Jersey 40A:4-20 provides for the adoption of emergency temporary appropriations in addition to temporary appropriations necessary for the period between the beginning of the current fiscal year and the date of the adoption of the Local Budget for the Year 2016;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Highlands, that the following amendments to the temporary appropriations be made in the amounts and for the purposes herein set forth for the period between January 1st, 2016 and the adoption of the Local Budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the fiscal Year 2016:

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
20-100	Administration	\$ 26,500.00	\$ 950.00
20-110	Mayor and Council	0.00	16,500.00
20-120	Municipal Clerk	17,000.00	9,012.50
20-130	Finance	31,000.00	4,625.00
20-135	Annual Audit		0.00
20-145	Tax Collection	15,500.00	2,500.00
20-150	Assessment of Taxes	6,625.00	10,375.00
20-152	Central Services	7,625.00	8,625.00
20-155	Legal Services and Costs		0.00
20-165	Engineering Services & Costs		0.00
21-180	Planning Board	1,500.00	5,762.50
21-185	Zoning Board of Adjustment	1,500.00	6,337.50
21-190	Affordable Housing	0.00	0.00
22-195	Construction Official	33,750.00	5,687.50
22-200	Code Enforcement	17,750.00	5,750.00
22-201	Code Substandard Housing		8,750.00
23-210	Insurance-Other		40,000.00
23-215	Workers Compensation Insurance		75,000.00
23-220	Medical-Surgical Insurance		875,000.00
23-230	Unemployment Compensation		0.00
25-240	Police	500,000.00	23,116.00
25-250	Police Dispatch	42,000.00	375.00
25-251	911 Telecommunications		3,500.00
25-252	Emergency Management	1,000.00	5,000.00
25-260	First Aid Contribution		7,500.00
25-262	PEOSHA		1,125.00
25-263	Fire Department		16,850.00
25-265	Uniform Fire Safety	6,875.00	1,250.00
25-275	Municipal Prosecutor	4,625.00	
26-290	Streets & Roads	57,500.00	12,500.00

26-292	Snow Removal	0.00	15,000.00
26-294	Stormwater Management		8,750.00
26-300	Mechanical Garage		1,000.00
26-305	Sanitation	500.00	9,625.00
26-306	Sanitation-Contractual		53,000.00
26-308	Recycling Tax		2,250.00
26-309	Monmouth County Reclamation		50,000.00
26-310	Public Building & Grounds	5,000.00	17,500.00
26-312	Shade Tree Commission		225.00
26-325	Condo Services Act		7,000.00
27-335	Environmental Health		250.00
27-337	Monmouth County Regional Health		30,000.00
27-340	Dog Control		3,875.00
27-350	Substance Abuse		
28-360	Community Center	25,750.00	5,625.00
28-375	Parks & Playgrounds		2,800.00
28-376	Beachfront Maintenance	5,000.00	3,025.00
28-385	Public Events		675.00
29-390	Library		
30-415	Accumulated Time	8,000.00	
30-420	LOSAP		5,000.00
31-430	Utilities-Electric		12,500.00
31-435	Street Lighting		13,750.00
31-440	Telephone		7,500.00
31-445	Utilities-Water		2,750.00
31-446	Utilities-Natural Gas		3,750.00
31-450	Telecommunications		7,750.00
31-460	Utilities-Fuel		18,750.00
31-463	Utilities-Fire Hydrants		15,250.00
36-471	Public Employees Retirement System		62,552.50
36-472	Social Security System		30,000.00
36-475	Police & Fire Retirement		273,461.25
36-477	DCRP		1,250.00
41-714	Matching Funds for Grants		
42-490	Shared Agreement-Court		18,750.00
42-717	Interlocal-A.H.-Garage		19,250.00
43-490	Municipal Court	5,000.00	1,750.00
43-495	Public Defender	1,250.00	
44-901	Capital Improvement		0.00
45-910	Debt Service		0.00
			0.00
	TOTALS	<u>\$821,250.00</u>	<u>\$1,850,704.75</u>

SEWER UTILITY

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
55-501	Operating	\$ 21,500.00	\$ 236,875.00
55-502	Shared Service-Operator		37,500.00
55-502	Insurances		19,125.00
55-502	Social Security		1,750.00
55-502	PERS		5,000.00
	TOTALS	<u>\$ 21,500.00</u>	<u>\$ 300,250.00</u>

