

**Mayor and Council
Agenda
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 15, 2017
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

**Attorney-Client Privilege: Bay Pointe at Highlands Condominium Association
Sidewalk Maintenance
NJNG Litigation Update
Raritan Bay/Sandy Hook Bay Coastal Storm Risk Mgt. Project
Code Enforcement Fines
Payment of Bills Policy**

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Approval of Minutes: February 2, 2017 – Regular Meeting

Public Comments on Resolutions

Resolutions

R-17-051 - Award Emergency Contract - J.F. Kiely

Consent Agenda:

Resolutions

1. **R-17-052** Appointing Errol Lamberson Plumbing Sub-Code Official
2. **R-17-053** - Auth. Disposal of Surplus Property of Highlands Borough
3. **R-17-054** - Auth. Shared Services Agreement with Sea Bright for Street Sweeping
4. **R-17-055** -Auth. Shared Services Agreement with Sea Bright for Lifeguards
5. **R-17-056** - Approval to Submit a Grant Application with NJDOT Portland Road
6. **R-17-057** - Cancel Capital Improvement Appropriation Balances

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7.

Ordinances: Public Hearing - [Possible Adoption – March 1, 2017]

O-17-02 - Amend Chapter 2 of the Borough Code in Order to Establish the Borough of Highlands Green Team Advisory Committee

O-17-03 - Ordinance Providing for Various Capital Improvements

Ordinances: Introduction - [Public Hearing/Possible Adoption – March 1, 2017]

O-17-04 - Capital Ordinance Providing for Various Capital Improvements

O-17-05 - Amending Bond Ordinance Number O-13-17 Wall Reconstruction

O-17-06 - Amending Chapter 3-7 of the Borough Code Concerning the Separation and Collection of Recyclable Materials

Other Business:

Monthly Reports

Public Comments:

Adjourn:



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-051

Resolution Authorizing an Emergency Contract
for Emergency Roadwork in the Area of Snug Harbor

WHEREAS, the Local Public Contracts Law permits the award of emergency contracts pursuant to N.J.S.A. 40A:11-6 et. seq., subject to certain criteria, and

WHEREAS, the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-6 et seq. allows the award of contracts without public advertising for bids and bidding when an emergency exists affecting the public health, safety or welfare which requires the immediate delivery of goods or the performance of services, wherein the award of contract is made in the manner prescribed by the aforesaid statutory provision; and

WHEREAS, the Borough of Highlands has determined that an emergency exists with regard to sever road deterioration in the area of Snug Harbor; and

WHEREAS, as a result of the aforesaid emergency, there is a need to mill and overlay portions of the road in the area of Snug Harbor; and

WHEREAS, the Borough has determined that the aforesaid emergency affects the public health, safety and/or welfare; and

WHEREAS, in accordance with the aforesaid declaration and pursuant to N.J.S.A. 40A:11-6 et. seq., the aforesaid emergency milling and road overlay project is awarded to J.F. Kiely Construction of Long Branch, NJ, in the amount of \$139,443.75; and

WHEREAS, certification of funds having been made by the Chief Financial Officer, that funds are available for the said purpose.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that the contract for the aforesaid emergency storm sewer replacement be and is hereby authorized and ratified with J.F. Kiely Construction in the amount of \$139,443.75

BE IT FURTHER RESOLVED, that this contract is being awarded without public advertisement for bids pursuant to an emergency situation affecting the public health, safety and/or welfare, and as authorized by the Local Public Contract Laws, in accordance with N.J.S.A. 40A:11-6, which permits the awarding of emergency contracts.

BE IT FURTHER RESOLVED, that the Borough officials, including but not limited to, the Borough Administrator, are hereby authorized to execute the said emergency contract, as well as any and all documents required to effectuate the same.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-052

APPOINTING ERROL LAMBERSON PLUMBING SUB-CODE OFFICIAL

WHEREAS, the Borough of Highlands is in need of a Plumbing Sub-Code Official;
and

WHEREAS, N.J.S.A. 40A: 60-5 provides that the Mayor nominate, and with the
advice and consent of Council, appoint all subordinate officers of the Borough;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of
Highlands, County of Monmouth, State of New Jersey, that the appointment of
Errol Lamberson as Plumbing Sub-Code Official, is hereby confirmed.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-053

Resolution Authorizing Disposal of Surplus Property Of Highlands Borough

WHEREAS, the Highlands Borough is the owner of certain surplus property which it no longer needs for public use: and

WHEREAS, the Highlands Borough is **desirous of selling said surplus property in an “as is” condition without express or implied warranties.**

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

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Highlands Borough.
- (2) The sale will be conducted online and the address of the auction site is www.govdeals.com
- (3) The items of surplus property to be sold is as follows:
 - 1) 2 Generators
 - 2) 1 Pump
- (4) **The surplus property shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.**
- (5) The Highlands Borough reserves the right to accept or reject any bid submitted.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-054

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF SEA BRIGHT FOR THE PROVISION OF STREET SWEEPING SERVICES TO THE BOROUGH OF SEA BRIGHT

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 Borough of Sea Bright wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Highlands has the necessary equipment and operator(s) to provide street sweeping services to the Borough of Sea Bright for the calendar year 2017; and

WHEREAS, the Borough of Sea Bright has the necessary staffing and certifications to provide Lifeguard Operations by and through Sea Bright Ocean Rescue which is a nationally certified ocean rescue agency; and

WHEREAS, the Borough of Highlands and the Borough of Sea Bright have reached an agreement wherein the Borough of Highlands will provide a street sweeper and experienced operator along with sweeping activities for two (2) hours each morning on Tuesdays and Thursdays throughout the calendar year; and

WHEREAS, the Borough of Highlands and the Borough of Sea Bright have reached an agreement wherein the Borough of Highlands will also provide a supplemental allowance of up to three (3) times per year for supplemental sweepings of up to two (2) hours for certain events (such as holiday preparation and cleanup, major events and/or accident clean up); and

WHEREAS, the Borough of Highlands has ascertained that the cost of providing such Street Sweeping Services to the Borough of Sea Bright, which includes the sweeper equipment, operator, replacement brooms twice per year along with installation and supplemental sweeping will equate to approximately \$24,498.00; and

WHEREAS, the Borough Administrator for the Borough of Highlands has agreed to keep detailed records accounting for the costs of the services performed and will make them readily available for review and inspection upon request by the Borough Administrator of the Borough of Sea Bright; and

WHEREAS, the costs for the services being provided by the Borough of Highlands will be accounted for and billed to the Borough of Sea Bright by December 31, 2017; and

WHEREAS, simultaneous with the entry of a Shared Services Agreement for Street Sweeping Services, the Borough of Highlands and Borough of Sea Bright have reached an agreement for the provision of Lifeguard Operations from the Borough of Sea Bright to the Borough of Highlands, wherein each of the parties will calculate the differential in costs between the two (2) Shared Service Agreements in determining the final payment owed for each of the aforesaid services.

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 Borough of Sea Bright for the provision of Street Sweeping Services for the calendar year 2017 whereby the term of the Agreement shall be through December 31, 2017, in substantially the same form as annexed hereto, wherein the costs for the said services will be accounted for and billed to the Borough of Sea Bright by the Borough of Highlands by December 31, 2017.

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

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-055

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF SEA BRIGHT FOR THE PROVISION OF LIFEGUARD OPERATIONS FROM THE BOROUGH OF SEA BRIGHT

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 Borough of Sea Bright wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Sea Bright has the staffing and personnel to provide Lifeguard Operations to the Borough of Highlands at two (2) beaches, commonly referred to as Snug Harbor and Miller Street, for the period of June 17, 2017 through and including September 4, 2017; and

WHEREAS, the Borough of Sea Bright has the necessary staffing and certifications to provide Lifeguard Operations by and through Sea Bright Ocean Rescue which is a nationally certified ocean rescue agency; and

WHEREAS, the Borough of Sea Bright has ascertained that personnel staffing costs to provide Lifeguard Operations to the Borough of Highlands will equate to approximately \$26,720.00 for the salaries of the individuals identified above; and

WHEREAS, the Borough of Highlands and the Borough of Sea Bright have reached an agreement that a 10% administrative fee will be added to the personnel staffing costs, and as such, the total cost for the personnel provided shall equate to approximately \$29,392.00; and

WHEREAS, the Borough Administrator for the Borough of Sea Bright has agreed to keep detailed records accounting for the costs of the services performed and will make them readily available for review and inspection upon request by the Borough Administrator of the Borough of Highlands; and

WHEREAS, the costs for the services being provided by the Borough of Sea Bright will be accounted for and billed to the Borough of Highlands by December 31, 2017; and

WHEREAS, simultaneous with the entry of a Shared Services Agreement for Lifeguard Operations, the Borough of Highlands and Borough of Sea Bright have reached an agreement for the provision of Street Sweeping Services from the Borough of Highlands to the Borough of Sea Bright, wherein each of the parties will calculate the differential in costs between the two (2) Shared Service Agreements in determining the final payment owed for each of the aforesaid services.

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 Borough of Sea Bright for the provision of Life Guard Services for the period between June 17, 2017 through September 4, 2017, in substantially the same form as annexed hereto, wherein the costs for the said services will be accounted for and billed by the Borough of Sea Bright by December 31, 2017.

