



BOROUGH OF HIGHLANDS

42 Shore Drive, Highlands, NJ 07732

www.highlandsborough.org

**MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS
REGULAR MEETING
September 18, 2019
7:00 P.M.**

This meeting of September 18, 2019 is called pursuant to the provisions of the Open Public Meetings Law. This meeting of September 18, 2019 was included in a list of meetings notice transmitted to the Two River Times and the Asbury Park Press and posted on the bulletin board in the Municipal Building on September 16, 2019 and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official Action May be taken at this meeting.

Proper notice having been given, the Municipal Clerk is directed to include this statement in the minutes of this meeting.

Executive Session: 7:00 P.M.

BE IT RESOLVED that the following portion of this meeting shall not be open to the public,

BE FURTHER RESOLVED that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

1. Pending or Anticipated Litigation:
2. Contract Negotiations:
3. Purchase, Lease or Sale of Real Estate:
4. Matters of Personnel
5. Attorney/Client Privilege
Economic Development Advisory Committee
Highlands Business Partnership

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists.

MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS
REGULAR MEETING
September 18, 2019

REGULAR MEETING: 8:00 P.M.

Ordinances:

Public Hearing, Final Reading and Adoption:

O-19-15 An Ordinance Adding Section 2-11.5 of the Borough of Highlands Revised General Ordinances to Establish a Custodian of Records for the Fire Department

Introduce and set Public Hearing Date for 10/02/2019

O-19-16 An Ordinance Adding Section 10-14 of the Borough of Highlands Revised General Code to Establish Requirements for Business Certificates of Occupancy

Resolutions:

1. R-19-234 A Resolution Authorizing the Payment of Bills Pursuant to the Bill Pay List of September 13, 2019
2. R-19-235 A Resolution Appointing Permanent Full-Time Cashier, Deputy Municipal Clerk and Land Use Board Secretary
3. R-19-236 A Resolution Authorizing the Award of a Non Fair and Open Contract for Professional Engineering Services for the Improvements to Cornwell Street and John Street Project
4. R-19-237 A Resolution Authorizing the Award of a Non Fair and Open Contract for Professional Engineering Services for the Improvements to Shore Drive, 2nd Street and Cedar Street Project
5. R-19-238 A Resolution Designating a Public Agency Compliance Officer (P.A.C.O.)
6. R-19-239 A Resolution Appointing Part-Time School Crossing Guard
7. R-19-240 A Resolution of the Borough of Highlands Certifying Review of the Audit Report for the Year Ended December 21, 2018
8. R-19-241 A Resolution Approving the 2019 Audit Recommendation and Corrective Action Plan
9. R-19-242 A Resolution Authorizing Extending the Term of the Temporary Recreation Coordinator
10. R-19-243 A Resolution approving a Person To Person and Place to Place Transfer of Liquor License 1317-33-024
11. R-19-244 A Resolution Approving a Request for Waiver of Alcohol Ban for Highlands Day at the Community Center and Snug Harbor Beach

Reports:

1. Borough Administrator
2. Highlands Police Department Report
3. Borough Engineer

MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS
REGULAR MEETING
September 18, 2019

Public Portion:

Time may be allotted for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Council shall be recognized by the presiding officer and shall give their name, address, and the group, if any, they represent. Although the Council encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. The Council will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-19-15

AN ORDINANCE ADDING SECTION 2-11.5 OF THE BOROUGH CODE TO ESTABLISH A CUSTODIAN OF RECORDS FOR THE FIRE DEPARTMENT

WHEREAS, pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., a public agency can designate custodians of government records by formal action, and

WHEREAS, the governing body of the Borough of Highlands has determined that in order to be more responsive to requests for access to government records of the Fire Department, it is in the best interest of the Borough to add Section 2-11.5 to establish the position of a custodian of records for that Department.

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

SECTION I.

Borough Code Section 2-11.5 "Custodian of Records" shall be added as follows:

2-11.5 Custodian of Records.

The Fire Department shall designate a Custodian of Records who shall have custody of and safely keep all records, books and documents of the Fire Department. Requests for public records of the Fire Department shall be directed to the Custodian of Records. The Custodian of Records shall be responsible for responding to requests for public records of the Fire Department.

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

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

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

Motion to Introduce Ordinance 19-15:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

I, Matthew Conlon, RMC, 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 Council Meeting, held September 4, 2019. WITNESS my hand this ___ day of _____ 2019.

Matthew Conlon, RMC
Municipal Clerk, Borough of Highlands, New Jersey

Public Hearing, Final Reading and Adoption Of Ordinance 19-15:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

I, Matthew Conlon, RMC, 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 Council Meeting, held September 18, 2019. WITNESS my hand this ___ day of _____ 2019.

Matthew Conlon, RMC
Municipal Clerk, Borough of Highlands, New Jersey

Mayor: _____

Clerk: _____



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

ORDINANCE O-19-16

AN ORDINANCE ADDING SECTION 10-14 OF THE BOROUGH CODE TO ESTABLISH REQUIREMENTS FOR BUSINESS CERTIFICATES OF OCCUPANCY

WHEREAS, Chapter X of the Borough Code entitled Buildings and Housing regulates the construction standards for buildings in the Borough of Highlands, in accordance with the applicable State Statutes and the Rules and Regulations of the Department of Community Affairs; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the Borough to add Section 10-14 to provide requirements for business certificates of occupancy for non-residential structures whenever a change in occupancy occurs.

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

SECTION I.

