

Highlands Borough Mayor & Council Meeting Agenda
Community Center
22 Snug Harbor Avenue, Highlands
Thursday, September 20th 2018, 7:00 p.m.

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

Call to Order
Meeting Statement
Roll Call

EXECUTIVE SESSION: 7:00PM

Attorney-Client Privilege: Shadowlawn Development
Form Based Code
COAH Update
Use of Community Center
Contract Negotiations: Atlantic Highlands Grant
Architectural Services – New Borough Hall

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

R-18-193 Approve Payment of the Bills
R-18-194 Authorize Refund of Tax Overpayment
R-18-195 Confirm the Highlands Fire Department Membership for 2018
R-18-196 Approving Fire Department Membership Application
R-18-200 Appoint Part-Time Fill-In Crossing Guard
R-18-202 Authorize Refund of Sewer Fees

Resolutions

R-18-197 Approve Request for Waiver of Alcohol Ban for Community Center Rental
R-18-198 Authorize Award of Non-Fair & Open Contract for Professional Services to CME Associates for Snug Harbor Park Improvements
R-18-199 Appoint Two Alternate Land Use Board Members
R-18-201 Authorize Execution of Encroachment Agreement for Block 119, Lot 11
R-18-203 Provide Consent to Assignment of Contract for Solid Waste & Recycling

Ordinances: Second Reading & Possible Adoption

O-18-17 Renaming Paradise Lane to Lighthouse Point Road
O-18-18 Amend Chapter 16-3.5 Concerning Regulation of Grease Traps
O-18-19 Amend Salary Ordinance
O-18-20 Authorizing Tax Agreement with Sandy Hook Developers, LLC for B101, L27.03

Other Business:

Engineer's Report
Administrator's Report
Police Chief's Report

Public Comments:

Adjourn



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-193

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated September 14, 2018, which totals as follows:

Current Fund	\$250,023.02
Sewer Account	\$ 66,192.37
Capital Fund	\$ 2,704.93
Trust-Other	\$ 66,564.32
Federal/State Grants	\$ 2,521.00
Total	\$388,005.64
Addendum 09/19/2018	\$ 1,803.67
Total w/ Addendum	\$389,809.31

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$389,809.31** 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.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-194

AUTHORIZING REFUND OF TAX OVERPAYMENTS

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

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

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

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
96	3	2018	\$3,404.15	Duane Realty



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-195

RESOLUTION CONFIRMING THE HIGHLANDS FIRE DEPARTMENT MEMBERSHIP FOR 2018

BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following is a list of members in the Highlands Fire Department Columbia Hose Company #1 and the Star Hook and Ladder Company #2 for the year 2018 be confirmed.

Columbia Hose Company #1		Star Hook and Ladder Company #2	
Last Name, First Initial	Number/Status	Last Name, First Initial	Number/Status
1. Hartsgrove, W	118155/Active	1. Ventimiglia, G	114757/Active
2. Branin, Joe	114804/Active	2. Soyka, Dennis	114758/Active
3. Branin, Gary	114744/Active	3. Roemmele, C	114802/FP
4. Soyka, Andy	114890/Active	4. Kane, M	114807/Active
5. Diebold, R	114743/Active	5. Edelbach, E	114761/Active
6. Sulkowski, E	114891/FP	6. Rogers Jr., J	114811/Active
7. O'Donnell Sr., K	114892/Active	7. Blewett Sr., J	114803/Active
8. Creighton, C	114809/Active	8. Lynch, P	114803/Active
9. Blewett, P	114810/Active	9. Bedford, M	133879/Active
10. Parker, D	114750/Active	10. Wells, Becky	138469/Active
11. Occhipinti, W	114749/Active	11. Kane, Bill	141348/Active
12. Trivett Sr., R	108559/Active	12. Wells, C	155296/Active
13. Lynch, J	114753/Active	13. Ventimiglia, T	166685/Active
14. Caizza, W	118154/Active	14. McKay, J	168895/Active
15. Hawley Sr., M	108559/Active	15. Snow, T	Fire Police
16. Branin, K	127810/Active	16. Vargas, R	172350/Active
17. Branin, Joey	141359/Active	17. Mason, Jr., P	155658/Active
18. Mezey, M	162874/Active	18. Murphy, P	138668/Active
19. Armstrong, M	166684/Active	19. Dowd, R	Fire Police
20. LaRue, C	178627/Active	20. McGrath, C	183025/Active
21. Trivett Jr., R	171334/Active	21. Blewett II, J	183019/Active
22. Burton, Brian	171301/Active	22. Burton, Bonnie	160720/Active
23. Pape, S	Fire Police	23. Quast-Cadauid, Ali	Probationary
24. Hawley Jr., M	171411/Active		
25. Hawley, S	169496/Active		