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

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-056

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF
TRANSPORTATION FOR THE
PORTLAND ROAD RECONSTRUCTION

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands, County of Monmouth, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2017-Portland Road Reconstruction-00015 to the New Jersey Department of Transportation on behalf of Highlands.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of Highlands and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

My signature and the Municipal Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL _____
Dwayne M. Harris, RMC

Rick O'Neil, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-057

CANCEL CAPITAL IMPROVEMENT APPROPRIATION BALANCES

WHEREAS, certain general capital improvement appropriation balances remain dedicated to projects that are either now completed or the cost of the project has been determined, and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances maybe returned to each respective capital improvement fund or credited to surplus, and unused debt authorizations may be cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, County of Monmouth, State of New Jersey, that the following unexpended and dedicated balances of general capital appropriations be cancelled:

ORD NO.	DATE AUTH.	PROJECT DESCRIPTION	AMOUNT CANCELLED	
			FUNDED	UNFUNDED
94-18	00/00/00	Housing Rehabilitation	\$ 47,136.00	
98-11	00/00/00	Management Facility	\$8,592.00	
09-28	12/02/09	Design/Permitting Proj.	\$7,050.24	
12-12	04/18/12	Imp Washington Ave	\$70,381.40	\$480,253.40
13-19	09/18/13	Hazard Mitigation	\$919,000.00	
13-20	10/24/13	No. Street Pump Station	\$1,131,099.15	
13-23	09/18/13	Remove Disaster Debris	\$2,143,317.12	
13-33	12/04/13	Acquisition of Ambulance	\$163.00	
Totals			\$126,109.40	\$4,680,882.91



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-058

AUTHORIZING AMENDMENT TO THE 2017 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 2017;

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, 2017 and the adoption of the Local Budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the fiscal Year 2017:

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
20-100	Administration	\$ 28,000.00	\$ 875.00
20-110	Mayor and Council	0.00	16,500.00
20-120	Municipal Clerk	18,000.00	16,250.00
20-130	Finance	31,750.00	4,375.00
20-135	Annual Audit		8,475.00
20-145	Tax Collection	16,500.00	2,250.00
20-150	Assessment of Taxes	6,875.00	2,250.00
20-152	Central Services	8,125.00	9,500.00
20-155	Legal Services and Costs		50,000.00
20-165	Engineering Services & Costs		50,000.00
21-180	Planning Board	750.00	5,000.00
21-185	Zoning Board of Adjustment	750.00	5,000.00
22-195	Construction Official	37,500.00	2,500.00
22-200	Code Enforcement	18,750.00	3,750.00
22-201	Code Substandard Housing		8,750.00
23-210	Insurance-Other		25,000.00
23-215	Workers Compensation Insurance		50,000.00
23-220	Medical-Surgical Insurance		500,000.00
23-230	Unemployment Compensation		0.00
25-240	Police	498,750.00	31,550.00
25-250	Police Dispatch	42,500.00	375.00
25-251	911 Telecommunications		10,875.00
25-252	Emergency Management	1,000.00	4,500.00

25-260	First Aid Contribution		7,125.00
25-262	PEOSHA		1,125.00
25-263	Fire Department		16,000.00
25-265	Uniform Fire Safety	7,000.00	1,250.00
25-275	Municipal Prosecutor	4,500.00	
26-290	Streets & Roads	57,500.00	12,500.00
26-292	Snow Removal	0.00	0.00
26-294	Stormwater Management		8,750.00
26-300	Mechanical Garage		1,250.00
26-305	Sanitation	750.00	10,000.00
26-306	Sanitation-Contractual		56,250.00
26-308	Recycling Tax		0.00
26-309	Monmouth County Reclamation		50,000.00
26-310	Public Building & Grounds	6,250.00	23,750.00
26-312	Shade Tree Commission		225.00
26-325	Condo Services Act		8,250.00
27-335	Environmental Health		250.00
27-337	Monmouth County Regional Health		30,000.00
27-340	Dog Control		3,000.00
27-350	Substance Abuse		
28-360	Community Center	27,500.00	5,750.00
28-375	Parks & Playgrounds		2,700.00
28-376	Beachfront Maintenance	7,500.00	3,025.00
28-385	Public Events		675.00
29-390	Library		
30-415	Accumulated Time	18,750.00	
30-420	LOSAP		48,750.00
31-430	Utilities-Electric		13,000.00
31-435	Street Lighting		12,500.00
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		15,000.00
31-463	Utilities-Fire Hydrants		15,750.00
36-471	Public Employees Retirement System		68,960.25
36-472	Social Security System		30,500.00
36-475	Police & Fire Retirement		252,739.00
36-477	DCRP		1,250.00
41-714	Matching Funds for Grants		
42-490	Shared Agreement-Court		19,250.00
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

\$843,500.00 \$1,571,224.25

SEWER UTILITY

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
55-501	Operating	\$ 24,412.50	\$ 268,406.25
55-502	Shared Service-Operator		45,937.50
55-502	Insurances		5,775.00
55-502	Social Security		1,968.75
55-502	PER		5,000.00
	TOTALS	<u>\$ 24,412.50</u>	<u>\$ 327,087.50</u>



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-059

RESOLUTION AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated February 10, 2017, which totals as follows:

Current Fund	\$329,758.77
Sewer Account	\$ 55,623.73
Capital Fund	\$154,185.88
Trust-Other	\$ 13,613.87
Federal/State Grants	\$ 46.89

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$553,229.14** 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 on file in the Municipal Clerk's office for reference.

**RECAP OF PAYMENT OF BILLS
02/15/2017**

CURRENT:		\$ 329,758.77
Payroll	(01/30/20170	\$ 108,194.70
Manual Checks		\$
Voided Checks		\$
SEWER ACCOUNT:		\$ 55,623.73
Payroll	(01/30/20170	\$ 3,575.68
Manual Checks		\$
Voided Checks		\$
CAPITAL/GENERAL		\$ 154,185.88
CAPITAL-MANUAL CHECKS		\$
Voided Checks		\$
WATER CAPITAL ACCOUNT		\$
TRUST FUND		\$ 13,613.87
Payroll	(01/30/20170	\$ 520.00
Manual Checks		\$
Voided Checks		\$
UNEMPLOYMENTS ACCT-MANUALS		\$
DOG FUND		\$
GRANT FUND		\$ 46.89
Payroll	(01/30/20170	\$ 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.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-060

RESOLUTION ADOPTING HIGHLANDS BUSINESS PARTNERSHIP BUDGET FOR THE YEAR 2017

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 sets 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 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 1st 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 2017 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 introduced the aforesaid budget of the Highlands Business Partnership for the year 2017, at its meeting on January 18, 2017 by way of Resolution 17-040, and set a public hearing date of February 15, 2017 at 8:00p.m.; and

WHEREAS, a public hearing having been held in accordance with the procedures set forth in N.J.S.A. 40:56-84 and all of the requirements attendant thereto having been met.

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Council of the Borough of Highlands that the governing body hereby adopts the annual budget for the Highlands Business Partnership for the year 2017 which is annexed hereto.

**HIGHLANDS BUSINESS IMPROVEMENT DISTRICT
 District Management Corporation
 Highlands Business Partnership
 January 1, 2017– December 31, 2017
 COMMERCIAL DISTRICT 2017
 PROGRAM BUDGET EXPENSE**

Visual Improvement.....	\$20,000.00
• Beautification	
• Maintenance	
• Holiday & Seasonal	
• Street Banners	
Special Events Calendar.....	\$60,000.00
• Creation of events	
Marketing & Communications.....	\$25,000.00
• Ad campaigns – online, newspaper, magazine, shows	
• Tourism	
• Public Relations	
• Image Building	
• Visitor Guide	
• Audio & Video Media	
• 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
• Legal and Audit	
• Insurance	
• Office Supplies	
• Utilities – Telephone, fax & electric	
• License & fees	
TOTAL Expenses.....	\$170,000.00

**HIGHLANDS BUSINESS IMPROVEMENT DISTRICT
District Management Corporation
Highlands Business Partnership
January 1, 2017 – December 31, 2017**

COMMERCIAL DISTRICT PROGRAM BUDGET	2017 Income
Special Events Income	\$85,000.00
• Vendor Fees Income	
• Event Income (Social Affairs & Raffle Permit income)	
Marketing & Communications	\$15,000.00
• Sponsorship Income	
• Barter Goods & Services (approx. \$12k)	
TOTAL Income	\$100,000.00
 TOTAL ASSESSMENT INCOME REQUIRED TO OPERATE	 - \$70,000.00



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-02

AN ORDINANCE TO AMEND CHAPTER 2 OF THE BOROUGH CODE IN ORDER TO ESTABLISH THE BOROUGH OF HIGHLANDS GREEN TEAM ADVISORY COMMITTEE

WHEREAS, the Mayors Committee for a Green Future of the New Jersey League of Municipalities has promulgated and published a municipal certification program and organization called "Sustainable New Jersey" ("Sustainable Jersey"); and

WHEREAS, the purpose of Sustainable Jersey is to enlist municipalities in a concerted and organized state-wide effort to improve the environment and promote sustainability; and

WHEREAS, the governing body of the Borough of Highlands initially created the Green Team pursuant to Resolution No. 10-094; and

WHEREAS, the governing body of the Borough of Highlands now wishes to establish the Green Team as a permanent advisory committee of the Borough of Highlands.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, as follows:

SECTION I. Establishment

The provisions of Chapter 2 are hereby modified, and amended by the addition of a new section. Said Section, Chapter 2, Section 46 shall read as follows:

The Borough of Highlands Green Team be and is hereby established as an advisory committee to the Borough of Highlands governing body.

SECTION II. Purpose:

The General purposes for the Green Team shall include but not be limited to:

- (a) Managing the Borough of Highlands participation in the Sustainable Jersey program;
- (b) Encouraging the Borough staff to pursue sustainable practices where possible and implement the governing body's environmental goals;
- (c) At the recommendation of the governing body, work with the existing groups within the Borough whose actions affect

- environmental issues so as to eliminate duplication and assure that important tasks are covered;
- (d) Coordinate input and provide management for the Green Team section of the Borough website;
 - (e) Provide suggestions for further research and action to the governing body;
 - (f) At the direction of the governing body provide advice and suggestions to the Borough Land Use Board and the Environmental Commission to assure that environmental issues are considered in their deliberations and actions;
 - (g) Solicit and evaluate environmental ideas and suggestions from the community;
 - (h) Promote the causes of sustainability within the Borough.

SECTION III. Membership, Term of Office:

The Governing Body shall appoint nine (9) Borough residents to serve as the Green Team. One (1) member must be on the Land Use Board; one (1) member must be on the Environmental Commission; one (1) member must be a Highlands Business Owner; one (1) member must be a Department of Public Works Employee and one (1) member must be a Recreation Department Employee. The Green Team shall elect from among its members a Chair, Vice Chair and Secretary/Treasurer. Initially, three (3) members shall be appointed to a three (3) year term, three (3) members to a two (2) year term and three (3) members to a one (1) year term. Thereafter, all terms shall be for three (3) years. Additionally, the Mayor and a member of the governing body shall serve as ex officio members of the Green Team.