Borough Code Section 10-14 "Business Certificate of Occupancy" shall be added as follows:

10-14 BUSINESS CERTIFICATE OF OCCUPANCY.

10-14.1 New tenants or owners required to obtain business certificate of occupancy.

No premises or portion of premises of a commercial or industrial property, whether in a commercial or industrial zone or in a different zone by reason of a nonconforming use, shall be relet, rerented or sold and thereafter occupied by a new tenant or owner without the appropriate application for and issuance of a business certificate of occupancy.

10-14.2 Application; review and inspection; fees; notice of requirement.

- a. The new owner or tenant of the premises about to be newly occupied or their respective agents shall apply to the Construction Official for a business certificate of occupancy and shall supply, as necessary information on said application, all facts relating to the nature of the new owner's or tenant's business, occupation or industry, the manufacturing or

other processes involved and the nature of all materials intended to be stored on the premises, to be part of said premises or pertinent to said new business use or occupation, with the form of application to be set by the Construction Official.

- b. Within ten (10) business days of receipt of said application, the Construction Official shall issue or deny the application after reviewing it and inspecting the building or structure with the Bureau of Fire Prevention Fire Official, Board of Health and other subcode officials as deemed necessary by the Construction Official to determine whether the premises comply with all of the provisions of this article or any other ordinance of this Township. If the building or structure, as intended to be used, meets the requirements hereof, the Construction Official shall forthwith issue a business certificate of occupancy. If the building or structure does not meet the requirements hereof, the Construction Official shall notify the applicant of the details in which the building or structure does not meet the requirements hereof. When such details have been perfected, the applicant shall notify the Construction Official, in writing, that the items have been corrected and reinspection shall be made with the certificate of occupancy being issued or denied within five business days of receipt of the notice of correction.
- c. A fee as set forth in Chapter 10, Section 10-2, Fees, shall be charged for the first inspection by the Building Department. Any reinspections, if required, shall be performed at a charge as set forth in Chapter 10, Section 10-2, Fees.

10-14.3 Responsibility of owners.

The owner or owners of all commercial and industrial premises shall be responsible, in addition to the perspective tenant, for notification to the Construction Official of the pendency of any new tenancy or ownership.

10-14.4 Violations and Penalties.

Any person adjudicated as having violated any provision of this article shall be subject to the penalties in Chapter 1, General, Section 1-5, of this Code.

SECTION II.

Borough Code Section 10-2.3 "Business Certificate of Occupancy" shall be added as follows:

10-2.3 Business Certificate of Occupancy.

Pursuant to Section 10-14, Business Certificate of Occupancy, the following fees are hereby established:

- a. First inspection by Department of Building and Inspections: \$225.

b. Any subcode reinspection: \$50.

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

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

Motion to Introduce Ordinance 19-16:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

I, Matthew Conlon, RMC, 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 Council Meeting, held September 18, 2019. WITNESS my hand this ____ day of _____ 2019.

Matthew Conlon, RMC
Municipal Clerk, Borough of Highlands, New Jersey

Public Hearing, Final Reading and Adoption Of Ordinance 19-16:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

I, Matthew Conlon, RMC, 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 Council Meeting, held _____, 2019. WITNESS my hand this ____ day of _____ 2019.

Matthew Conlon, RMC
Municipal Clerk, Borough of Highlands, New Jersey

Mayor: _____

Clerk: _____



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-234

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated September 13, 2019, which totals as follows:

Current Fund	\$ 248,110.23
Sewer Account	\$ 13,040.61
Capital Fund	\$ 113,729.09
Trust-Other	\$ 15,538.53
Federal/State Grants	\$ 3,820.00
Total	\$ 394,238.46

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$394,238.46 be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk

RECAP OF PAYMENT OF BILLS

09/18/2019

CURRENT:		\$	248,816.67
Payroll	(09/15/2019)	\$	
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	32,332.85
Payroll	(09/15/2019)	\$	
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	62,695.17
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	3,026.00
Payroll	(09/15/2019)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	385.15
Payroll	(09/15/2019)	\$	
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.**

September 13, 2019
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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: 1

