

**Highlands Borough Mayor & Council Meeting Agenda**  
**Community Center**  
**22 Snug Harbor Avenue, Highlands**  
**Wednesday, February 7th, 2018, 7:00 p.m.**

**As per requirement of Public Law 1975, Chapter 231, notice is hereby given that this is a Regular Meeting of the Borough of Highlands Mayor and Council and all requirements have been met. Notice has been transmitted to the Asbury Park Press and the Two River Times. Notice has been posted on the public bulletin board. Formal Action will be taken.**

Call to Order  
Meeting Statement  
Roll Call  
Executive Session Resolution

**EXECUTIVE SESSION: 7:00PM**

**Contract Negotiations:** Shore Drive Pump Station  
**Attorney-Client Privilege:** Open Space  
Flood Damage Prevention Ordinance  
**Personnel:** Tax Assessor

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes**

December 20, 2017  
January 1, 2018

**Public Comment on Resolutions**

**Consent Agenda**

R-18-043 Authorize Payment of the Bills  
R-18-044 Authorize Monmouth County Mosquito Control to Conduct Aerial Control Operations  
R-18-045 Authorize Shared Service Agreement with PMUA for Inspection, Cleaning & Repair of Sewer Lines  
R-18-046 Authorize Shared Service Agreement with Middletown for Animal Control Services  
R-18-047 Authorize Refund of Taxes  
R-18-048 Appoint Fill-in School Crossing Guard  
R-18-049 Authorize Amendment to Temporary 2018 Budget  
R-18-050 Approve Additional Bond Council Services & Awarding a Non-Fair & Open Contract

**Resolutions**

R-18-051 Highlands Business Partnership Goals & Objectives 2018  
R-18-052 Highlands Business Improvement District Budget for 2018  
R-18-053 Authorize Letter to Monmouth County Parks System  
R-18-054 Appoint Tax Assessor

**Ordinances: Introduction & First Reading**

O-18-04 – Amend Section 7-4 to Designate Entirety of Valley Avenue as a Two Way Street

**Ordinances: Public Hearing & Possible Adoption**

O-18-03 – Amend Chapter 7-3.6B, Disabled Parking on Streets for Private Residences

**Other Business:**

**Off Shore Drilling Resolution**

**Council Meeting Schedule**

**Police Chief's Report**

**Public Comments:**

**Adjourn**



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-043

### AUTHORIZING BILLS LIST

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated February 2, 2018, which totals as follows:

Current Fund	\$1,559,032.09
Sewer Account	\$ 70,104.51
Capital Fund	\$ 2,490.30
Trust-Other	\$ 265,143.67
Federal/State Grants	\$ 3,809.98
Total	<b>\$1,900,580.55</b>
Addendum 02/07/2018	\$ 140.00
Total w/Addendum	<b>\$1,900,720.55</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,900,720.55** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-044

### AUTHORIZING THE COUNTY OF MONMOUTH MOSQUITO CONTROL DIVISION TO CONDUCT AERIAL MOSQUITO CONTROL OPERATIONS WITHIN THE BOROUGH OF HIGHLANDS

WHEREAS, the Monmouth County Board of Chosen Freeholders, pursuant to N.J.S.A 26:9-27 et seq. has elected through its Mosquito Control Division to perform all acts necessary for the elimination of mosquito breeding areas and/or to exterminate mosquitoes within the county; and

WHEREAS, the County has instituted an Integrated Pest Management Program consisting of surveillance, water management, biological control, and chemical control to exterminate the mosquito population within the county of Monmouth; and

WHEREAS, prior to conducting aerial dispensing operations over a designated **“congested area,”** the County is required, pursuant to Federal Aviation Administration Regulation (FAR Par 137.51), to secure prior written approval from the governing body of the political subdivision over which the aircraft is to be operated; and

WHEREAS, **the Borough of Highlands is designated as a “congested area”** by the Federal Aviation Administration and the County has requested that this governing body consent to its proposed aerial dispensing operations.