The Green Team shall select Borough volunteers to work on Green Team projects. The names of the Green Team volunteers shall periodically be submitted to the Borough and the Green Team committee reports, minutes, etc. shall also be submitted to the governing body.

SECTION IV. Meetings:

The Green Team shall meet monthly.

Additional meetings of the Green Team may be scheduled by the Chair at his/her discretion.

SECTION V. 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 VI. REPEALER.

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

SECTION VII. EFFECTIVE DATE.

This Ordinance shall take effect after final passage as provided by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-03

CAPITAL ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$300,000 THEREFOR (\$150,000 FROM THE BOROUGH'S OPEN SPACE FUND ACCOUNT AND \$150,000 FROM AN OPEN SPACE GRANT RECEIVED OR EXPECTED TO BE RECEIVED FROM THE COUNTY OF MONMOUTH) TO PAY FOR THE COST THEREOF

WHEREAS, the Borough of Highlands, in the County of Monmouth, State of New Jersey (the "Borough"), wishes to undertake various capital improvements throughout the Borough; and

WHEREAS, the cost of said improvements or purposes is estimated to be \$300,000; and

WHEREAS, the Borough desires to authorize the appropriation and expenditure of \$300,000, which sum includes \$150,000 from its Open Space Fund Account and the sum of \$150,000 as the amount of an Open Space Grant received or expected to be received from the County of Monmouth to undertake various capital improvements.

BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (a majority of the full membership thereof affirmatively concurring), **AS FOLLOWS:**

SECTION 1. The capital improvements or purposes described below are hereby authorized as general capital improvements to be undertaken by the Borough. For the said improvements or purposes, the Borough hereby appropriates the amount of \$300,000, which sum includes \$150,000 from its Open Space Fund Account and the sum of \$150,000 as the amount of an Open Space Grant received or expected to be received from the County of Monmouth.

SECTION 2. The capital improvements or purposes hereby authorized are various capital improvements including, but not limited to, the construction of restroom facilities in the Borough including, but not limited to, Snug Harbor Beach and Miller Beach or Veterans Park, and all associated sewer and plumbing improvements, and other general capital improvements to or the acquisition and installation of equipment or furnishings, as applicable, for Borough parks, buildings or facilities including, but not limited to, a retractable awning at the Community Center, and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto. All expenditures for such improvement or purpose shall comply with the Local Public Contracts Law N.J.S.A. 40A:11-1, et. seq.

SECTION 3. The expenditures for the improvements or purposes set forth in Section 2 hereof are hereby authorized and approved. The Mayor, the Acting Clerk, the Chief

Financial Officer or any other official/officer of the Borough is each hereby authorized and directed to execute, delivery and perform any agreement with the County of Monmouth to undertake the improvements or purposes set forth herein and to effectuate the transaction contemplated hereby.

SECTION 4. The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the Office of the Clerk and is available for public inspection.

SECTION 5. This ordinance shall take effect immediately after final adoption and approval by the Mayor as described in N.J.S.A. 40:49-2.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-04

CAPITAL ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$1,025,000 THEREFOR (\$203,734 FROM THE BOROUGH'S CAPITAL SURPLUS ACCOUNT AND \$341,980 FROM THE BOROUGH'S CAPITAL IMPROVEMENT FUND; \$146,286 FROM A COMMUNITY DEVELOPMENT BLOCK GRANT RECEIVED OR EXPECTED TO BE RECEIVED FROM THE STATE OF NEW JERSEY; \$333,000 FROM A NEW JERSEY DEPARTMENT OF TRANSPORTATION GRANT RECEIVED OR EXPECTED TO BE RECEIVED FROM THE STATE OF NEW JERSEY) TO PAY FOR THE COST THEREOF

WHEREAS, the Borough of Highlands, in the County of Monmouth, State of New Jersey (the "Borough"), wishes to undertake various capital improvements throughout the Borough; and

WHEREAS, the cost of said improvements or purposes is estimated to be \$1,025,000; and

WHEREAS, the Borough desires to authorize the appropriation and expenditure of \$1,025,000, which sum includes \$203,734 from the Borough's Capital Surplus Account; \$341,980 from the Borough's Capital Improvement Fund; \$146,286 from a Community Development Block Grant received or expected to be received from the State of New Jersey; and \$333,000 from a New Jersey Department of Transportation Grant received or expected to be received from the State of New Jersey to undertake various capital improvements.

BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (a majority of the full membership thereof affirmatively concurring), **AS FOLLOWS:**

SECTION 1. The capital improvements or purposes described below are hereby authorized as general capital improvements to be undertaken by the Borough. For the said improvements or purposes, the Borough hereby appropriates the amount of \$1,025,000, which sum includes \$203,734 from the Borough's Capital Surplus Account; \$341,980 from the Borough's Capital Improvement Fund; \$146,286 from a Community Development Block Grant received or expected to be received from the State of New Jersey; and \$333,000 from a New Jersey Department of Transportation Grant received or expected to be received from the State of New Jersey.

SECTION 2. The capital improvements or purposes hereby authorized are various capital improvements including, but not limited to, sanitary sewer improvements

from Atlantic Street to Washington Avenue (from Shore Drive to Bay Avenue); Improvements to Bay Street (from Woodland Avenue to Grand Tour); Improvements to North Peak Street from Valley Street to Terminus; Improvements to Valley Street (from Shore Drive to Fifth Avenue); Improvements to Twin Lights Terrace (from Light House Road to Hillside Court); Improvements to Miller Street (from Shore Drive to Bay Avenue); and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto. All expenditures for such improvement or purpose shall comply with the Local Public Contracts Law N.J.S.A. 40A:11-1, et. seq.

SECTION 3. The expenditures for the improvements or purposes set forth in Section 2 hereof are hereby authorized and approved. The Mayor, the Acting Clerk, the Chief Financial Officer or any other official/officer of the Borough is each hereby authorized and directed to execute, deliver and perform any agreement with the State of New Jersey to undertake the improvements or purposes set forth herein and to effectuate the transaction contemplated hereby.

SECTION 4. The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the Office of the Clerk and is available for public inspection.

SECTION 5. This ordinance shall take effect immediately after final adoption and approval by the Mayor as described in N.J.S.A. 40:49-2.

ADOPTED ON FIRST READING

DATED: February 1, 2017

DWAYNE M. HARRIS,
Acting Borough Clerk

ADOPTED ON SECOND READING
DATED: February 15, 2017

DWAYNE M. HARRIS,
Acting Borough Clerk

APPROVAL BY THE MAYOR ON THIS ____ DAY OF _____, 2017.

RICK O'NEIL,
Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-05

BOND ORDINANCE AMENDING BOND ORDINANCE NUMBER O-13-17 (WHICH PROVIDES FOR WALL RECONSTRUCTION) HERETOFORE FINALLY ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY, ON SEPTEMBER 18, 2013, TO AMEND THE TITLE AND DESCRIPTION SET FORTH THEREIN TO PROVIDE FOR WALL RECONSTRUCTION AND VARIOUS BAY STREET IMPROVEMENTS

BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

SECTION 1. The bond ordinance of the Borough of Highlands, in the County of Monmouth, State of New Jersey (the "Borough"), heretofore finally adopted by the Borough Council on September 18, 2013, numbered O-13-17 and entitled, "BOND ORDINANCE PROVIDING FOR WALL RECONSTRUCTION IN AND BY THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY, APPROPRIATING \$500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$475,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF" (the "Original Ordinance"), which Original Ordinance is hereby amended and supplemented to the extent and with the effect as follows:

A. The title of the Bond Ordinance shall be amended to read in its entirety as follows:

"BOND ORDINANCE PROVIDING FOR WALL RECONSTRUCTION AND VARIOUS BAY STREET IMPROVEMENTS IN AND BY THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY, APPROPRIATING \$500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$475,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF"

B. The improvements or purposes described in Section 3(a) of the Original Ordinance is hereby amended such that Section 3(a) thereof is hereby amended to read as follows:

"The improvements hereby authorized and the purpose for the finance of which the bonds are to be issued include, but are not limited to, wall reconstruction along 8 Bay Street and various other capital improvements to Bay Street (from Woodland Avenue to Grand Tour), including all work and materials necessary therefor and incidental thereto."

SECTION 2. Except as expressly amended hereby, the Original Ordinance shall remain in full force and effect.

SECTION 3. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption and approval by the Mayor, as provided by the Local Bond Law.

ADOPTED ON FIRST READING
DATED: February 15, 2017

DWAYNE M. HARRIS,
Acting Borough Clerk

ADOPTED ON SECOND READING
DATED: March 1, 2017

DWAYNE M. HARRIS,
Acting Borough Clerk

APPROVAL BY THE MAYOR ON THIS ____ DAY OF _____, 2017.

RICK O'NEIL,
Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-06

AN ORDINANCE AMENDING CHAPTER 3-7 OF THE BOROUGH CODE CONCERNING THE SEPARATION AND COLLECTION OF ALUMINUM, BUILDING MATERIALS, DEBRIS, GARBAGE, GLASS, METAL AND NONMETAL OBJECTS, PAPER AND TRASH

WHEREAS, Borough Code Section 3-7 addresses the Separation and Collection of Aluminum, Building Materials, Debris, Garbage, Glass, Metal and Nonmetal Objects, Paper and Trash; and

WHEREAS, the Governing Body has determined that it is in the best interest of the residents of the Borough to amend Code Section 3-7 to provide for the within changes; and

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

SECTION I.

The following sections of Chapter 3, Section 7 of the Borough Code shall be amended to provide as follows: (All additions are shown in *bold italics with underlines*. The deletions are shown as ~~*strikeovers in bold italics*~~. Sections of Chapter 3, Section 7 that will remain unchanged are shown in normal type).

3-7 SEPARATION AND COLLECTION OF ~~ALUMINUM~~, BUILDING MATERIALS, DEBRIS, GARBAGE, COMMINGLED ITEMS ~~GLASS, METAL AND NONMETAL OBJECTS~~, PAPER AND TRASH.

3-7.1 Definitions.