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099	Excl
ACEWA005 ACE WALCO TERMITE CONTROL														
19-00605 05/07/19 MONTHLY MONITORING & TREATING														
	6		MONTHLY MONITORING & TREATING	55.13		9-01-25-263-000-201	B Fire Dept: Building and grounds	R	05/07/19	09/12/19		805580	N	
	7		MONTHLY MONITORING & TREATING	55.13		9-01-25-263-000-201	B Fire Dept: Building and grounds	R	05/07/19	09/13/19		786379	N	
	9		MONTHLY MONITORING & TREATING	52.50		9-01-25-263-000-201	B Fire Dept: Building and grounds	R	09/13/19	09/13/19		748254	N	
				162.76										
			Vendor Total:	162.76										
ADVANCED ADVANCED MICRO DISTRIBUTION														
19-01078 08/27/19 it hours														
	1		it hours	100.00		9-01-20-100-000-294	B Admin: Other	R	08/27/19	09/12/19		67443	N	
	2		it hours	100.00		9-01-20-120-000-294	B Municipal Clerk: Other	R	08/27/19	09/12/19		67443	N	
	3		it hours	200.00		9-01-20-130-000-294	B Finance: Other	R	08/27/19	09/12/19		67443	N	
	4		it hours	200.00		9-01-20-145-000-260	B Tax Collection: Computer Services	R	08/27/19	09/12/19		67443	N	
	5		it hours	100.00		9-01-20-152-000-294	B Central Services: Other	R	08/27/19	09/12/19		67443	N	
	6		it hours	100.00		9-01-21-180-000-294	B Municipal Land Use Law: Other	R	08/27/19	09/12/19		67443	N	
	7		it hours	100.00		9-01-21-185-000-294	B Zoning: Other	R	08/27/19	09/12/19		67443	N	
	8		it hours	200.00		9-01-22-195-000-260	B Construction: Computer Services	R	08/27/19	09/12/19		67443	N	
	9		it hours	100.00		9-01-22-200-000-294	B Code Enf: Other	R	08/27/19	09/12/19		67443	N	
	10		it hours	100.00		9-01-26-290-000-294	B Streets: Other	R	08/27/19	09/12/19		67443	N	
	11		it hours	200.00		9-01-26-310-000-294	B B&G: Other	R	08/27/19	09/12/19		67443	N	
				1,500.00										
			Vendor Total:	1,500.00										
AME01 AMERIHEALTH INSURANCE CO. NJ														
19-01135 09/12/19 OCTOBER 2019														
	1		OCTOBER 2019	64,243.65		9-01-23-220-000-254	B Current: retirees Group Insurance	R	09/12/19	09/12/19		190906180744	N	
	2		OCTOBER 2019	1,364.27		9-05-55-502-025-252	B Sewer: Insurance - Other	R	09/12/19	09/12/19		190906180744	N	

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: 3

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
BOROU020 BOROUGH OF SEA BRIGHT													
19-00535 04/24/19 shared service lifeguards													
			4 shared service lifeguards	13,887.00		9-01-42-730-000-299	B SHARED SERVICE- SEA BRIGHT LIFEGUARDS	R	04/24/19	09/12/19		SEPTEMBER 2019	N
Vendor Total:				13,887.00									
BUHLE005 BUHLER & BITTER, INC.													
19-01070 08/23/19 GEARSHIFT LEVER													
			1 GEARSHIFT LEVER	130.29		9-01-42-717-000-154	B Interlocal: Equipment Maintenance	R	08/23/19	09/12/19		271366P	N
			2 COOLANT BOTTLE	84.80		9-01-42-717-000-154	B Interlocal: Equipment Maintenance	R	08/23/19	09/12/19		271569P	N
			3 RADIATOR CAP	19.40		9-01-42-717-000-154	B Interlocal: Equipment Maintenance	R	08/23/19	09/12/19		271569P	N
Vendor Total:				234.49									
CARUSO CARUSO & BAXTER, P.A.													
19-01145 09/13/19 PORTLAND ROAD ASSOCIATES													
			1 PORTLAND ROAD ASSOCIATES	240.00		T-03-56-875-000-107	B Trust: LUB -112 PORTLAND ROAD	R	09/13/19	09/13/19		9/9/19	N
Vendor Total:				240.00									
CAVAN005 CAVANAUGH'S EXTERMINATING CO													
19-00802 06/26/19 PEST SERVICES													
			4 PEST SERVICES	30.00		9-01-26-310-000-178	B B&G: Building Maintenance	R	06/26/19	09/12/19		792818	N
			5 PEST SERVICES	30.00		9-01-26-310-000-178	B B&G: Building Maintenance	R	06/26/19	09/12/19		792831	N
			6 PEST SERVICES	40.00		9-01-26-310-000-178	B B&G: Building Maintenance	R	06/26/19	09/12/19		792843	N
Vendor Total:				100.00									
CHAMP005 CHAMPION CONTRACTING CORP													
19-01144 09/13/19 DUPLICATE PAYMENT													
			1 DUPLICATE PAYMENT	50.00		9-01-99-999-006-170	B Due to Current Fund	R	09/13/19	09/13/19			N
Vendor Total:				50.00									

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: 4

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CLEAR005 CLEARY GIACOBBE ALFIERI JACOBS														
	19-00971	07/26/19	LEGAL ATTORNEY											
	2		LEGAL ATTORNEY	455.00		9-01-20-155-000-251	B	Legal Services: Consultants -Litigation	R	07/26/19	09/13/19		73170	N
	Vendor Total:			455.00										
CLIFF005 CLIFFORD J. MOORE III														
	19-00503	04/16/19	ECONOMIC DEVELOPMENT CONSULTIN											
	6		ECONOMIC DEVELOPMENT CONSULTIN	2,916.67		9-01-20-110-000-251	B	Mayor/Council:Consultants	R	04/16/19	09/13/19		SEPTEMBER 2019	N
	Vendor Total:			2,916.67										
CME01 CME ASSOCIATES														
	18-01200	09/21/18	PROFESSIONAL SERVICES											
	21		PROFESSIONAL SERVICES	306.00		9-01-20-165-000-244	B	Engineering:General Engineering	R	09/13/19	09/13/19		0247884	N
	19-00044	01/14/19	2019 GENERAL ENGINEERING											
	16		2019 GENERAL ENGINEERING	2,026.50		9-01-20-165-000-245	B	Engineering-Storm Water	R	01/14/19	09/13/19		0247857	N
	19-00282	03/04/19	ord 14-08											
	13		ord 14-08	900.75		c-04-14-108-000-510	B	Ord 14-08 Engineer	R	03/04/19	09/13/19		0247887	N
	19-00761	06/16/19	LAND SURVEYING RESO #19-134											
	8		LAND SURVEYING CORNWELL/JOHN S	903.50		9-01-20-165-000-244	B	Engineering:General Engineering	R	06/16/19	09/13/19		0247888	N
	19-00928	07/16/19	PROFESSIONAL LAND SURVEYING											
	5		PROFESSIONAL LAND SURVEYING	129.00		9-01-20-165-000-244	B	Engineering:General Engineering	R	07/16/19	09/13/19		0247858	N
	Vendor Total:			4,265.75										
COMCAST COMCAST														
	19-01137	09/12/19	40 SHORE DRIVE											
	1		40 SHORE DRIVE	129.77		9-05-55-502-000-294	B	Sewer: Other	R	09/12/19	09/12/19		40 SHORE DR	N
	Vendor Total:			129.77										