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-196

RESOLUTION APPROVING FIRE DEPARTMENT MEMBERSHIP APPLICATION

WHEREAS, Alexandra M. Quast-Cadavid of Highlands, has submitted a Membership Application to the Highlands Fire Department; and

WHEREAS, Michael Armstrong, Chief of the Fire Department has approved the membership application; and

NOW THEREFORE BE IT FURTHER RESOLVED, that by the Governing Body of the Borough of Highlands that the Fire Department Membership Application of Alexandra M. Quast-Cadavid is hereby approved.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-197

RESOLUTION APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR COMMUNITY CENTER RENTAL

WHEREAS, the Borough of Highlands has received an application for rental of the Community Center from two residents seeking to host a memorial service / celebration of life; and

WHEREAS, the residents have requested a waiver of the alcohol prohibition in order to serve alcohol to the guests of this private event; and

WHEREAS, the residents have obtained the necessary insurance coverage required to allow alcohol at the private event.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that Diane Marks and Rebecca Kane's request for a waiver of the alcohol prohibition is approved for the private event to be hosted on October 14, 2018;

BE IT FURTHER RESOLVED, that as a condition of this approval the applicant has provided the Borough Clerk with a certificate of insurance coverage naming the Borough of Highlands as an additional insured, subject to the Borough Administrator's review and approval.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-198

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES TO CME ASSOCIATES FOR THE SNUG HARBOR PARK IMPROVEMENTS

WHEREAS, the Borough of Highlands has a need for professional Engineering Services associated with the Snug Harbor Park Improvements, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, in order to achieve the Borough's objectives, CME Associates will prepare the necessary grant application for the Monmouth County 2018 Municipal Open Space Grant Program as well as design services required to prepare contract documents and specifications for public bidding; and

WHEREAS, CME Associates will also prepare a topographic and location survey of the existing facility to be used as the base map for the anticipated improvements, they will prepare a concept plan to include recreational amenities, provide site visits and will complete a preliminary construction cost estimate to ensure the proposed improvements are in-line with the Borough's anticipated budget, all of which services are set forth in a letter dated August 24, 2018 from CME Associates consisting of their proposal; and

WHEREAS, CME Associates will perform the aforesaid scope of work associated with this project for a fee not to exceed \$24,800.00 consisting of the following:

- | | |
|---------------------------------------|------------|
| A. Grant Application Phase Services - | \$6,500.00 |
| B. Survey and Basemap Services - | \$8,600.00 |
| C. Concept Phase Services - | \$9,700.00 |

Total Estimated Fee for Services: \$24,800.00

; 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 Chief Financial officer has determined and certified in writing that the value of the contract will exceed \$17,500.00; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$24,800.00 for Professional Engineering Services as stated in the CME Associates proposal dated August 24, 2018; and

WHEREAS, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit 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, a certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:

Patrick DeBlasio, Chief Financial 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 bidding must be publicly advertised.

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

1. CME Associates is hereby retained to provide professional engineering services as described above and in their proposal dated August 24, 2018 for an amount not to exceed \$24,800.00.
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) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.



MAYORAL APPOINTMENT

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-199

**RESOLUTION APPOINTING TWO (2) ALTERNATE
MEMBERS TO THE LAND USE BOARD**

WHEREAS, a vacancy currently exists on the Land Use Board for Alternate Number 3 and Alternate Number 4.

NOW THEREFORE BE IT RESOLVED that the following appointments be and are hereby confirmed to the Land Use Board:

Position:	Name:	Expiration:
Alternate No. 3	Bruce Kutosh	12/31/19
Alternate No. 4	Jennifer Compagni	12/31/18



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-200

RESOLUTION APPOINTING FILL-IN SCHOOL CROSSING GUARD

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

WHEREAS, it is the recommendation of the Chief of Police that Barbara White 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 Barbara White as a part-time crossing guard to cover open shifts, contingent upon the successful completion of a background investigation and physical examination.

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-201

RESOLUTION AUTHORIZING EXECUTION OF AN ENCROACHMENT AGREEMENT FOR BLOCK 119, LOT 11

WHEREAS, the Zoning Officer has made the determination that a staircase/segmental block retaining wall which provides access to 11 Waddell Street, also known as Block 119, Lot 11 on the tax map of the Borough of Highlands, encroaches into the Borough's Right of Way; and

WHEREAS, the homeowner would find it inconvenient to remove this staircase/segmental block retaining wall from the Borough's Right of Way; and

WHEREAS, in order to resolve this issue concerning the aforesaid encroachment, the Borough is agreeable to allowing the staircase/segmental block retaining wall to remain on its easement, provided the homeowner indemnifies, defends and holds the Borough harmless from any damages which may occur as a result of the homeowners encroachment into the Borough's easement and further agrees to bear any and all costs should the Borough need to move the structure in order to exercise its use of the easement; and