For the purposes of Section 3-7 of this chapter the following words and phrases shall have the meanings respectively ascribed to them by this section:

Aluminum shall mean all products made of aluminum including aluminum cans, foil, wrappers, containers for prepared dinners or other foods, or manufactured aluminum items.

Applicant shall mean the person that owns, rents, occupies, or controls the property and registers takes responsibility for application for dumpsters or PODS. Building materials shall be materials customarily used in the construction, renovation or demolition of any structure.

Commingled items shall mean glass, plastic and metal recyclables which can be placed together inclusive of glass bottles, glass jars, metal food tins, metal beverage cans, empty metal aerosol cans, plastic drink bottles, plastic

milk bottles, plastic detergent bottles and other plastic bottles such as shampoo, conditioner or washing up liquid bottles.

Containerized shall mean the placement of yard waste in a trash can, bucket, bag or other vessel, such as to prevent the yard waste from spilling or blowing out into the street and coming into contact with stormwater.

Debris shall mean stones, dirt, demolition material, broken concrete, bituminous asphalt materials and other like material, brush, branches, trees and bushes.

Garbage shall mean putrescent animal, fish, fowl, fruit or vegetable waste incident to and resulting from the use, preparation, cooking and/or consumption of food.

Glass shall mean all products made from silica or sand, soda ash and limestone, the product being transparent or translucent and being used for packaging or bottling of various matter and all material commonly known as glass excluding, however, blue and flat glass and glass commonly known as window glass. ~~For purposes of this section, glass is divided into separate categories—clear (flint), brown or green.~~

Leaves. For purposes of this section, leaves are recyclable.

Metal shall mean all products made of metal, exclusive of aluminum including, but not limited to, washers, dryers, refrigerators, stoves, hot water heaters, tire rims, springs, bicycles, bi-metal cans (tin cans) or scrap metal.

Occupant shall include a resident, tenant, owner and other third party who resides at or who occupies a premises or dwelling - commercial, residential, or institutional.

Paper products shall mean all uncontaminated paper material such as used newsprint, magazines, books, corrugated cardboard and high grade paper.

Receptacles shall mean containers generally made out of aluminum, or plastic having an average size 35 gallons, and shall not exceed 40 pounds when filled to capacity.

Roll-off dumpster or dumpster shall mean a bulk storage container for waste materials that can be hauled by private companies directly to the point of disposal.

Street shall mean any street, avenue, boulevard, road, parkway, viaduct, drive, or other way, which is an existing State, county, or municipal roadway, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, curbs, sidewalks, parking areas, and other areas within the street lines.

Trash shall mean ashes, plastic material, ceramics, blue and flat glass, nonputrescible solid waste, contaminated paper, and other similar materials.

3-7.2 Program Established.

a. There is hereby established a program for the mandatory separation of ~~aluminum, glass, metal and nonmetal objects,~~ commingled items, paper, trash, cardboard, building materials debris, garbage, and other debris within the Borough of Highlands. All recyclable materials shall be separated from other garbage, debris and trash and recycled consistent with this ordinance.

b. Any multifamily complex, business or institution that is not provided recyclables collection service by municipal forces or through municipal contract shall provide the

municipality with, at a minimum, an annual report describing arrangements for both solid waste and recyclable collection services, including the size, number and location of storage containers, frequency of pick-up services, the name and address of any contractor hired to provide such service, and phone and other contact information for the contractor.

3-7.3 Time for Pickup.

a. Pick-up of the solid waste items set forth herein shall be placed at the curb for collection on the days designated by the Borough and in the manner prescribed herein no later than 5:00 a.m. and not earlier than ~~3:00 p.m.~~ 5:00p.m. the day before the designated collection day.

b. Pickup of ~~aluminum, glass~~ commingled items and paper products set forth herein shall be placed at the curb for collection on the days designated by the Borough and in the manner prescribed herein no later than ~~8:00 a.m.~~ 5:00 a.m. or earlier than ~~3:00 p.m.~~ 5:00p.m. on the day before the designated collection day.

c. After collection, any empty container shall be removed from curbside by 8:00 p.m. of the day of the collection.

3-7.4 Separation and Placing for Removal; Containers.

The occupant or owner of any building shall place for disposal, removal or collection the following named items at the curb in conformity with the following regulations:

a. Paper products shall be bundled and tied separately or placed in paper bags tied securely. Paper products shall not be put in plastic bags of any type. Paper products shall not be placed at the curb for pickup in rainy or inclement weather.

b. Glass Commingled Items shall be placed in a reusable metal or rigid plastic container supplied by occupant. ~~Glass shall be separated into one container for clear glass; one for brown, and one for green glass. Any mixed glass not separated as set forth herein will be left at the curb. It shall be the responsibility of occupant to remove same.~~

c. ~~Aluminum shall be contained in a reusable metal or rigid plastic container to be supplied by occupant or owner.~~

d. Garbage. The garbage receptacle shall be a container of galvanized iron or a rigid plastic container and shall be watertight with suitable handles and a tight-fitting cover that will prevent access by flies, other insects and animals to its contents. The container shall be covered at all times and shall have a capacity of not less than four gallons and not more than 32 gallons. Garbage shall not be placed for pickup in non-rigid containers, plastic, bags or other containers not permitted herein.

e. Trash and debris shall be placed in metal or rigid plastic containers, ~~boxes~~ secured by a lid or securely tied.

f. Brush. Branches shall be tied in bundles not to exceed four feet in length or 40 pounds in weight.

g. Large items such as furniture, rugs, mattresses, television sets and refrigerators shall be placed at curbside no later than 5:00 a.m. on the day designated for collection and not earlier than ~~3:00~~ 5:00 p.m. on the day before the designated collection day, of such items, otherwise, disposal of same shall be the responsibility of the occupant.

h. The collection and disposal of leaves shall be in accordance with the following: sweeping, raking, blowing or otherwise placing yard waste that is not containerized at the curb or along the street is only allowed during the seven days prior to a scheduled and announced collection, and shall not be placed closer than ten feet from any storm drain inlet. Placement of such at the curb or along the street at any other time or in any other manner is a violation of this section. If such placement occurs, the party responsible for placement must remove the leaves from the street or said party shall be deemed in violation of this section.

i. Disposal of building materials, demolition materials, broken concrete, bituminous materials and similar items related thereto shall be the responsibility of property owner or contractor.

j. The borough reserves the right to designate certain specific materials to be put out for collection by certain users. Container users shall separate and place for collection corrugated paper, high grade paper, ~~aluminum and glass~~ and commingled items as defined herein.

k. Tin and bi-metal cans as well as commingled items shall be emptied of their contents and rinsed out. These items shall be placed for collection in accordance with the terms of subsection 3-7.4b.

l. All business, industrial, institutional and residential properties shall separate clean and unsoiled cardboard.

All business, industrial, institutional and residential cardboard shall be separated and tied and placed curbside on the appropriate pickup day. No pizza boxes or food soiled boxes shall be allowed with residential pickup.

The corrugated cardboard shall be securely tied with twine or rope in flat bundles, none of which shall weigh more than 50 pounds.

Placement for collection shall be in accordance with subsection 3-7.3b.

m. Leaves shall be kept separate from other vegetative waste, and shall only be placed for collection in a manner and schedule as shall be published and distributed by the municipality. This requirement shall not prohibit any person or establishment from making arrangements to collect leaves and grass directly from their property through their own efforts or via contract with a landscape service or other appropriate company, for direct transportation to a permitted recycling operation.

n. Automotive and other vehicle or wet cell batteries, used motor oil and antifreeze shall not be disposed as solid waste. Such items are to be kept separate from other waste materials and recyclables, and brought to ~~local service stations, scrap yards or~~ publicly operated recycling facilities designed and permitted to handle such products.

o. Liquid and hazardous waste shall not be disposed of as solid waste. No liquids of any type shall be placed with recyclables, or other solid waste for collection and disposal. No chemicals, liquid paints, pesticides, herbicides, reactive polishes or cleansers, cleaning or automotive products or other hazardous waste shall be placed with recyclables, or with solid waste for collection and disposal. Such items are to be kept separate from other waste materials and recyclables, and brought to publicly operated recycling facilities designed and permitted to handle such products.

3-7.5 Collection.

The collection, removal and disposal of aluminum, ~~building materials~~, debris, garbage, glass, large objects, leaves, metal and nonmetal objects, paper and trash shall be supervised by those persons designated by the borough who shall have the power to establish the time, method and routes of service. ~~and the color coding of receptacles, if applicable.~~ Collection for recyclable materials shall be one (1) time per week shall be by the Highlands Borough Sanitation Department once per week only on the following routes as indicated on the borough map ~~attached.~~ Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall. and on designated days of each month from 10/1 to 4/30 with twice weekly pick up the weeks of Thanksgiving and Christmas as posted by the governing body. Twice weekly pickup shall occur from 5/1 to 9/30 on the days posted by the governing body. There will be no collection of recyclable materials on the fifth week of any month in the calendar year.

~~The borough administrator shall establish the time for collection.~~

3-7.6 Receptacle Requirements.

a. All receptacles, not to exceed four in number, required herein shall be supplied by the occupant or owner of the premises subject to paragraph c. below, and placed prior to collection between the curb and sidewalk where they shall be readily accessible to the collector. The collector shall not retrieve receptacles from private property, and as such, it shall be the resident's responsibility to ensure that receptacles are placed between the curb and sidewalk. The occupant or owner shall keep all receptacles clean and in condition for safe handling. With the exception of Bay Avenue, receptacles must be stored in the rear of the premises at all times.

1. All apartment and other multifamily complexes, businesses, schools and other public or private institutions shall provide separate and clearly marked containers for use by

residents, students, employees, customers or other visitors, for trash and the various types of recyclables, as appropriate.