NOW, THEREFORE, be it resolved as follows:

- 1) The Governing Body hereby authorizes the County of Monmouth Mosquito Control Division or its agent to apply pesticides by aircraft for mosquito control in certain areas of the municipality designated by the County as being either larval mosquito habitat or areas harboring high populations of mosquitoes constituting either a nuisance, a health hazard, or both with the understanding that:
  - a. the County shall utilize pesticides, application equipment and aircraft that are approved for aerial applications by the applicable Federal (USEPA) and State (NJDEP) agencies, and
  - b. such operations will be performed in compliance with applicable Federal and State regulations, and
  - c. the County will notify the police department of each municipality over which aerial pesticide operations are planned prior to commencement of such operations.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-045

### RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE PLAINFIELD MUNICIPAL UTILITIES AUTHORITY FOR VIDEO INSPECTION, CLEANING AND REPAIR OF SEWER LINES AND REPORTING SERVICES

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et. seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, in accordance with the Municipal and County Utilities Authorities Law N.J.S.A. 40:14B-1 et. seq., the Plainfield Municipal **Utilities Authority ("Authority")** is authorized to provide sewerage and solid waste services, both within and outside the municipal boundaries of the City of Plainfield; and

WHEREAS, the Authority and the Borough wish to enter into an agreement, **whereby the Authority will inspect the Borough's sewer lines through the use of video** equipment, provide the Borough with a report of its findings and video of the inspection for sewer lines designated by the Municipality, and clean and repair certain designated sewer sections of obstructions; and

WHEREAS, such services to be provided by the Authority shall include (1) the video inspection of sewer lines designated by the Borough, (2) the provision of a formal report to the Borough of its findings and video of the inspection of sewer lines and manhole sections designated by the Borough; (3) the cleaning of certain designated sewer lines and manhole sections of obstructions, and (4) the repair and sealing of sewer mains; and

WHEREAS, the Borough shall pay the Plainfield Municipal Utilities Authority a service fee based on a fee schedule provided by the Authority, for those services provided as designated by the Borough; and

WHEREAS, the term of the aforesaid Shared Services Agreement will be for a period of one (1) year.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor is hereby authorized to execute a Shared Services Agreement with the Plainfield Municipal Utilities Authority for the aforesaid provision of video inspection, cleaning and repair of sewer lines and reporting services, wherein the term of the Agreement will be for a period of one (1) year.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to the Chief Financial Officer and the Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-046

### RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND TOWNSHIP OF MIDDLETOWN

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in this agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, the Borough of Highlands and the Township of Middletown wish to encourage inter-municipal cooperation; and

WHEREAS, the Township of Middletown has the staffing and personnel to provide Animal Control Services to the Borough of Highlands for a three (3) year period commencing January 1, 2018 through December 31, 2020 on a year-to-year basis wherein the Borough of Highlands has the option to opt out; and

WHEREAS, the Borough of Highlands and the Township of Middletown have reached agreement as outlined in Section 1 of the Shared Services Agreement that the fee for the animal control services shall be \$18,000 per year, to be billed and paid on a quarterly basis; and

WHEREAS, the costs for the services being provided by the Township of Middletown will be accounted for and billed to the Borough of Highlands on a quarterly basis; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that the Mayor is hereby authorized to execute a Shared Services Agreement with the Township of Middletown for Animal Control Services for the period January 1, 2018 through December 31, 2020 on a year-to-year basis wherein the Borough of Highlands has the option to opt out; and

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to the Chief Financial Officer, the Borough of Highlands Administrator and the Township of Middletown Administrator.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-047

### 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:

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
69	13	2016	\$1,553.65	190 BOUNDARY HOLDINGS, LLC
54	18	2016	\$7,588.40	WALCZEWSKI, THOMAS
		2018	\$1,874.56	





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-048

### RESOLUTION APPOINTING FILL-IN SCHOOL CROSSING GUARD

WHEREAS, there exists a need within the Police Department to appoint a part-time, fill-in crossing guard to cover open shifts; and

WHEREAS, it is the recommendation of the Chief of Police that Beverly Geiger be appointed; and

WHEREAS, the appointment is contingent upon the successful completion of a background investigation and physical examination;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Highlands hereby appoints Beverly Geiger as a part-time crossing guard to cover open shifts, contingent upon the successful completion of a background investigation and physical examination.