September 13, 2019
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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
BCBSNJ HORIZON BLUE CROSS BLUE SHIELD	19-01136	09/12/19	DENTAL										
			1 DENTAL	363.10		9-01-23-220-000-254	B Current: Retirees Group Insurance	R	09/12/19	09/12/19		292271018	N
			Vendor Total:	363.10									
IMPAC005 IMPAC	19-01130	09/12/19	FUEL										
			1 FUEL	5,034.91		9-01-31-460-000-192	B Fuel	R	09/12/19	09/12/19		SQLCD-543097	N
			Vendor Total:	5,034.91									
BUTLER JAMES BUTLER, ESQ.	19-00105	01/29/19	res 19-007 prosecutor 2019										
			9 res 19-007 prosecutor 2019	1,270.00		9-01-25-275-000-201	B Contract Cost	R	01/29/19	09/12/19		SEPTEMBER 2019	N
			Vendor Total:	1,270.00									
JCPL JCP & L	19-01140	09/13/19	valley st pump station										
			1 valley st pump station	6.50		9-05-55-502-000-214	B Sewer: Gas & Electric	R	09/13/19	09/13/19		95366054732	N
			2 40 shore dr pump station	4,271.05		9-05-55-502-000-214	B Sewer: Gas & Electric	R	09/13/19	09/13/19		95366054747	N
			3 cedar street	14.06		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95775536158	N
			4 street lighting	1,356.20		9-01-31-435-000-217	B Street Lighting	R	09/13/19	09/13/19		95775536067	N
			5 street lighting	2,266.18		9-01-31-435-000-217	B Street Lighting	R	09/13/19	09/13/19		95775536068	N
			6 22 snugharbor avenue	1,005.55		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95047361463	N
			7 waterwitch /bay avenue	14.26		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054723	N
			8 waterwitch receptacles	128.85		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054722	N
			9 42 shore drive	395.29		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054758	N
			10 streetscape	62.40		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054748	N
			11 27a 2nd street	443.54		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054739	N
			12 27 2nd street	282.54		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054738	N
			13 17 shore dr	900.83		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95366054724	N
			14 bay avenue	698.74		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95057335166	N
			15 201-203 bay avenue receptacles	51.90		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95844491451	N
			16 linden avenue	8.11		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95037380040	N
			17 waterwitch avenue	99.31		9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19		95037380025	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
JCP L	JCP & L		Continued								
	19-01140	09/13/19	valley st pump station	Continued							
			18 1 shore drive	70.74	9-01-31-430-000-215	B Electric	R	09/13/19	09/13/19	95386028380	N
				12,076.05							
			Vendor Total:	12,076.05							
JUNGL	JUNGL LASERS, LLC										
	19-01106	09/03/19	geo 3.0 grease trap inspection								
			1 geo 3.0 grease trap inspection	675.00	9-01-22-195-000-252	B Construction: Contractual Service	R	09/03/19	09/12/19	94584	N
			Vendor Total:	675.00							
MASER005	MASER CONSULTING, P. A.										
	19-01076	08/01/19	PROFESSIONAL ENGINEERING								
			4 PROFESSIONAL ENGINEERING	2,662.50	9-01-20-165-000-244	B Engineering:General Engineering	R	08/01/19	09/12/19	532525	N
			Vendor Total:	2,662.50							
MASTE005	MASTER MAINTENANCE OF RED BANK										
	18-01610	12/07/18	cleaning service								
			7 cleaning service-8/11&8/25/19	240.00	8-01-25-240-000-274	B Police: Janitorial	R	09/12/19	09/12/19	4685	N
	19-00152	02/07/19	CLEANING OF MUNICIPAL TRAILER								
			8 CLEANING OF MUNICIPAL TRAILER	300.00	9-01-26-310-000-178	B B&G: Building Maintenance	R	09/12/19	09/12/19	4685	N
			Vendor Total:	540.00							
MAZZA2	MAZZA RECYCLING SERVICES										
	17-01470	12/29/17	demo of structures								
			1 demo of structures	34,609.80	9-01-99-999-200-265	B Acc Payable 2017-Substandard Housing	R	12/29/17	09/12/19	209593	N
			Vendor Total:	34,609.80							