R-16-62
RESOLUTION AUTHORIZING THE AWARD OF A "FAIR AND OPEN" CONTRACT
RFP – PROFESSIONAL SERVICES FOR COAH PROFESSIONAL PLANNING
SERVICES

WHEREAS, the Borough of Highlands has a need for professional COAH planning services; and

WHEREAS, the Borough advertised in the newspaper and on the borough's website for the receipt of Request for Proposals for COAH Professional Services and the Borough received the following three proposals:

1. Heyer, Gruel & Associates
2. T & M Associates
3. Burgis Association, Inc.

WHEREAS, this contract is to be awarded for an amount not to exceed \$ _____ as provided in the proposal with the certification of funds being provided by the Chief Financial Officer

Account: Bond Ordinance O-14-11

Patrick DeBlasio, Chief Financial Officer

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. The firm of _____ is hereby retained to provide professional engineering/planning services for amount not to exceed \$ _____ .
2. The contract is awarded through the fair and open process as a Professional Service in accordance with NJSA 19:44A-20.5 et seq. and in accordance with NJSA 40A:11-5(1) (a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution as well as the contract /proposal shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

RECAP OF PAYMENT OF BILLS
02/03/2016

CURRENT:		\$	1,434,249.04
Payroll	(01/15/2016)	\$	131,193.20
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	64,725.76
Payroll	(01/15/2016)	\$	5,707.90
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	5,435.12
Payroll	(01/15/2016)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	110,437.24
Payroll	(01/15/2016)	\$	1,091.33
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

**THE COMPLETE PAYMENT OF BILLS IS AVAILABLE IN
THE CLERK'S OFFICE FOR ANYONE THAT WISHES TO REVIEW THE LIST.**

POLICE DEPARTMENT

BOROUGH OF HIGHLANDS



JOSEPH R. BLEWETT
CHIEF



171 BAY AVENUE HIGHLANDS, N.J. 07732



TEL: 732-872-1158
FAX: 732-872-9240

Report to Council February 2016

- * Between December 16, 2015 and December 17, 2017, unknown person(s) removed packages valued at approximately \$500.00 from the porches of (3) houses in the downtown area.
- * On December 20, 2015, Larry D. Clifton, Jr., 39 years old, White Street, Eatontown was arrested and charged with possession of drug paraphernalia and tampering with evidence; Mr. Clifton was processed and later released on a summons to appear in Municipal Court.
- * Unknown person(s) removed and damaged for rent signs valued at approximately \$100.00 on December 27, 2015.
- * This department is investigating several thefts which were reported between December 30, 2015 and December 31, 2015 where unknown person(s) gained access to residents bank card information and fraudulently charged over \$900.00.
- * On January 5, 2016, officers arrested (2) male Highlands juveniles, 13 and 15 years old, for criminal mischief after they were found throwing debris at cars on the highway. The 13 year old juvenile received a stationhouse adjustment and was given community service, but the 15 year old juvenile was formally charged for the offense due to his prior delinquency.
- * Robert W. Horton, 26 years old, Laurel Drive, Highlands, was arrested on January 10, 2016 and charged with burglary, theft and possession of drug paraphernalia after he was found to have removed a relative's Ipad from the residence. Bail was set at \$55,000.00 and Mr. Horton was subsequently transported to the Monmouth County Correctional Institution in lieu of bail.

*

Administration:

- Equipment
 - CAD/Record Management System – the department is currently upgrading its in-house computer aided dispatch and record management system, therefore, officers will be conducting an extensive survey of the borough over the next several weeks covering every property address and business. Officers will be gathering information for customizing the system. After this initial survey this department will be asking residents/business owners to provide contact sheets for submitting any information they choose specific to the property such as a household member with special needs, oxygen dependent household member or emergency contact information. This information can be inputted into the system so that it is immediately available upon receiving a call for assistance for the address regardless of who is calling.
- Hiring
 - Candidate: Ryan Schoellner
 - Monmouth County Police Academy
 - Class: January 4, 2016 through May 2016
- Policies
 - (2) new policies issued
 - Deconfliction
 - Officer Involved Shootings

*

Grants

- Saturation Patrol Grant - Once again, The Highlands Police Department is (1) of (5) Bayshore area towns that have been awarded grant monies from the New Jersey Division of Highway Traffic Safety. The funds cover the cost of providing extra officers during peak hours on weekends and holidays for enforcing driving while intoxicated violations.
- Safe Pedestrian Grant – The department is in the process of applying for grant monies offered by the New Jersey Division of Highway Traffic Safety for education and enforcement focusing on pedestrian safety. Statistics reveal that pedestrian fatalities in New Jersey are well above the national average, so pedestrian safety has become a priority. The funds would be earmarked for enforcement (covering the cost of providing extra officers at pedestrian hot spots) and educational outreach throughout the community.