BE IT FURTHER RESOLVED, that said appointment be compensated at an hourly rate of \$9.50 per hour.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-049

### AUTHORIZE AMENDMENT TO THE 2018 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 2018;

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, 2018 and the adoption of the Local Budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the fiscal Year 2018:

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
20-100	Administration	\$ 28,750.00	\$ 875.00
20-110	Mayor and Council	0.00	12,500.00
20-120	Municipal Clerk	20,000.00	18,625.00
20-130	Finance	32,000.00	4,375.00
20-135	Annual Audit		8,475.00
20-145	Tax Collection	18,750.00	2,250.00
20-150	Assessment of Taxes	7,000.00	6,750.00
20-152	Central Services	8,500.00	9,250.00
20-155	Legal Services and Costs		57,500.00
20-165	Engineering Services & Costs		52,500.00
21-180	Land Use Board	1,500.00	6,250.00
22-195	Construction Official	28,000.00	2,250.00
22-200	Code Enforcement	18,750.00	2,750.00
22-201	Code Substandard Housing		18,750.00
23-210	Insurance-Other		100,000.00
23-215	Workers Compensation Insurance		100,000.00
23-220	Medical-Surgical Insurance		500,000.00
23-230	Unemployment Compensation		0.00
25-240	Police	437,500.00	31,500.00
25-250	Police Dispatch	52,000.00	375.00
25-251	911 Telecommunications		10,600.00
25-252	Emergency Management	1,000.00	4,500.00
25-260	First Aid Contribution		7,250.00

25-262	PEOSHA		1,125.00
25-263	Fire Department		16,850.00
25-265	Uniform Fire Safety	7,000.00	1,250.00
25-275	Municipal Prosecutor	4,500.00	
26-290	Streets & Roads	62,500.00	14,500.00
26-292	Snow Removal	0.00	0.00
26-294	Stormwater Management		12,500.00
26-300	Mechanical Garage		18,750.00
26-305	Sanitation	1,000.00	10,000.00
26-306	Sanitation-Contractual		57,500.00
26-308	Recycling Tax		0.00
26-309	Monmouth County Reclamation		50,000.00
26-310	Public Building & Grounds	5,000.00	30,000.00
26-312	Shade Tree Commission		225.00
26-325	Condo Services Act		6,250.00
27-335	Environmental Health		125.00
27-337	Monmouth County Regional Health		17,500.00
27-340	Dog Control		2,500.00
27-350	Substance Abuse		
28-360	Community Center	27,500.00	6,000.00
28-375	Parks & Playgrounds		2,700.00
28-376	Beachfront Maintenance		1,250.00
28-385	Public Events		675.00
29-390	Library		
30-415	Accumulated Time	12,500.00	
30-420	LOSAP		16,250.00
31-430	Utilities-Electric		13,750.00
31-435	Street Lighting		13,250.00
31-440	Telephone		7,500.00
31-445	Utilities-Water		3,750.00
31-446	Utilities-Natural Gas		4,000.00
31-450	Telecommunications		8,250.00
31-460	Utilities-Fuel		12,500.00
31-463	Utilities-Fire Hydrants		16,500.00
36-471	Public Employees Retirement System		71,600.00
36-472	Social Security System		33,000.00
36-475	Police & Fire Retirement		253,835.25
36-477	DCRP		750.00
41-714	Matching Funds for Grants		
42-490	Shared Agreement-Court		20,000.00
42-717	Interlocal-A.H.-Garage		18,750.00
43-490	Municipal Court	3,750.00	1,625.00
43-495	Public Defender	750.00	
44-901	Capital Improvement		0.00
45-910	Debt Service		0.00
			0.00
	TOTALS	<u>\$778,250.00</u>	<u>\$1,702,335.25</u>

SEWER UTILITY

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	Other <u>Expenses</u>
55-501	Operating	\$23,750.00	\$ 255,375.00
55-502	Shared Service-Operator		43,750.00
55-502	Insurances		19,500.00
55-502	Social Security		1,925.00
55-502	PERS		1,578.00
	TOTALS	<u>\$ 23,750.00</u>	<u>\$ 322,128.00</u>



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-050

### RESOLUTION APPROVING ADDITIONAL PROFESSIONAL BOND COUNSEL SERVICES AND AWARDING A NON-FAIR AND OPEN CONTRACT

WHEREAS, by way of Resolution 18-004, the Borough awarded a contract for professional bond counsel services to Archer & Griener;

WHEREAS, the Borough has a need for additional professional bond counsel services in connection with the authorization and issuance of bonds or notes; and

WHEREAS, such professional legal services can only be provided by licensed professionals and Meghan Clark, Esq., Gluck Walrath, is so recognized; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$20,000 plus, reimbursable expenses for professional bond counsel services for the Borough of Highlands for the period January 1, 2018 through December 31, 2018. All rates based on the services utilized are provided for in the contract between Meghan Clark, Esq., Gluck Walrath and the Borough of Highlands; and

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

WHEREAS, Gluck Walrath, has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Gluck Walrath 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 the law office from making any reportable contributions through the term of the contract; and

WHEREAS, Gluck Walrath has completed and submitted a Political Contribution Disclosure in accordance with P.L. 2005, c271; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2018 budget.