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type	Description	Stat/chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
MICHA015 MICHAEL P. BOLAN,AICP,PP														
	18-00830	07/02/18	SPECIAL COUNCIL COURT APPOINTE											
	14		SPECIAL COUNCIL COURT APPOINTE	1,875.00		9-01-22-195-000-242	B	Construction: Consultants - Legal	R	09/12/19	09/12/19		19-11975	N
	Vendor Total:			1,875.00										
MON001 MONMOUTH COUNTY TREASURER														
	19-00661	05/21/19	shrewsbury flood warning											
	1		shrewsbury flood warning	1,500.00		9-01-25-252-000-294	B	Emergency Mgmt: Other	R	05/21/19	09/12/19		2019-6	N
	Vendor Total:			1,500.00										
MONM045 MONMOUTH TELECOM														
	18-01274	10/09/18	DATA AND VOICE SERVICES											
	8		DATA AND VOICE SERVICES	926.60		8-01-31-440-000-213	B	Telephone	R	10/09/18	09/12/19		298389	N
	Vendor Total:			926.60										
NJAMERIC NEW JERSEY AMERICAN WATER														
	19-01141	09/13/19	17-1 shore drive fire											
	1		17-1 shore drive fire	66.43		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		17-1 SHORE FIRE	N
	2		40 shore drive pumpstation	37.33		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		40 SHORE DR	N
	3		linden avenue	3.30		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		LINDEN AVENUE	N
	4		s 2nd st garage	29.76		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		S 2ND ST	N
	5		waterwitch avenue	181.90		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		WATERWITCH AVEN	N
	6		waterwitch avenue	3.30		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		WATERWITCH AVEN	N
	7		17-1 shore firehse	29.76		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		17-1 FIREHOUSE	N
	8		22 snugharbor avenue	103.49		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		22 SNUGHARBOR	N
	9		42 shore drive	3.30		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		42 SHORE DR	N
	10		s bay avenue	3.30		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		S BAY AVENUE	N
	11		bay avenue park	1,691.09		9-01-31-445-000-219	B	Water	R	09/13/19	09/13/19		BAY AVE PARK	N
	12		116 hydts	3,780.21		9-01-31-463-000-193	B	Fire Hydrants	R	09/13/19	09/13/19		116 HYDTS	N
	13		gravelly pt hydts	179.64		9-01-31-463-000-193	B	Fire Hydrants	R	09/13/19	09/13/19		GRAVELLY HYDTS	N
				<u>6,112.81</u>										
	Vendor Total:			6,112.81										

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ON-SITE ON-SITE TIRE REPAIR, LLC											
	19-01115	09/05/19	goodyear tires/police dept								
	1		goodyear tires/police dept	1,620.00	9-01-42-717-000-198	B Interlocal: Tires	R	09/05/19	09/12/19	32182	N
			Vendor Total:	1,620.00							
ONE CALL ONE CALL CONCEPTS, INC.											
	19-00150	02/07/19	drawdown mark-outs 2019								
	9		drawdown mark-outs 2019	63.92	9-05-55-502-000-154	B Sewer: Equipment Maintenance	R	02/07/19	09/12/19	9085086	N
			Vendor Total:	63.92							
QUALI005 QUALITY AUTO GLASS, INC.											
	19-01086	08/27/19	REPAIR BROKEN WINDOWS/VEHICLES								
	1		REPAIR BROKEN WINDOWS/VEHICLES	354.72	9-01-26-300-000-183	B Mech Garage: Equipment & Parts	R	08/27/19	09/12/19	144793	N
	2		REPAIR BROKEN WINDOWS/VEHICLES	142.46	9-01-26-300-000-183	B Mech Garage: Equipment & Parts	R	08/27/19	09/12/19	144794	N
	3		REPAIR BROKEN WINDOWS/VEHICLES	354.72	9-01-26-300-000-183	B Mech Garage: Equipment & Parts	R	08/27/19	09/12/19	144795	N
	4		REPAIR BROKEN WINDOWS/VEHICLES	440.00	9-01-26-300-000-183	B Mech Garage: Equipment & Parts	R	08/27/19	09/12/19	144796	N
				1,291.90							
			Vendor Total:	1,291.90							
RUTGER RUTGERS											
	19-00767	06/17/19	recycling class								
	1		recycling class	1,956.00	T-03-56-850-000-007	B Trust: Recycling	R	06/17/19	09/12/19	87547	N
			Vendor Total:	1,956.00							
RUTGSTAT RUTGERS, THE STATE UNIVERSITY											
	19-00854	07/10/19	INTRO MUNICIPAL CLERK CLASSES								
	1		INTRO MUNICIPAL CLERK CLASSES	868.00	9-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	07/10/19	09/12/19	48891	N
			Vendor Total:	868.00							

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SEABO005 SEABOARD WELDING SUPPLY, INC.											
	19-00146	02/05/19	drawdown for oxygen,argon								
			8 drawdown for oxygen,argon	39.50	9-01-26-310-000-170	R	02/05/19	09/12/19		899857	N
			Vendor Total:	39.50							
SET01 SETTEMBRINO ARCHITECTS											
	18-01263	10/08/18	ARCHITECT FOR NEW BORO HALL								
			14 ARCHITECT FOR NEW BORO HALL	56,000.00	C-04-16-101-000-202	R	10/08/18	09/13/19		2376	N
			15 ARCHITECT FOR NEW BORO HALL	5,513.50	C-04-16-101-000-203	R	10/08/18	09/13/19		2377	N
			16 ARCHITECT FOR NEW BORO HALL	229.77	C-04-16-101-000-202	R	10/08/18	09/13/19		2387	N
				61,743.27							
			Vendor Total:	61,743.27							
SIGNA005 SIGN-A-LIZE LLC											
	19-01094	08/27/19	HIGHLANDS DAY- BULKHEAD SIGN								
			1 HIGHLANDS DAY- BULKHEAD SIGN	125.00	T-03-56-850-000-011	R	08/27/19	09/12/19		7753	N
			Vendor Total:	125.00							
SPECTROL SPECTROTTEL, INC.											
	19-01134	09/12/19	PHONE-POLICE DEPARTMENT								
			1 PHONE-POLICE DEPARTMENT	215.66	9-01-31-440-000-213	R	09/12/19	09/12/19		9272804	N
			Vendor Total:	215.66							
STAPLES STAPLES ADVANTAGE											
	19-01097	08/28/19	office supplies								
			1 office supplies	216.01	9-01-20-130-000-201	R	08/28/19	09/12/19		8055532492	N
			2 office supplies	67.71	9-01-20-152-000-201	R	08/28/19	09/12/19		8055532492	N
				283.72							
			Vendor Total:	283.72							