*

Investigations:

- Once again, the Highlands Police Department would like residents to be aware of identity thefts related to tax refunds in which unknown person(s) are using people's personal information to claim tax refunds and the victims are unaware until they file their tax return.
As we approach the tax season residents should protect themselves from becoming a victim by filing early, using trusted tax professionals, only mailing their tax documents from a secure mailbox or electronically filing through a secure network

* **Training:**

- Schools/Training
 - ETRO and Domestic Violence Central Registry Updates
 - Ptl. Hartsgrove
 - Ptl. Clark
 - Ptl. Filippone
 - Disp. Jacqui
 - OPRA & Internal Affairs
 - Chief Blewett
 - Disp. Alvator
 - All officers completed their yearly in-service training and updates in firearms, domestic violence investigations, vehicular pursuit and use of force.

* **Community Policing:**

- As part of the department’s Community Policing Initiative, the Highlands Police Department in cooperation with its members of PBA Local 48 will be sponsoring “Pack the Pantry” Food Drive to benefit the Our Lady of Perpetual Help Food Pantry throughout the month of February. The Our Lady of Perpetual Help Food Pantry provides food assistance to our neighbors serving over 100 local families a week and is run by all volunteers. The Highlands Police Department recognizes a need for certain items such as bars of soap, toothpaste, shampoo, diapers (size 5 and 6), hearty soups, cans of tuna and we need your help. Items can be dropped off at the Highlands Police Department temporary facility located at 27 Shore Drive, 24 hours a day, seven days a week for your convenience.
- Explorers
 - Membership
 - In an effort to keep the communities youth participating in the program, the Highlands Police Department recently expanded the program by sponsoring a Police Explorer Cadet Program for children under the age of fourteen.
 - Like the Explorers, through participation cadets will develop knowledge about the mission and purpose of law enforcement, experience about law enforcement operations through training, practical experience, competitions and other activities, teamwork and leadership skills.
 - The new cadet program currently has (6) participants.
 - Events
 - Participants visited the Intrepid on December 29, 2015.

* Total Calls for Service: 450

* Arrests:	Adults:	07
	JV:	2

* Summons: Total: 54

Moving Violations:	25
Non-Moving:	21
DWI:	1
Boro Ordinance:	7

(Statistical Information is from December 16, 2015 – January 15, 2016)

Mrs. Carolyn Cummins
Borough Clerk
Highlands, NJ 07732

January 25, 2016

Dear Mrs. Cummins,

We are in the process of working with the New Jersey Department of Environmental Protection to legalize our existing bulkhead at 42 S. Bay Ave., Highlands New Jersey. As part of this process, the NJ department of environmental protection is requesting that the Borough sign a letter stating they do not mind the bulkhead being in place or sign the actual LURP application as a co-applicant. The letter from the borough should state they are aware that a small portion of the bulkhead lies across the property line between the Borough and our lot, and that you are ok with the bulkhead remaining in place as constructed. This bulkhead was an emergency replacement of an older bulkhead that had been in existence for many years in the same location prior to our purchasing the property. A copy of the application is attached.

Please see the attached survey that shows the portion of the bulkhead that the NJ DEP is referencing. According to the NJDEP, they will accept a letter signed by any of the following town officials; Mayor, Borough Clerk or Administrator, Borough Attorney, or any other official authorized to sign for the Borough of Highlands regarding their land ownership rights. Please let us know if you need us to draft a letter for the appropriate Borough official to sign, or if you will need to draft the letter.

Your prompt attention to this matter is greatly appreciated. Please let me know if you need anything else from us to move this process forward.

Yours Truly,



Gary & Monica Badrick
42 South Bay Ave, LLC
42 South Bay Ave
Block 8, Lots 1, 1.01
Highlands NJ 07732