2. Any company or agency providing dumpsters, roll off or other containers to any apartment or other multifamily complex with shared disposal and recycling areas, or to any business, school or other institution, or for any construction/ demolition project, shall clearly mark such container for trash or for specific recyclables, as may be appropriate.

b. The use of containers or receptacles exceeding 40 pounds, shall be by special permit only.

c. The borough reserves the right to require the use of special receptacles by certain users when deemed necessary by the borough due to the nature of commodity and/or quantity involved.

d. No person shall park or leave unattended any waste or refuse container, commonly known as a roll-off dumpster, roll-off container, or mobile storage unit on or along any street, highway or public property in the borough without having first obtained a permit from the Borough of Highlands Code Enforcement, subject to police department approval. The application should specify, among other things, the size and location of said container. Said permit shall be valid for a period of seven days after issuance and may be renewed by application to the Borough of Highlands Code Enforcement, for an additional seven-day period, if necessary, at the discretion of the police chief, or his designee. The cost for each initial or renewal permit shall be twenty ~~(\$20.00)~~ \$30.00 dollars. A refundable escrow deposit of two hundred (\$200.00) dollars shall be required to indemnify the borough for any costs incurred by the borough, to reimburse the borough for any excess clean-up costs, or damages to borough property caused by improper removal of said containers.

e. Reflective Markers. Any roll-off dumpster parked on or along the street, highway or public property in the borough shall be equipped with and display markers with reflective panels having a minimum size of 18 inches in order to warn passersby of a traffic hazard. The reflective markers shall be mounted on both ends at the height of four feet from the surface of roadway.

f. A maximum of one dumpster or roll-off container is permitted on any one lot at any time.

g. Notwithstanding anything to the contrary set forth above, no permit shall be granted for use on a public street or public property, if the applicant has sufficient space on his/her/their premises to accommodate same.

3-7.7 Debris Management Plan for Construction Permits.

a. The municipality shall issue construction and demolition permits only after the applicant has provided a debris management plan identifying the estimated number and types of containers to be used for the handling of all solid waste and

recyclables generated during the project, and arrangement for the proper disposition of the generated materials.

b. A refundable deposit of fifty (\$50.00) dollars to one thousand (\$1,000.00) dollars shall be submitted with the debris management plan, which will be returned after completion of the project and submittal of appropriate records documenting the quantity and disposition of solid waste and recyclables. Inadequate or incomplete documentation may result in a refundable deposit of one thousand (\$1,000.00) dollars.

3-7.8 Title, Appointment and Duties of Recycling Coordinator.

- a. The position of recycling coordinator is hereby created and established within the municipality, to be appointed by the governing body of the Borough of Highlands, for a term of one year expiring on December 31 of each year.
- b. The duties of the recycling coordinator shall include, but are not limited to: the preparation of annual or other reports as required by state and county agencies regarding local solid waste and recycling programs, reviewing the performance of local schools and municipal agencies and conducting recycling activities, periodic review of local residential and business recycling practices and compliance, review and recommendation and local subdivision and site plan submittals and local construction and demolition projects for appropriate waste disposal and recycling provisions, report to the governing body on the implementation and enforcement of the provisions of this section, and such other reports and activities as may be requested by the governing body.
- c. The recycling coordinator shall be required to comply with the Certification Requirements for Municipal Recycling Coordinators as established by the State of New Jersey, the recycling coordinator shall have completed or be in the process of completing the requirements for certification as a "Certified Recycling Professional" (CRP) no later than January 13, 2012, as required by the New Jersey Recycling Enhancement Act.

3-7.9 Collection by Unauthorized Persons.

From the time of placement at the curb by anyone described herein, items shall become the property of the Borough of Highlands or its authorized agent. It shall be a

violation of this section for any person not authorized by the Borough of Highlands to collect or pick up or caused to be collected or picked up any such items. ~~Each such~~

3-7A.3 Garbage Prohibited at All Times.

No person or entity shall at any time place or cause to be placed for collection by the -third-party vendor selected by the Borough any of the following:

Tires, batteries, paints or any hazardous materials as defined by the Monmouth County Reclamation Center.

3-7A.4 Limited Collection of Bulk Garbage.

No person shall place or cause to be placed any bulk garbage for collection by the Borough of Highlands Sanitation Department except in accordance with the schedule contained in section 3-7A.2 hereof.

collection in violation hereof shall constitute a separate and distinct offense punishable as hereinafter provided.

3.7.10 Enforcement.

- a. The duly appointed municipal recycling coordinator, the Monmouth County Health Department and the Monmouth County Solid Waste Enforcement Team are hereby jointly and severally empowered to inspect solid waste and recycling arrangements and compliance at local residences, businesses, schools and institutions, and to enforce the provisions of this section, by issuance of warnings, notices, summons and complaints. A typical inspection may consist of sorting through containers and opening bagged solid waste to detect the presence of recyclable materials.
- b. The authorized inspector may, in his or her discretion, issue a warning rather than a summons following an initial inspection, with a follow up visit to determine compliance within a stated period of time.

3-7.11 Refrigerant Items.

- a. **Refrigerant Items to Be Recycled** All refrigerators, freezers, air conditioners and other items containing, or designed to contain, refrigerant fluid shall be recycled in accordance with the terms of this subsection.
- b. **Collection.** All refrigerators, freezers, air conditioners and items placed for collection containing or designed to contain refrigerant fluid shall be placed curbside no earlier than ~~4:00~~ 5:00 p.m. on the day before the designated collection day and not later than 5:00 a.m. of the collection day. Before placing any

refrigerator or freezer for collection, any doors must be fully removed. Refrigerators and freezers shall be placed for collection with the open side facing up.

- c. **Removal by Contractor.** If someone other than the homeowner, tenant or resident shall remove an existing item containing refrigerant fluid from its premises, that person or entity shall be responsible for disposal of the item. In such cases, the item may not be placed at curbside for pick up by the borough. The provisions of this paragraph shall not apply to items which have been placed for collection by the owner, tenant or resident of residential property who has performed the work himself or herself.
- d. **Removal Permit.** Prior to placing any item referred to in this subsection at curbside for collection, the owner, tenant or resident of the premises shall complete a form provided by the ~~building department~~ Borough offices, and pay the required fee, in order to obtain a removal permit. Such permit shall be affixed to the item to be removed by the borough.
- e. **Permit Fee.** The fee for obtaining a removal permit shall be ~~twenty (\$20.00)~~ fifty (\$50.00) dollars per item.
- f. **Enforcement.** This subsection shall be enforced by the Highlands Police Department or the Highlands Code Enforcement Officer.
- g. **Penalties.** The penalty for violating any section of this subsection shall be as prescribed in subsection 3-7.8.
- h. **Effective Date.** This subsection shall become effective immediately upon passage and publication according to law.

3-7.12 Violations and Penalties.

- a. Violations or noncompliance with any of the provisions of this section, or the rules and regulations promulgated hereunder, shall be subject to a fine of not less than five hundred (\$500.00) dollars nor more than one thousand (\$1,000.00) dollars.
- b. Each day such violation or neglect is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.
- c. Fines levied and collected in municipal court pursuant to the provisions of this section shall be deposited into the municipal recycling fund. Monies in the municipal recycling trust fund shall be used for the expenses of the municipal recycling program.

3-7.13 Repealer.

All ordinances or part of ordinances inconsistent herewith are repealed as to such inconsistency only.

3-7.14 Refuse Containers/Dumpsters.

a. Purpose. The purpose of this subsection is to require dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers to the municipal separate storm sewer system(s) operated by the Borough of Highlands and/or the waters of the State so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

b. Definitions. For the purpose of this subsection, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this subsection clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Municipal separate storm sewer system (MS4) shall mean a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or "operated by the Borough of Highlands or other public body, and is designed and used for collecting and conveying stormwater. NOTE: In municipalities with combined sewer systems, add the following: "MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.

Person shall mean any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

Refuse container shall mean any waste container that a person controls whether owned, leased, or operated, including dumpsters, trash cans, garbage pails, and plastic trash bags.

Stormwater shall mean water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

Waters of the State shall mean the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

c. **Prohibited Conduct.** Any person who controls, whether owned, leased, or operated, a refuse container or dumpster must ensure that such container or dumpster is covered at all times and shall prevent refuse from spilling out or overflowing.

Any person who owns, leases or otherwise uses a refuse container or dumpster must insure that such container or dumpster does not leak or otherwise discharge liquids,

semi-liquids or solids to the municipal separate storm system(s) operated by the Borough of Highlands.

d. **Exceptions to Prohibition.**

1. Permitted temporary demolition containers.
2. Litter receptacles (other than dumpsters or other bulk containers).
3. Individual homeowner trash and recycling containers.
4. Refuse containers at facilities authorized to discharge stormwater under a valid NJPDES permit.
5. Large bulky items (e.g., furniture, bound carpet and padding, white goods placed curbside for pickup).

e. **Enforcement.** This subsection shall be enforced by the police department and/or ~~other municipal officials~~ the Code Enforcement Officer of the Borough of Highlands.

f. **Penalties.** Any person(s) who is found to be in violation of the provisions of this subsection shall be subject to a fine not to exceed two thousand (\$2,000.00) dollars.

3-7A NONRESIDENTIAL GARBAGE.

3-7A.1 Definition.

Bulk garbage shall mean appliances, ~~building materials, and all similar waste~~ and debris which is not ordinarily generated as household garbage or which may now or in the future be excluded by the Monmouth County Reclamation Center as acceptable residential type garbage.

3-7A.2 Collection of Bulk Garbage.

a. **Schedule.** ~~Bulk garbage shall be collected by the Highlands Borough Sanitation Department.~~ Bulk garbage shall be collected by a third-party vendor to be selected by the Borough.

b. **Additional Regulations.**

(a) Schedule. ~~Bulk garbage shall be collected by the Highlands Borough Sanitation Department.~~ Bulk garbage shall be collected by a third-party vendor to be selected by the Borough

There shall be four pickups annually in March, June, September and December in accordance with the schedule set for the particular zone. Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall.

~~(1) The pickup for all residents Downtown, shall be the last Thursday in March, June, September and December.~~

~~(2) The pickup for all residents on the Hill, shall be the last Friday in March, June, September and December.~~

~~Zone 1 - The first (1st) Friday of the month.~~

~~Zone 2 - The second (2nd) Friday of the month.~~

~~Zone 3 - The third (3rd) Friday of the month.~~

~~Zone 4 - The fourth (4th) Friday of the month.~~

(3) Materials collected cannot exceed five cubic yards (determined by the sanitation driver) for each pickup.

(4) Appliances shall not be placed at the curb before ~~6:00 p.m.~~ 5:00 p.m. on the day before the scheduled pickup. Doors must be removed from refrigerators prior to placement at the curb.