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
STAVOLA STAVOLA COMPANIES														
	18-00642	05/17/18	ASPHALT FOR ROAD PAVING											
			20 ASPHALT FOR ROAD PAVING	51.15	C-04-17-102-000-201		B	Ord#17-04 Various Road/Sewer Imporv	R	02/14/19	09/12/19		150639	N
			Vendor Total:	51.15										
TM T&M ASSOCIATES														
	19-01139	09/13/19	harborside at hudson engineeri											
			1 harborside at hudson engineeri	705.00	T-13-58-901-000-207		B	Eng> 5,000 Harbor/Hudson Ferry 101/27.02	R	09/13/19	09/13/19		FMK372573	N
			Vendor Total:	705.00										
TOWNS015 TOWNSHIP OF FREEHOLD														
	19-00719	06/06/19	SHARED SERVICE/C2 OPERATOR											
			3 SHARED SERVICE/C2 OPERATOR	2,458.34	9-05-55-502-000-151		B	Sewer: Consultants - Other	R	06/06/19	09/12/19		2512	N
			Vendor Total:	2,458.34										
RECLAMAT TREASURER, COUNTY OF MONMOUTH														
	19-01131	09/12/19	RECLAMATION-AUGUST 2019											
			1 RECLAMATION-AUGUST 2019	1,739.34	9-01-26-309-000-220		B	Mon Cty Rec: Tipping Fees	R	09/12/19	09/12/19		AUG 2019	N
			2 RECLAMATION-AUGUST 2019	67.23	9-01-26-308-000-285		B	Recycling Tax	R	09/12/19	09/12/19		AUG 2019	N
				1,806.57										
			Vendor Total:	1,806.57										
TWO RIVER TWO RIVER TIMES														
	19-01125	09/10/19	affidavit of publication											
			1 affidavit of publication	30.38	9-01-20-120-000-220		B	Municipal Clerk: Advertising	R	09/10/19	09/12/19		12464	N
			Vendor Total:	30.38										
VERIZON1 VERIZON														
	19-01132	09/12/19	17-1 SHORE DRIVE											
			1 17-1 SHORE DRIVE	241.10	9-01-31-440-000-213		B	Telephone	R	09/12/19	09/12/19		17-1 SHORE DR	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VERIZON1 VERIZON				Continued									
	19-01132	09/12/19	17-1 SHORE DRIVE	Continued									
			2 VALLEY ST PUMP STATION			9-05-55-502-000-213	B Sewer: Telephone	R	09/12/19	09/12/19		VALLEY ST	N
						39.00							
						280.10							
			Vendor Total:			280.10							
VERIZON05 VERIZON													
	19-01138	09/13/19	fios 42 shore drive										
			1 fios 42 shore drive			9-01-31-450-000-213	B Telecommunications	R	09/13/19	09/13/19		9/4/19	N
						139.99							
			Vendor Total:			139.99							
<hr/> Total Purchase Orders: 65 Total P.O. Line Items: 136 Total List Amount: 347,255.84 Total Void Amount: 0.00													

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	8-01	1,166.60	0.00	1,166.60	0.00	0.00	1,166.60
	8-05	24,000.00	0.00	24,000.00	0.00	0.00	24,000.00
Year Total:		25,166.60	0.00	25,166.60	0.00	0.00	25,166.60
	9-01	247,650.07	0.00	247,650.07	0.00	0.00	247,650.07
	9-05	8,332.85	0.00	8,332.85	0.00	0.00	8,332.85
Year Total:		255,982.92	0.00	255,982.92	0.00	0.00	255,982.92
CAPITAL PROJECTS	C-04	62,695.17	0.00	62,695.17	0.00	0.00	62,695.17
	G-02	385.15	0.00	385.15	0.00	0.00	385.15
TRUST NON BUDGET-TWO RIVER	T-03	2,321.00	0.00	2,321.00	0.00	0.00	2,321.00
	T-13	705.00	0.00	705.00	0.00	0.00	705.00
Year Total:		3,026.00	0.00	3,026.00	0.00	0.00	3,026.00
Total Of All Funds:		347,255.84	0.00	347,255.84	0.00	0.00	347,255.84



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-235

RESOLUTION APPOINTING PERMANENT FULL-TIME CASHIER, DEPUTY MUNICIPAL CLERK, AND LAND USE BOARD SECRETARY

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, due to a vacancy, there is a need for a Permanent Full-Time Cashier and they wish to appoint Michelle Hutchinson to said position; and

WHEREAS, Ms. Hutchinson will also serve as Deputy Municipal Clerk, receiving a stipend for such for a term ending 12/31/2019; and

WHEREAS, Ms. Hutchinson will also serve as Land Use Board Secretary, receiving a stipend for such for a term ending 12/31/2019; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands, that Michelle Hutchinson be and is hereby appointed to the position of Cashier and is hereby appointed Permanent Full-Time Cashier effective September 19, 2019.