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. The firm of Gluck Walrath is hereby retained to provide professional bond counsel

services as described above for an amount not to exceed \$20,000 plus reimbursable expenses for the Period January 1, 2018 through December 31, 2018.

2. **The contract is awarded without competitive bidding as a “Professional Service”** in accordance with 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 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 of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-051

### RESOLUTION APPROVING THE HIGHLANDS BUSINESS PARTNERSHIP 2018 OBJECTIVES AND 2017 ACCOMPLISHMENTS

WHEREAS, the Highlands Business Partnership has provided the Borough with their 2018 objectives and 2017 accomplishments.

WHEREAS, the governing body has reviewed the Highlands Business Partnership 2018 Objectives and 2017 Accomplishments, a copy of which is annexed hereto.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that the governing body hereby approves the Highlands Business Partnership 2018 Objectives and 2017 Accomplishments.

**2018 Objectives & 2017 Accomplishments**  
**Highlands Business Partnership - Business Improvement District**  
**Borough of Highlands, Monmouth County**

**MARKETING/EVENTS & COMMUNICATION**

**2018 Objectives**

- Promote & Expand Event Calendar - Destination Highlands
- Seek and apply for marketing and other available grants.
- Host Business Networking Breakfasts.
- Expand fundraising activities.
- Update and print 2017 - 2018 Visitor guide.
- Update and print brochures, rack cards and maintain distribution policy.
- Expand Social Media and online marketing advertising.
- Solicit new Corporate Sponsorship opportunities.
- Attend annual local and regional events to promote destination Highlands.
- Marketing/advertising at ferry/terminal.

**2017 Accomplishments**

- HBP obtained four (4) direct sponsors and six (6) Barter Agreements for 2017.
- Served on Monmouth County Tourism Council representing Council.
- Created and Implemented 2017 Event Calendar; Beef and Brew, Chili Cook Off, Guinness Run, St. Patrick's Day Parade, Pride in Highlands Earth Day, Seaport Craft Show, Taste of Highlands, Clam Fest, Antique & Classic Car Show, Twin Lights Bike Tour, Oktoberfest, Zombie Parade, Zombie Pub Crawl for Breast Cancer, Winter Wonderland Run, Holiday Lights Contest and Holiday Tree Lighting.
- Extended the winter season to include a new event, Winter Wonderland Run.
- Expanded social media and online advertising for all events.
- Assisted local organizations and non-profits with fundraising activities and events; Police Explorers, HHRS Tri-District Educational Foundation, Highlands Elementary School PTO, Sandy Hook Local PBA, Highlands Fire Department, Highlands Historical Society, and Highlands Lions Club.
- Expanded the Farmers Market to provide for more goods and services.
- Secured and implemented a contract with Outfront for annual billboards.
- HBP staff met with new business owners to provide welcome folders/packages.
- Participated with the Paint the Town Pink program, bringing awareness to the importance of annual mammograms.
- Participated in a marketing plan project for Highlands, conducted by the Rutgers Business School, which resulted in hiring a part-time marketing intern.
- Provided an internship for a TCNJ business school student, who is a Highlands resident.
- HBP coordinated Ribbon Cutting ceremonies for new businesses with local officials. New members were highlighted on FB, website with photos and a Press Release.
- Press releases were created for each event and distributed to Media list by the HBP
- Continued to maintain Barter relationships.
- Produced and Printed Collateral materials for distribution locally and regionally.
- Website upgrade to a mobile friendly, interactive site to continue to promote Highlands events, grand openings, agendas, reports, minutes and photos.
- Completed the Database upgrade for HBP members and Highlands organizations to promote their events, retail promotions and link to their website / social media pages.