(5) Bulk debris shall not be placed at the curb for collection until 5:00 p.m. the day preceding the scheduled collection date.

(6) Notwithstanding the above, appliances containing refrigerants will not be scheduled for pick up unless permit stickers are first obtained from Borough Hall. A fee of ~~twenty (\$20.00)~~ fifty (\$50.00) dollars will be assessed for each such sticker.

(7) Notwithstanding the above, all construction debris (including carpets and tiles) regardless of whether generated by a homeowner or contractor, will not be collected by the borough, and must be removed by a duly licensed private hauler.

(8) Every property owner, including landlords, shall be entitled to two additional annual bulk garbage collections upon payment of a ~~twenty (\$20.00)~~ fifty (\$50.00) dollar appointment fee per collection, provided that the materials collected do not exceed two items or two cubic yards, whichever is the lesser.

3-7A.2(1) Brush and Branch Pick Up

Brush and branches are scheduled to be picked up by zones during the following months: April, May, September, October, November and December.

Brush and Branch placement is permitted to be placed a maximum of five (5) days prior to pick up. Additionally, residents are permitted to bring brush and branches to the recycling yard. Proof of residency is required to bring brush and branches to the recycling yard and no commercial entities are permitted to bring brush and branches to the recycling yard.

Zone 1 – The first (1st) Friday of the month.

Zone 2 – The second (2nd) Friday of the month.

Zone 3 – The third (3rd) Friday of the month.

Zone 4 – The fourth (4th) Friday of the month.

Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall.

Branch and Branches will only be picked up during the months listed above. Additional pick-ups will not be granted.

3-7A.2(2) Leaf Pick Up

Leaves are scheduled to be picked up by zones during the following months: October, November and December. Leaves must be left out loose and placed by the curb Residents are permitted to bring leaves to the recycling yard. Proof of residency is required to bring leaves to the recycling yard and no commercial entities are permitted to bring leaves to the recycling yard. .

Zone 1 – The first (1st) Friday of the month.

Zone 2 – The second (2nd) Friday of the month.

Zone 3 – The third (3rd) Friday of the month.

Zone 4 – The fourth Friday of the month.

Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall.

3-7A.3 Garbage Prohibited at All Times.

No person or entity shall at any time place or cause to be placed for collection by ~~the Highlands Borough Sanitation Department~~ the contracted hauler selected by the Borough any of the following:

Tires, ~~batteries~~, paints or any hazardous materials as defined by the Monmouth County Reclamation Center. Household batteries are accepted with household trash.

3-7A.4 Limited Collection of Bulk Garbage.

No person shall place or cause to be placed any bulk garbage for collection by the ~~Borough of Highlands Sanitation Department~~ the contracted hauler selected by the Borough except in accordance with the schedule contained in section 3-7A.2 hereof.

3-7A.5 Penalties.

Any person or entity violating the provisions of this section shall be subject to a fine of not more than five hundred (\$500.00) dollars.

3-7A.6 Number of Receptacles; Weight Limit.

~~a. The Borough of Highlands shall collect four receptacles, not to exceed 40 pounds in weight each, for the removal of garbage, trash and refuse from business or commercial establishments. The collection of garbage beyond the four receptacles per pick up shall be the responsibility of the owners and occupants thereof to provide for private collection of garbage, trash and refuse and to comply with all applicable federal, state and borough laws, rules and regulations regarding such collection. All businesses and commercial establishments shall also be entitled to four receptacles of 40 pounds~~

~~in weight each for recycling as required by law. The remaining recycling must be disposed of by the owner or occupant of the establishment through private collection to comply with all applicable federal, state and borough laws, rules and regulations regarding such collection.~~

~~b. For purposes of this subsection, businesses and commercial uses shall be designated as any business or commercial operation having a mercantile license issued under subsection 4-9.1 of the Revised General Ordinances of the Borough of Highlands.~~

3-7B GARBAGE COLLECTION — COMMERCIAL PREMISES.

- a. The Borough of Highlands shall not collect garbage, trash and refuse of any kind from business or commercial establishments. The collection of garbage shall be the responsibility of the owners and occupants thereof to provide for private collection of garbage, trash and refuse and to comply with all applicable federal, state and borough laws, rules and regulations regarding such collection. All businesses and commercial establishments shall also provide for recycling as required by law.
- b. For purposes of this section, businesses and commercial uses shall be designated as any business or commercial operation having a mercantile license issued under subsection 4-9.1 of the Revised General Ordinance 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 after final passage as provided by law.

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
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

**Attorney-Client Privilege: Employee Handbooks
Optional Municipal Charter Law
Bay Pointe at Highlands Condominium Association**

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Approval of Minutes: January 18, 2017 – Regular Meeting

Public Comments on Resolutions

Consent Agenda:

Resolutions

- R-17-031** - Appointing Member of the Environmental Commission
- R-17-032** - Appointing Recreation Committee Members
- R-17-045** - Appointing Additional Member to the Green Team Due to Vacancy Created
- R-17-046** - Auth. the Highlands Green Team to Submit Grants to Sustainable Jersey
- R-17-047** - Appointing Communication Operators
- R-17-048** - Amending Appointment of Municipal Attorney
- R-17-049** - Appointing Additional Member to the Recreation Committee (Advisory)
- R-17-050** - Authorizing Payment of Bills
- R-17-051** - Award Emergency Contract - J.F. Kiely

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

Ordinances: Introductions - [Public Hearing/Possible Adoption – February 15, 2017]

O-17-02 - Amend Chapter 2 of the Borough Code in Order to Establish the Borough of Highlands Green Team Advisory Committee

O-17-03 - Ordinance Providing for Various Capital Improvements

Mayoral Appointments to the Finance

Committee Reports:

Public Comments:

Adjourn:

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

Call to Order
Pledge of Allegiance

ROLL CALL:

Present: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil

Absent: None

Also Present: Brian Geoghegan, Borough Administrator
Dwayne Harris, Acting Borough Clerk
Brian Chabarek, Borough Attorney
Patrick DeBlasio, CFO

Approval of Minutes: January 18, 2017 – Regular Meeting

A motion to approve these meeting minutes was offered by Council Member Wells and was duly seconded by Council Member Broullon.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

These meeting minutes have been properly approved.

Public Comments on the Resolutions

Mayor O'Neil opened up the resolutions to public comments.

An unidentified speaker asked about R-17-051- Award Emergency Contract - J.F. Kiely

The Mayor closed the public comments on the consent agenda.

Resolutions

R-17-031 - Appointing Member of the Environmental Commission **TABLED**

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

A motion to **table R-17-031** was offered by Mayor O’Neil and was duly seconded by Council Member Wells.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D’Arrigo, Mrs. Wells, Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

This resolution has been properly **tabled**.

~~**R-17-032 – Appointing Recreation Committee Members**~~

R-17-045 - Appointing Additional Member to the Green Team Due to Vacancy Created

A motion to approve this resolution was offered by Council Member Broullon and was duly seconded by Council Member Wells.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D’Arrigo, Mrs. Wells, Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

This resolution has been properly approved.

R-17-051 - Award Emergency Contract - J.F. Kiely **TABLED**

A motion to **table R-17-051** was offered by Mayor O’Neil and was duly seconded by Council Member Wells.

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

Consent Agenda

- R-17-046** - Auth. the Highlands Green Team to Submit Grants to Sustainable Jersey
- R-17-047** - Appointing Communication Operators
- R-17-048** - Amending Appointment of Municipal Attorney
- R-17-049** - Appointing Additional Member to the Recreation Committee (Advisory)
- R-17-050** - Authorizing Payment of Bills

A motion to approve this consent agenda was offered by Council Member Broullon and was duly seconded by Council Member Wells.

This motion was passed by the following vote:

ROLL CALL:

- AYE:** Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil (5)
- NAY:** None (0)
- ABSENT:** None (0)
- ABSTAIN:** None (0)

This consent agenda items have been properly approved.

Ordinances: Introductions - [Public Hearing/Possible Adoption – February 15, 2017]

O-17-02 - Amend Chapter 2 of the Borough Code in Order to Establish the Borough of Highlands Green Team Advisory Committee

Council Member Broullon explained this ordinance to the public.

A motion to introduce this ordinance for public hearing/possible adoption on February 15, 2017 was offered by Council Member Broullon and was duly seconded by Mayor O'Neil.

This motion was passed by the following vote:

ROLL CALL:

- AYE:** Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil (5)
- NAY:** None (0)
- ABSENT:** None (0)
- ABSTAIN:** None (0)

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

This ordinance has been properly introduced for public hearing/possible adoption on February 15, 2017.

O-17-03 - Ordinance Providing for Various Capital Improvements

Dwayne Harris explained this ordinance to the public.

A motion to introduce this ordinance for public hearing/possible adoption on February 15, 2017 was offered by Council Member D'Arrigo and was duly seconded by Mayor O'Neil.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

This ordinance has been properly introduced for public hearing/possible adoption on February 15, 2017.

Mayoral Appointments to the Finance

A motion to abolish the finance committee was offered by Council Member Card and was duly seconded by Mayor O'Neil.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

This motion to abolish the finance committee was properly approved.

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

Committee Reports:

Committee Reports:

Council Member Broullon

Green Team

They are working with Communications and Environmental committees to get out recycling information to the residents via a borough calendar. This will include all borough and HBP events. These will be funded under Clean Communities.

Communications

They are working on revising the newsletter.

Shade Tree

They will have their first meeting on the third Tuesday of every month. They will discuss trees, shrubs and bushes that should/should not be planted in the borough.

Council Member Card

Substandard Housing

Working with Code Enforcement on this. There are two or three homes scheduled to be demoed. There will be zero tolerance with property owners who believe a blind-eye will be turned or excuse will be accepted. Care will be taken to remain within the letter of the law.

Land Use Board

Land Use Board has changed their meeting schedule. A request was made for someone to fill in at the meeting during the second week in March.

Council Member Card stated that he felt the Land Use Board did a disservice to the community. He paraphrased a board member stating he said, "I really don't care what the people think. I don't care if the town gets sued. This is how I'm voting."

The Master Plan has been approved. The Land Use subcommittee did their due diligence and did an excellent job involving all stakeholders. The Master Plan is about ninety-five percent correct; the last five percent could end us up in some legal battles.