BE IT FURTHER RESOLVED that as set forth above, and effective September 19, 2019, Michelle Hutchinson shall serve as Deputy Municipal Clerk and Land Use Board Secretary for terms ending 12/31/2019.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-236

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE
IMPROVEMENTS TO CORNWELL STREET AND JOHN STREET PROJECT
(CONSTRUCTION ADMINISTRATION)**

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with the improvements to Cornwell Street and John Street project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, CME Associates has set forth its proposed services in a written proposal dated September 6, 2019, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal is for Construction Phase Services in connection with the project which includes the following:

- Attend preconstruction meeting;
- Prepare and distribute preconstruction meeting minutes;
- Provide assistance with interpretation of contract documents;
- Review shop drawings for site-related items;
- Provide construction observation services;
- Coordinate dewatering activities for storm and sanitary sewer installation;
- Coordinate testing of new sanitary sewer system;
- Manage project per NJDOT funding requirements;
- Prepare contractor punch lists; and
- Review and approve monthly progress pay estimates.

; AND

WHEREAS, the proposed amount of the contract with CME Associates for the aforesaid Construction Phase Services is \$67,800.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with the improvements to Cornwell Street and John Street project set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$67,800.00 for professional engineering services as stated in CME Associates' proposal dated September 6, 2019; and

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

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

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

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

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

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

1. CME Associates is hereby retained to provide engineering services in connection with the improvements to Cornwell Street and John Street project as described above in their proposal dated September 6, 2019, for an amount not to exceed \$67,800.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.

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

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-237

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE
IMPROVEMENTS TO SHORE DRIVE, 2ND STREET AND CEDAR STREET PROJECT
(CONSTRUCTION ADMINISTRATION)**

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with the improvements to the Shore Drive, 2nd Street and Cedar Street project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, CME Associates has set forth its proposed services in a written proposal dated September 6, 2019, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal is for Construction Phase Services in connection with the project which includes the following:

- Attend preconstruction meeting;
- Prepare and distribute preconstruction meeting minutes;
- Provide assistance with interpretation of contract documents;
- Review shop drawings for site-related items;
- Provide construction observation services;
- Manage project per CDBG funding requirements;
- Conduct employee interviews as required by CDBG;
- Prepare contractor punch lists; and
- Review and approve monthly progress pay estimates.

; AND

WHEREAS, the proposed amount of the contract with CME Associates for Construction Phase Services is \$19,800.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with the improvements to Shore Drive, 2nd Street and Cedar Street project set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$19,800.00 for professional engineering services as stated in CME Associates' proposal dated September 6, 2019; and

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

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

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

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

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

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

1. CME Associates is hereby retained to provide engineering services in connection with the improvements to Shore Drive, 2nd Street and Cedar Street project as described above in their proposal dated September 6, 2019, for an amount not to exceed \$19,800.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.

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

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-237

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE
IMPROVEMENTS TO SHORE DRIVE, 2ND STREET AND CEDAR STREET PROJECT
(CONSTRUCTION ADMINISTRATION)**

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with the improvements to the Shore Drive, 2nd Street and Cedar Street project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, CME Associates has set forth its proposed services in a written proposal dated September 6, 2019, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal is for Construction Phase Services in connection with the project which includes the following:

- Attend preconstruction meeting;
- Prepare and distribute preconstruction meeting minutes;
- Provide assistance with interpretation of contract documents;
- Review shop drawings for site-related items;
- Provide construction observation services;
- Manage project per CDBG funding requirements;
- Conduct employee interviews as required by CDBG;
- Prepare contractor punch lists; and
- Review and approve monthly progress pay estimates.

; AND

WHEREAS, the proposed amount of the contract with CME Associates for Construction Phase Services is \$19,800.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with the improvements to Shore Drive, 2nd Street and Cedar Street project set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$19,800.00 for professional engineering services as stated in CME Associates' proposal dated September 6, 2019; and

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

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

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

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

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

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

1. CME Associates is hereby retained to provide engineering services in connection with the improvements to Shore Drive, 2nd Street and Cedar Street project as described above in their proposal dated September 6, 2019, for an amount not to exceed \$19,800.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.

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

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-238

**RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER
(P.A.C.O.)**

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (P.A.C.O); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate Matthew Conlon, Borough Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2019; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that Matthew Conlon is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2019.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF ADOPTION: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-239

**RESOLUTION APPOINTING PART-TIME SCHOOL
CROSSING GUARD**

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

WHEREAS, it is the recommendation of the Chief of Police that Francesca Pippin be appointed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Highlands hereby appoints Francesca Pippin as a part-time crossing guard, contingent upon the successful completion of a background investigation and physical examination and effective September 19, 2019.