## **VISUAL IMPROVEMENT COMMITTEE**

### **2018 Objectives**

- Seasonal Maintenance Program throughout the district.
- Expand the Holiday Decorations to include additional public areas.
- Solicit and maintain existing barter agreements for public area improvements.
- Revisit the recommendations for signage and lighting recommendations.

### **2017 Accomplishments**

- Sponsored and implemented a community wide Earth Day Program with various local organizations including PBA, Explorers, Community of Hope, Recreation Committee, Garden Club, Arts Council and volunteers.
- Hufnagel Tree Barter to remove dead trees in various district locations.
- Sprinkler Master Barter maintained and repaired sprinkler system in Veterans Park.
- New Barter Agreement with In The Garden to install our new Holiday decorations and maintain the Holiday planters and Highway Welcome Sign.
- Purchased and maintained existing signs for Highlands Welcome Areas.
- Updated and maintained Way Finding System
- Installed Holiday Decorations in parks and public areas.
- Purchased greens and lighting swags for the decorative lamp posts.

## **ECONOMIC DEVELOPMENT**

### **2018 Objectives**

- Seek loan/grant programs for existing and new business façade improvements
- Allocate funds and implement mini grants for Paint/Fence/Sign Program.
- Encourage a fast track process with Borough Officials to attract investment.
- Host Seminars and Presentation for commercial funding opportunities.

### **2017 Accomplishments**

- Provided 6 guided tours to potential investors.
- Worked with existing commercial property owners to assist in leasing their property to potential business owners.
- Scheduled meetings with UCEDC and business prospects to provide funding opportunities for business start-up costs and real estate acquisition funding.
- Completed the new boardwalk project at Veterans Park.
- Submitted an Application to the Monmouth County Planning Board Merit Award Program for the Sandy Hook Bay Marina Property.
- Submitted the Borough of Highlands Streetscape Project for a Downtown NJ Excellence Award.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-052

### RESOLUTION INTRODUCING HIGHLANDS BUSINESS IMPROVEMENT DISTRICT BUDGET FOR THE YEAR 2018 AND SETTING OF A PUBLIC HEARING DATE WHEREIN THE AFORESAID BUDGET WILL BE CONSIDERED FOR FINAL ADOPTION

WHEREAS, in accordance with Chapter 17-6 of the Borough Code, the nonprofit corporation, Highlands Business Partnership, Inc., is designated as the District Management Corporation for the Business Improvement District; and

WHEREAS, Chapter 17-8 of the Borough Code set forth that the District Management Corporation shall submit no later than December 1 of each year a detailed annual budget for the following year for the approval by the Mayor and Council; and

WHEREAS, Chapter 17-8 of the Borough Code also sets forth that the aforesaid budget shall be proposed and adopted by the Borough on or before April 1<sup>st</sup> of each year in accordance with the procedures set forth in N.J.S.A. 40:56-84; and

WHEREAS, the Highlands Business Partnership has submitted its annual budget for the year 2018 for approval by the Mayor and Council, a copy of which is annexed hereto; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A. 40:56-84, the governing body hereby introduces the aforesaid budget of the Highlands Business Partnership for the year 2018 and sets a public hearing date of March 7, 2018 at 8:00 p.m.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the governing body hereby introduces the annual budget for the Highlands Business Partnership which is annexed here, and set a public hearing date of March 7, 2018 at 8:00 p.m. wherein the aforesaid budget will be considered for final adoption.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to advertise and publish the aforesaid annual budget for the Highlands Business Partnership for the year 2018 in accordance with the requirements set forth in N.J.S.A. 40:56-84.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-053

### AUTHORIZING REQUEST TO THE MONMOUTH COUNTY PARK SYSTEM FOR LOCAL GOVERNMENTAL ASSISTANCE

WHEREAS, the Borough of Highland, along with the Environmental Commission would like to request local government assistance from the Monmouth County Park System in the form of an allocation of time and resources in determining options for improvements to Shore Drive to accommodate extending the Henry Hudson Trail through the Borough of Highlands; and

WHEREAS, the northern section of the Henry Hudson Trail currently ends at the border of our community. Continuing the path through Highlands would benefit the local economy by introducing the Borough to people using the trail, in addition to, allowing county residents access to the beaches, historical landmarks, and events at Sandy Hook and nearby communities therefore decreasing traffic and pollution; and

WHEREAS, the Henry Hudson Trail being operational through the Borough would enhance the Intra-Borough Bike Path which was designed in 2012 but has yet to be implemented; and

WHEREAS, continuing the trail would be to the advantage of the County in their intent to connect the trail south to Manasquan.