Council Member D'Arrigo

Parks & Recreation

They had their first meeting the last Monday. Council Member D'Arrigo tasked the group with an assignment which will be discussed at the second meeting.

**Mayor and Council
Minutes
Community Center,
22 Snug Harbor Avenue, Highlands
Wednesday, February 01, 2017
7:00 p.m.**

Open Space

Maggie Strucker, from the Pocket Meadow Initiative, will be speaking at the group's first meeting this Thursday. Thanks to a grant program and generous donations, they will provide consultations; site surveys and recommendations; planting guidance and supervision; and long-term maintenance plans. Dale Leubner will be coming in as well to discuss a site of interest to the group. The Garden Club was contacted by an Open Space committee member.

Council Member Wells

Board of Education

The play "Peter Pan" was staged the previous Friday. It was a great event for the kids, parents and teachers. Everyone did a fantastic job.

Public Works

The committee met last night and had a great meeting. They are still working on a format for all the via projects. Flood mitigation projections will be part of a special presentation by Dale Leubner.

Mayor O'Neil

Public Safety

Total Calls for Service	671
Arrests	15 Adults; 0 Juveniles
Summons	75
Moving Violations	28, Non-Moving 22; DWI 4
Borough Ordinances	21

There will be an educational presentation on the abuse of heroin and opioids at HHHS on March 9th at 7:00pm. Everyone is encouraged to attend.

Public Comments:

Mayor O'Neil opened up the floor to public comments.

Chris (?) of (?) stated that he agreed about the abolishment of the finance committee. He also asked about the status of the Valley Street pump station.

Adjourn:



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 17-031

RESOLUTION APPOINTING MEMBER OF THE ENVIRONMENTAL ADVISORY COMMISSION

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission;
 and

WHEREAS, a vacancy exists within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill this position with the Environmental
 Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of
 Highlands that the following person shall be appointed to the Highlands Environmental
 Advisory Commission:

_____ Regular Member three (3) year term to expire 12/31/2019

Motion: **Table Indefinitely, moved by: Councilmember Wells; seconded by: Mayor O'Neil**

	INTRODUCED	SECONDED	AYE		NAY	ABSTAIN	ABSENT
BROULLON							
CARD							
D'ARRIGO							
WELLS	X						
O'NEIL		X					

I, Dwayne M, Harris, Acting
 Municipal Clerk of the Borough of
 Highlands, in the County of
 Monmouth, State of New Jersey,
 hereby certify this to be a true
 copy of the action of the
 Governing Body, at its Meeting,
 held February 01, 2017.
 WITNESS my hand this 8th day of
 February 2017.

Dwayne M. Harris, RMC
 Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-045

RESOLUTION APPOINTING ADDITIONAL MEMBER TO THE GREEN TEAM DUE TO VACANCY CREATED

WHEREAS, by way of Resolution R-17-014, the Borough of Highlands established a Green Team with an effective date of January 1, 2017 through December 31, 2017; and

WHEREAS, in accordance with Resolutions R-17-014 and R-17-033, certain members of the Green Team were appointed to serve; and

WHEREAS, Jen Strehl has advised that she can no longer serve as a representative of Recreation on the Green Team; and

WHEREAS, in accordance with N.J.S.A. 40A:9-12.1, a vacancy exists within the Green Team; and

WHEREAS, Diane Knox has expressed an interest in serving on the Green Team; and

WHEREAS, in accordance with all of the above, the governing body wishes to fill the vacancy on the Green Team by appointing Diane Knox to serve as a representative of Recreation; and

WHEREAS, in accordance with Resolutions R-17-014, R-17-033 and the within Resolution, the following departments and representatives will serve on the Green Team.

Members of the team:

Joe Misita	- Public Works
Nancy Burton	- Recycling
Steve Szulecki	- Environmental
Diane Knox	- Recreation
Ken Braswell	- Land Use Board
Carla Braswell	- HBP Representative
Rosemary Ryan	- School Board
Brian J. Geoghegan	- Borough Administrator
Carolyn Broullon	- Council Liaison
Rick O'Neil	- Mayor
Linda Ziemba	- (1) Resident
Scott Keller	- (2) Resident

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the above-named individuals shall serve on the Green Team for the calendar year 2017 through December 31, 2017.

	INTRODUCED	SECONDED	AYE		NAY	ABSTAIN	ABSENT
BROULLON	X		X				
CARD			X				
D'ARRIGO		X	X				
WELLS			X				
O'NEIL			X				

I, Dwayne M, Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017. WITNESS my hand this 8th day of February 2017.



Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-046

RESOLUTION OF SUPPORT FROM BOROUGH OF HIGHLANDS GOVERNING BODY AUTHORIZING THE HIGHLANDS GREEN TEAM TO SUBMIT GRANTS TO SUSTAINABLE JERSEY

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Borough of Highlands strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, the Borough of Highlands is participating in the Sustainable Jersey Program;
and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;

THEREFORE, the Governing Body has determined that the Borough of Highlands should apply for the aforementioned Grants.

THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grants.

Motion: Approve Resolution, moved by Councilmember Broullon; Seconded by Councilmember D'Arrigo.

Vote: Motion carried by roll call vote (summary: Yes = 5; No = 0).

Yes: Councilmember Broullon, Councilmember Card, Councilmember D'Arrigo, Councilmember Wells, Mayor O'Neil

No: None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017. WITNESS my hand this 8th day of February 2017.

Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-047

RESOLUTION APPOINTING COMMUNICATION OPERATORS

WHEREAS there are vacancies in Police Communications created by the resignation of one full-time and one part-time Communication Operators; and

WHEREAS, these vacancies have created difficulties in order to cover the monthly scheduling needs of the department; and

WHEREAS, Chief Blewett recommends the appointment of Mr. James trivet, who has proven to be a reliable and proficient employee, into the full-time Police Communication Operator position; and

WHEREAS, Chief Blewett further recommends the appointments of Mr. Dillon Vargas and Ms. Laura Hamilton as part-time Police Communication Operators.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the appointments of the above mentioned Police Communication Operators are hereby approved.

Motion: Approve Resolution, moved by Councilmember Broullon; Seconded by Councilmember **D'Arrigo**.

Vote: Motion carried by roll call vote (summary: Yes = 5; No = 0).

Yes: Councilmember Broullon, Councilmember Card, Councilmember **D'Arrigo**, Councilmember Wells, Mayor **O'Neil**

No: None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017. WITNESS my hand this 8th day of February 2017.


Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17- 048

RESOLUTION AMENDING APPOINTMENT OF MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2017 & AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES

WHEREAS, by way of Resolution 17-001, the Borough set forth the need for professional legal services to be provided to the Borough of Highlands for the calendar year 2017 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, by way of Resolution R-17-001, the Mayor offered the name of Brian J. Chabarek, Esq. of the Law Firm of Dwyer, Bachman & Newman, LLC.; and

WHEREAS, by way of Resolution R-17-001, Brian J. Chabarek of the Law Firm of Dwyer, Bachman & Newman, LLC was appointed Borough Attorney for the calendar year 2017 and awarded a professional services contract for professional legal services provided for the period of January 1, 2017 through December 31, 2017; and

WHEREAS, by way of Resolution 17-001, the Chief Financial Officer determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, effective January 30, 2017, Brian J. Chabarek, Esq. changed law firms and is affiliated with the law firm of Davison, Eastman, Munoz, Lederman & Paone, P.A.; and

WHEREAS, the Law Firm of Davison, Eastman, Munoz, Lederman & Paone, P.A. 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 Firm of Davison, Eastman, Munoz, Lederman & Paone, P.A. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c271; and

WHEREAS, in light of the Borough Attorney's change in law firms, the governing body wishes to amend and replace the award of contract so as to reflect the Borough Attorney's new law firm; and

WHEREAS, this amended contract is awarded to Brian J. Chabarek, Esq., of the law firm of Davison, Eastman, Munoz, Lederman & Paone, P.A. on the same terms and conditions as set forth in Resolution 17-001; and

WHEREAS, this amended contract is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 for an amount not to exceed \$66,000.00 plus reimbursable expenses for Professional Legal Services provided to the Borough for the period of February 1, 2017 through December 31, 2017 at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$150 per hour for services outside of the contract; and

WHEREAS, Davison, Eastman, Munoz, Lederman & Paone, P.A. has submitted a contract for Professional Legal Services for the calendar year 2017;

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. Resolution 17-001 is hereby amended to reflect that Brian J. Chabarek of the Law Firm of Davison, Eastman, Munoz, Lederman & Paone, P.A. is hereby appointed as Borough Attorney for the calendar year 2017 and is awarded a professional service contract for an amount not to exceed \$66,000.00 for professional legal services provided for the period of February 1, 2017 through December 31, 2017.

2. The Professional Legal Services Contract that was awarded by way of Resolution 17-001 is hereby amended and replaced with the aforesaid Legal Services Contract awarded to Brian J. Chabarek, Esq. of the Law Firm of Davison, Eastman, Munoz, Lederman & Paone, P.A. and the Mayor and Borough Clerk are hereby authorized to sign the amended Contract.

3. This 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)(i) because it is for services performed by persons authorized by law to practice a recognized profession.

4. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk.

5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

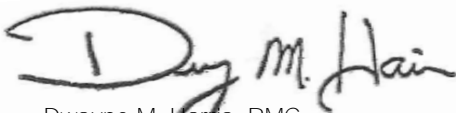
Motion: Approve Resolution, moved by Councilmember Broullon; Seconded by Councilmember D'Arrigo.

Vote: Motion carried by roll call vote (summary: Yes = 5; No = 0).

Yes: Councilmember Broullon, Councilmember Card, Councilmember D'Arrigo, Councilmember Wells, Mayor O'Neil

No: None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017. WITNESS my hand this 8th day of February 2017.



Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-049

RESOLUTION APPOINTING ADDITIONAL MEMBER TO THE RECREATION COMMITTEE (ADVISORY)

WHEREAS, Section 2-23 of the Borough of Highlands Code creates a Recreation Committee (Advisory) which states there shall be an advisory recreation committee in the Borough consisting of not less than five nor more than nine members. All appointments shall be for one year and members shall serve until their respective successors are appointed and qualified. The recreation committee shall advise the mayor and council on the recreation program; and

WHEREAS, by way of Resolutions 17-032 and 17-042, appointments were made to the Recreation Committee, wherein seven (7) individuals were appointed to serve for **the calendar year 2017 consisting of: Claudette D'Arrigo, Scott Keller, Jen Strehl, Rebecca Kane-Wells, Chris Moran, Jackie Kane, and Greg Wells;** and

WHEREAS, two (2) openings remains on the Recreation Committee and the governing body wishes to fill an opening with the following individual: Diane Knox.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following additional appointment be made to the Recreation Committee:

1. Diane Knox

BE IT FURTHER RESOLVED that the aforesaid additional appointment to the Recreation Committee shall be for a term of 1 year with an expiration date of December 31, 2017.

Motion: Approve Resolution, moved by Councilmember Broullon; Seconded by Councilmember **D'Arrigo**.

Vote: Motion carried by roll call vote (summary: Yes = 5; No = 0).

Yes: Councilmember Broullon, Councilmember Card, Councilmember **D'Arrigo**, Councilmember Wells, Mayor **O'Neil**

No: None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017. WITNESS my hand this 8th day of February 2017.

Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-050

RESOLUTION AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated January 27, 2017, which totals as follows:

Current Fund	\$1,491,089.01
Sewer Account	\$77,356.23
Capital Fund	\$15,759.28
Trust-Other	\$41,828.77
Federal/State Grants	\$95.30

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,626,128.59** 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 on file in the Municipal Clerk's office for reference.

Motion: Approve Resolution, moved by Councilmember Broullon; Seconded by Councilmember D'Arrigo.

Vote: Motion carried by roll call vote (summary: Yes = 5; No = 0).

Yes: Councilmember Broullon, Councilmember Card, Councilmember D'Arrigo, Councilmember Wells, Mayor O'Neil

No: None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held February 01, 2017.

WITNESS my hand this 8th day of February 2017.

Dwayne M. Harris, RMC
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-051

TABLED

RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT FOR STORM SEWER REPLACEMENT AT THE VALLEY STREET PUMP STATION

WHEREAS, the Local Public Contracts Law permits the award of emergency contracts pursuant to N.J.S.A. 40A:11-6 et. seq., subject to certain criteria, and

WHEREAS, the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-6 et seq. allows the award of contracts without public advertising for bids and bidding when an emergency exists affecting the public health, safety or welfare which requires the immediate delivery of goods or the performance of services, wherein the award of contract is made in the manner prescribed by the aforesaid statutory provision; and

WHEREAS, the Borough of Highlands has determined that an emergency exists with regard to sever road deterioration in the area of Snug Harbor; and

WHEREAS, as a result of the aforesaid emergency, there is a need to mill and overlay portions of the road in the area of Snug Harbor; and

WHEREAS, the Borough has determined that the aforesaid emergency affects the public health, safety and/or welfare; and

WHEREAS, in accordance with the aforesaid declaration and pursuant to N.J.S.A. 40A:11-6 et. seq., the aforesaid emergency milling and road overlay project is awarded to J.F. Kiely Construction of Long Branch, NJ, in the amount of \$139,443.75; and

WHEREAS, certification of funds having been made by the Chief Financial Officer, that funds are available for the said purpose.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that the contract for the aforesaid emergency storm sewer replacement be and is hereby authorized and ratified with J.F. Kiely Construction in the amount of \$139,443.75

BE IT FURTHER RESOLVED, that this contract is being awarded without public advertisement for bids pursuant to an emergency situation affecting the public health, safety and/or welfare, and as authorized by the Local Public Contract Laws, in accordance with N.J.S.A. 40A:11-6, which permits the awarding of emergency contracts.

BE IT FURTHER RESOLVED, that the Borough officials, including but not limited to, the Borough Administrator, are hereby authorized to execute the said emergency contract, as well as any and all documents required to effectuate the same.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-02

AN ORDINANCE TO AMEND CHAPTER 2 OF THE BOROUGH CODE IN ORDER TO ESTABLISH THE BOROUGH OF HIGHLANDS GREEN TEAM ADVISORY COMMITTEE

WHEREAS, the Mayors Committee for a Green Future of the New Jersey League of Municipalities has promulgated and published a municipal certification program and organization called "Sustainable New Jersey" ("Sustainable Jersey"); and

WHEREAS, the purpose of Sustainable Jersey is to enlist municipalities in a concerted and organized state-wide effort to improve the environment and promote sustainability; and

WHEREAS, the governing body of the Borough of Highlands initially created the Green Team pursuant to Resolution No. 10-094; and

WHEREAS, the governing body of the Borough of Highlands now wishes to establish the Green Team as a permanent advisory committee of the Borough of Highlands.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, as follows:

SECTION I. Establishment

The provisions of Chapter 2 are hereby modified, and amended by the addition of a new section. Said Section, Chapter 2, Section 46 shall read as follows:

The Borough of Highlands Green Team be and is hereby established as an advisory committee to the Borough of Highlands governing body.

SECTION II. Purpose:

The General purposes for the Green Team shall include but not be limited to:

- (a) Managing the Borough of Highlands participation in the Sustainable Jersey program;
- (b) Encouraging the Borough staff to pursue sustainable practices where possible and implement the governing body's environmental goals;
- (c) At the recommendation of the governing body, work with the existing groups within the Borough whose actions affect environmental issues so as to eliminate duplication and assure that important tasks are covered;

- (d) Coordinate input and provide management for the Green Team section of the Borough website;
- (e) Provide suggestions for further research and action to the governing body;
- (f) At the direction of the governing body provide advice and suggestions to the Borough Land Use Board and the Environmental Commission to assure that environmental issues are considered in their deliberations and actions;
- (g) Solicit and evaluate environmental ideas and suggestions from the community;
- (h) Promote the causes of sustainability within the Borough.

SECTION III. Membership, Term of Office:

The Governing Body shall appoint nine (9) Borough residents to serve as the Green Team. One (1) member must be on the Land Use Board; one (1) member must be on the Environmental Commission; one (1) member must be a Highlands Business Owner; one (1) member must be a Department of Public Works Employee and one (1) member must be a Recreation Department Employee. The Green Team shall elect from among its members a Chair, Vice Chair and Secretary/Treasurer. Initially, three (3) members shall be appointed to a three (3) year term, three (3) members to a two (2) year term and three (3) members to a one (1) year term. Thereafter, all terms shall be for three (3) years. Additionally, the Mayor and a member of the governing body shall serve as ex officio members of the Green Team.

The Green Team shall select Borough volunteers to work on Green Team projects. The names of the Green Team volunteers shall periodically be submitted to the Borough and the Green Team committee reports, minutes, etc. shall also be submitted to the governing body.

SECTION IV. Meetings:

The Green Team shall meet monthly.

Additional meetings of the Green Team may be scheduled by the Chair at his/her discretion.

SECTION V. 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 VI. REPEALER.

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

SECTION VII. EFFECTIVE DATE.

This Ordinance shall take effect after final passage as provided by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 17-03

CAPITAL ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$300,000 THEREFOR (\$150,000 FROM THE BOROUGH'S OPEN SPACE FUND ACCOUNT AND \$150,000 FROM AN OPEN SPACE GRANT RECEIVED OR EXPECTED TO BE RECEIVED FROM THE COUNTY OF MONMOUTH) TO PAY FOR THE COST THEREOF

WHEREAS, the Borough of Highlands, in the County of Monmouth, State of New Jersey (the "Borough"), wishes to undertake various capital improvements throughout the Borough; and

WHEREAS, the cost of said improvements or purposes is estimated to be \$300,000; and

WHEREAS, the Borough desires to authorize the appropriation and expenditure of \$300,000, which sum includes \$150,000 from its Open Space Fund Account and the sum of \$150,000 as the amount of an Open Space Grant received or expected to be received from the County of Monmouth to undertake various capital improvements.

BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (a majority of the full membership thereof affirmatively concurring), **AS FOLLOWS:**

SECTION 1. The capital improvements or purposes described below are hereby authorized as general capital improvements to be undertaken by the Borough. For the said improvements or purposes, the Borough hereby appropriates the amount of \$300,000, which sum includes \$150,000 from its Open Space Fund Account and the sum of \$150,000 as the amount of an Open Space Grant received or expected to be received from the County of Monmouth.

SECTION 2. The capital improvements or purposes hereby authorized are various capital improvements including, but not limited to, the construction of restroom facilities in the Borough including, but not limited to, Snug Harbor Beach and Miller Beach or Veterans Park, and all associated sewer and plumbing improvements, and other general capital improvements to or the acquisition and installation of equipment or furnishings, as applicable, for Borough parks, buildings or facilities including, but not limited to, a retractable awning at the Community Center, and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto. All expenditures for such improvement or purpose shall comply with the Local Public Contracts Law N.J.S.A. 40A:11-1, et. seq.

SECTION 3. The expenditures for the improvements or purposes set forth in Section 2 hereof are hereby authorized and approved. The Mayor, the Acting Clerk, the Chief

Financial Officer or any other official/officer of the Borough is each hereby authorized and directed to execute, delivery and perform any agreement with the County of Monmouth to undertake the improvements or purposes set forth herein and to effectuate the transaction contemplated hereby.

SECTION 4. The capital budget of the Borough is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs is on file in the Office of the Clerk and is available for public inspection.

SECTION 5. This ordinance shall take effect immediately after final adoption and approval by the Mayor as described in N.J.S.A. 40:49-2.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

MAYORAL APPOINTMENTS TO THE FINANCE COMMITTEE

These are one (1) year appointments for the Calendar Year 2017 wherein the terms will expire on December 31, 2017.

Finance Committee – Mayor	Rick O’Neil
Finance Committee – Council Liaison	Doug Card
Finance Committee – Council Liaison	
Finance Committee – Borough Administrator	_____ Brian Geoghegan
Finance Committee – Chief Financial Officer	Patrick DeBlasio
Finance Committee Member # 5	Mellissa Pederson
Finance Committee Member # 6	Joseph McFadden
Finance Committee Member # 7	Chris Francy
Finance Committee Member # 8	_____