BE IT FURTHER RESOLVED, that said appointment be compensated at an hourly rate of \$10.00 per hour.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-240

**RESOLUTION OF THE BOROUGH OF HIGHLANDS CERTIFYING REVIEW OF
AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2018**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2018 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit:

N.J.S.A. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not

more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Highlands, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

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DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk

GROUP AFFIDAVIT OF THE GOVERNING BODY OF THE BOROUGH OF HIGHLANDS, NEW JERSEY THAT THEY HAVE PERSONALLY REVIEWED, AS A MINIMUM, THE ANNUAL REPORT OF AUDIT, AND SPECIFICALLY THE SECTIONS OF THE AUDIT ENTITLED "COMMENTS AND RECOMMENDATIONS" OF THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2018

**STATE OF NEW JERSEY
COUNTY OF MONMOUTH**

We, members of the governing body of the Borough of Highlands in the County of Monmouth, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Governing Body Borough of Highlands in the County of Monmouth;

2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2018;

3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) _____

(L.S.) _____

(L.S.) _____

(L.S.) _____

(L.S.) _____

Sworn to and subscribed before me this
_____ Day of _____

Matthew Conlon, RMC, Borough Clerk
And Notary Public of New Jersey

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-241

**A RESOLUTION APPROVING THE 2019 AUDIT RECOMMENDATION AND
CORRECTIVE ACTION PLAN**

WHEREAS, the Audit for the year ending December 31, 2018 has been previously received and reviewed by the members of the Mayor and Borough Council, and

WHEREAS, any Recommendations of the Audit requires that a Corrective Action Plan be undertaken, and

WHEREAS, the Audit for the year ending December 31, 2018 did not contain any Recommendations.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Members of the Borough Council hereby acknowledge that the Corrective Action Plan, does not contain any recommendations and does not apply to the December 31, 2018, Audit, as submitted by the Borough Administrator and Chief Finance Officer.

BE IT FURTHER RESOLVED that a certified copy of this Resolution is on file and available for inspection by the public in the office of the Borough Clerk and that the Borough Clerk is ordered to file a copy of this Resolution to the State of New Jersey.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-242

**RESOLUTION AUTHORIZING EXTENDING THE TERM OF THE TEMPORARY
RECREATION COORDINATOR**

WHEREAS, by Resolution 19-160, adopted June 5, 2019, the Borough of Highlands appointed Diane Knox as its Temporary Recreation Coordinator for a period of ninety (90) days; and

WHEREAS, the Borough of Highlands wishes to extend the appointment of Diane Knox for an additional ninety (90) days, expiring on December 2, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that the extension of the appointment of Diane Knox as Temporary Recreation Coordinator until December 2, 2019 is hereby approved.

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.
DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-243

**PERSON TO PERSON & PLACE TO PLACE TRANSFER OF
LIQUOR LICENSE 1317-33-024**

WHEREAS, an application has been filed for a Person to Person transfer of Plenary Retail Consumption License 1317-33-024, from, to Kelly's Pub & Grub, LLC. to Nichole Caruso, for a pocketed license without a premise; and,

WHEREAS, the submitted application form is complete in all respects, as outlined in N.J.S.A.33: 1-1 et seq., an Affidavit of Publication has been received by the Municipal Clerk and the transfer fees have been paid; and,

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the Highlands Police Department has investigated the applicant and the source of all funds to be utilized in connection with the purchase and operation of the business, and the results meet ABC standards; and,

WHEREAS, a Tax Clearance Certificate has been received from the Division of Taxation; and,

WHEREAS, the applicant is qualified to be licensed per Title 33 of the New Jersey Statutes and all rules and regulations promulgated there under, in addition to pertinent Borough Ordinances, and

WHEREAS, an application has also been filed for a place-to-place transfer of Plenary Retail Consumption License 1317-33-024 heretofore issued to Kelly's Pub and Grub, LLC for premises located at 128 Bay Avenue, Highlands, New Jersey 07732; and

WHEREAS, the location meets ABC and Municipal requirements; and,

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands, New Jersey does hereby approve, effective September 18, 2019, the person-to-person transfer of the aforesaid Plenary Retail Consumption License to Nichole Caruso and the place-to-place transfer of the aforesaid Plenary Retail Consumption License from its former location as a pocketed license without a premises to 128 Bay Avenue, Highlands, New Jersey 07732, and does hereby direct the Municipal Clerk to endorse the license certificate to the new

ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to Nichole Caruso at the premises located at 128 Bay Avenue, Highlands, New Jersey, 07732, effective September 18, 2019"

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

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DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION R-19-244

**RESOLUTION APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR
HIGHLANDS DAY AT THE COMMUNITY CENTER AND SNUG HARBOR BEACH**

WHEREAS, the Borough of Highlands is conducting Highlands Day on September 28, 2019 from 3pm to 10pm at the Community Center and Snug Harbor Beach; and

WHEREAS, Borough Code, Chapter 3-12 sets forth, in part, that no person shall consume or possess in any open container, bottle, can, glass, cup or any other manner any alcoholic beverage upon any ... beach ... or in any public building, [or] public place; and

WHEREAS, a request has been made to waive the aforesaid prohibition in order to allow residents and guests to enjoy alcoholic beverages while at the Community Center and Snug Harbor Beach during Highlands Day, wherein alcohol will not be supplied or distributed by the Borough or any vendors participating in the event.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that a waiver of the aforesaid alcoholic beverages prohibition be and is hereby approved for Highlands Day on September 28, 2019 only and from the hours of 3pm to 10pm only, for residents and guests to be permitted to enjoy alcoholic beverages in a responsible manner at the Community Center and Snug Harbor Beach on a BYOB basis.

BE IT FURTHER RESOLVED, that nothing contained herein shall prevent police enforcement of any other state or local regulations related thereto.

BE IT FURTHER RESOLVED, that the Borough Clerk shall transmit a certified copy of this Resolution to the Chief of Police.

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
BROULLON						
MAZZOLA						
RYAN						
O'NEIL						

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DATE OF VOTE: 09/18/2018

Matthew Conlon, RMC, Municipal Clerk