THEREFOR IT BE RESOLVED, the Mayor and Council authorizes a letter being sent to the Monmouth County Park System requesting local government assistance in determining options for improvements to Shore Drive to accommodate the extension of the Henry Hudson Trail and the Mayor's signature on such letter.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-054

### RESOLUTION APPOINTING TAX ASSESSOR

WHEREAS, the previous Highlands Tax Assessor provided notice of his retirement effective November 30, 2017; and

WHEREAS, Gerald Jay Briscione was appointed by Resolution 17-197 as Interim Tax Assessor effective December 7, 2017 due to the emergent need to fulfill the duties of the Tax Assessor; and

WHEREAS, the Mayor has offered the name of Gerald Jay Briscione to serve as the Tax Assessor; and

WHEREAS, the Mayor and Council have determined that Gerald Jay Briscione is qualified for the position of Tax Assessor and will be able to perform the duties of Tax Assessor as delineated by statute and in the Borough Code, Chapter 2-8.4; and

WHEREAS, N.J.S.A. 40A:9-148 requires appointment of Assessors to terms of four years beginning on July 1 following the appointment;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey that Gerald Jay Briscione is hereby appointed to serve as Tax Assessor, effective December 7, 2017 through June 30, 2018, and thereafter for a four-year term beginning on July 1, 2018 and ending on June 30, 2022.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby directed to forward a copy of this Resolution to Gerald Jay Briscione, the Borough Administrator, and the Chief Financial Officer.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE 0-18-04

### AN ORDINANCE AMENDING SECTION 7-4 OF BOROUGH CODE TO DESIGNATE ENTIRETY OF VALLEY AVENUE AS A TWO-WAY STREET

WHEREAS, pursuant to N.J.S.A. 39:4-197, the Borough has the authority to pass an Ordinance, without the approval of the Commissioner, and consistent with the current standards prescribed by the Manual on Uniform Traffic Control Devices for Streets and Highways, relating to the designation of one-way streets; and

WHEREAS, Ordinance 14-28 previously designated a portion of Valley Avenue as a one-way street due to safety concerns; and

WHEREAS, the Chief of Police has advised that prior safety concerns, which led to the passage of Ordinance 14-28, have since been addressed due to the installation of concrete bollards at the intersection of Route 36 and Valley Avenue; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents of the Borough to amend Section 7-4 to remove the one-way street designation pertaining to a portion of Valley Avenue, thereby allowing two-way traffic on the entirety of Valley Avenue;

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

#### SECTION I.

Borough Code Section 7-4 “**One-Way Streets**” shall be amended as follows: (All additions are shown in *bold italics with underlines*. The deletions are shown as ~~*strikeovers in bold italics*~~. Portions of Section 7-4 that will remain unchanged are omitted below.)

#### *SCHEDULE II ONE-WAY STREETS*

In accordance with the provisions of section 7-4, the following described streets or parts of streets are hereby designated as one-way streets in the direction indicated:

<i>Name of Street</i>	<i>Direction</i>	<i>Limits</i>
Atlantic Street	North	From Shore to Bay Avenue.
Beach Boulevard	West	From Central Avenue to Ocean Avenue.
Cedar Street	South	From Fifth Street to Bay Avenue.
Central Avenue	North	From Bay Avenue to Beach Boulevard.

East North Street	North	From Bay Avenue to Shrewsbury Avenue.
Fifth Street	West	From Valley Avenue to Cedar Street.
Fourth Street	West	From Valley Avenue to Cedar Street.
Hillside Avenue	East	Portland Road to South Bay Avenue.
King Street	North	Entire length of street.
Matthew Street	North	Entire length of street.
Mountain Street	Northwest	From the intersection with Prospect Street in a northwesterly direction to the intersection of Mountain Street with Osborne Street.
Osborne Street	North	From the intersection of Osborne Street with Mountain Street in a northerly direction towards the intersection of Osborne Street with Prospect Street and ending along the southerly side of Prospect Street at the intersection with Osborne Street.
Ocean Avenue	South	From Beach Boulevard to Bay Avenue.
Prospect Street	South	From the eastern side of Woodland Street (a.k.a. Miller Street) at the intersection of Prospect Street with Woodland Street, in a southerly direction towards Mountain Street and continuing along Mountain Street.
Twinlights Terrace (Ord. No. O-2014-36)	West	Entire length: Light House Road west toward South Peak Street.
South Bay Avenue	North	Hillside Avenue to Bay Avenue.
<i>Valley Avenue (Ord. No. O 2014-28)</i>	<i>Northeast</i>	<i>From Highlands Avenue to Route 36.</i>

SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE 0-18-03

### AN ORDINANCE ADDING CHAPTER 7-3.6B OF BOROUGH CODE CONCERNING RESTRICTED PARKING IN FRONT OF RESIDENCES OCCUPIED BY PERSONS WITH DISABILITIES

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to establish a permitting process for restricted parking spaces in front of a residence occupied by a person with a disability if a windshield placard or wheelchair symbol license plate has been issued for a vehicle owned by the person with a disability.

WHEREAS, N.J.S.A. 39:4-197.6 provides for the establishment of such restricted parking zones in front of residences for persons with disabilities.

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

#### SECTION I.

**The following Sections of Chapter 7, Section 3.6B entitled “Restricted Parking in Front of Residences Occupied by Persons with Disabilities” of the Borough Code shall be added to provide as follows:**

#### 7-3.6B Restricted Parking in Front of Residences Occupied by Persons with Disabilities.

- a. Applications for Resident Parking Permits for Persons with Disabilities shall be subject to the following procedure:
  1. Residents of the Borough of Highlands requesting on-street resident parking for persons with disabilities shall make an application to the Highlands Police Department. The application shall be reviewed and approved or denied by the Chief of Police of the Borough of Highlands. A negative determination may be appealed to the Borough Council if a request from the resident aggrieved is received within twenty (20) days **from the date of the Chief's declination.**
  2. Prior to the issuance of a permit pursuant to this Section, the subject property must pass an on-site inspection by the Highlands Police Department, which inspection shall determine whether parking for persons with disabilities is otherwise prohibited, whether parking for persons with disabilities will interfere with the normal flow of traffic, or whether there is immediate adjacent off-street parking available to the applicant.

3. The person requesting on-street resident parking for persons with disabilities must have been issued a wheelchair symbol license plate or windshield placard issued by the New Jersey Motor Vehicle Commission. Said license plate or placard must be displayed in either **the applicant's vehicle, or the vehicle of an immediate family member** who also resides at that location.
- b. **Upon approval of an applicant's request for on-street resident parking** for persons with disabilities, the Borough shall enact an appropriate ordinance designating the name of the subject street, the side of that street where the resident resides, and a description of the allowed parking area in front of the subject residence. Such designation shall be within the property lines of the subject residence, but otherwise shall be subject to the discretion of the Highlands Police Department and the Chief of Police.
  - c. Applications for Resident Parking Permits for Persons with Disabilities that have been granted shall be kept on file with the borough clerk and the resident shall be required to update same upon disposing of any vehicle on the application and/or acquisition or leasing of replacement or additional vehicles.
  - d. A sign shall be installed specifically identifying the on-street parking space as being resident parking for persons with disabilities only, and a special permit shall be issued to the resident, which shall be placed in the window of the subject vehicle or be available for production, if requested by law enforcement, which indicates that the applicant is a resident with a disability in possession of the aforesaid special permit.
  - e. The fee for a Resident Parking Permit for Persons with Disabilities shall be \$100.00.
  - f. The applicant must comply with the provisions of N.J.S.A. 39:4-138(o) and N.J.S.A. 39:4-197.6 regulating parking for persons with disabilities in designated spaces.
  - g. If the Resident Parking Permit for Persons with Disabilities is no longer necessary for the residence, the resident shall notify the borough clerk and the borough shall remove any signs installed pursuant to subsection (d).
  - h. This section shall in no way permit the Chief of Police or his designee to lift, suspend, or in any way modify those parking restrictions governed by Title 39 of the New Jersey Statutes Annotated.
  - i. Penalty. Any person improperly parking in a properly designated restricted parking space for persons with disabilities shall be subject to the penalty provisions of Section 3-9 of the General Ordinances of the Borough of Highlands.



SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.