WHEREAS, in accordance with the terms of the aforesaid Encroachment Agreement, the Borough reserves its rights to use the easement at any time, and under any conditions; and

WHEREAS, in accordance with the terms of the aforesaid Encroachment Agreement, it shall be the responsibility of the homeowner to maintain the easement and staircase/segmental block retaining wall in a neat and safe condition.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that the Mayor, Borough Clerk and/or Borough Administrator be and are hereby authorized to execute an Encroachment Agreement with the property owners of 11 Waddell Street, also known as Block 119, Lot 11 on the tax map of the Borough of Highlands, as prepared by the Borough Attorney and approved by the Borough Attorney and Borough Engineer.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Highlands, that true copies of the Encroachment Agreement with the property owners of 11 Waddell Street, also known as Block 119, Lot 11 on the tax map of the Borough of Highlands, will be kept on file at the office of the Borough Clerk.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-202

AUTHORIZING REFUND OF SEWER OVERPAYMENTS

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

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

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

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
54	18	2018	\$287.28	Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-203

RESOLUTION PROVIDING CONSENT TO THE ASSIGNMENT OF THE CONTRACT FOR SOLID WASTE AND RECYCLABLE MATERIALS COLLECTION SERVICES

WHEREAS, on February 28, 2014, the Borough entered into a Contract for the collection of solid waste and recyclable materials collection services with M&S Waste Services, Inc.; and

WHEREAS, by way of Resolution 17-163, the Borough exercised its remaining extension of the aforesaid contract through February 28, 2019; and

WHEREAS, by way of correspondence dated July 9, 2018, M&S Waste Services advised that it planned to sell substantially all of its assets, including the assignment of all of its rights, obligations and interests in the aforesaid municipal collection contract to Suburban Disposal, Inc.; and

WHEREAS, by way of correspondence dated July 9, 2018, M&S Waste Services requested the Borough's consent to the aforesaid assignment; and

WHEREAS, in accordance with the terms of the aforesaid Contract, the Borough may provide written permission for the assignment of the Contract.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that the Borough hereby consents to the assignment of the Contract for the collection of solid waste and recyclable materials with M&S Waste Services, Inc. to Suburban Disposal, Inc.

BE IT FURTHER RESOLVED that a Certified copy of this Resolution will be on file at the office of the Borough Clerk wherein the Borough Clerk shall also forward a copy to M&S Waste Services and Suburban Disposal, Inc.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-18-17

AN ORDINANCE RENAMING PARADISE LANE TO LIGHTHOUSE POINT ROAD

WHEREAS, by way of Ordinance O-18-11, duly adopted on May 2, 2018, the governing body of the Borough of Highlands changed the street name of Lighthouse Point Road to Paradise Lane in order to avoid confusion with the previously existing "Lighthouse Road."

WHEREAS, subsequent to the adoption of Ordinance O-18-11, the residents of the aforesaid street represented that there were no longer any issues occurring or confusion with respect to the previously existing street name "Lighthouse Road."

WHEREAS, as a result of the same, the aforementioned residents requested that the said street name be changed back to Lighthouse Point Road.

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to change the street name of "Paradise Lane" back to "Lighthouse Point Road."

WHEREAS, pursuant to N.J.S.A. 40:67-1(k) the governing body is empowered with the authority to name and rename streets.

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

SECTION I.

"Paradise Lane" which begins at its intersection with Shore Drive and runs northerly until its terminus, shall hereafter be known as "Lighthouse Point Road."

Proper markers designating and identifying said "Lighthouse Point Road" shall be posted in conspicuous locations of said street.

The Tax Map of the Borough of Highlands shall be amended to rename "Paradise Lane" back to "Lighthouse Point Road."

A certified copy of this Ordinance shall be filed with the Monmouth County Clerk, the Monmouth County Board of Elections, the New Jersey Secretary of State, the Highlands Postmaster, and any other County, State or Federal agency which requires notification of a street name change.

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 upon adoption and publication according to law and filing with the Monmouth County Clerk.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-18-18

AN ORDINANCE AMENDING CHAPTER 16-3.5 OF THE BOROUGH CODE CONCERNING THE REGULATION OF GREASE TRAPS

WHEREAS, Borough Code Chapter 16, Section 3 regulates retail food establishments, providing for the inspections of such establishments and fixing penalties for violations therein; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to revise subsection 3.5 of the aforesaid Code provision with respect to the regulations pertaining to inspections of retail food establishments and the enforcement therein, more specifically as it pertains to grease traps.

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

SECTION I.

Chapter 16, Section 3.5 of the Borough Code entitled "Grease Trap" 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 16, Section 3 that will remain unchanged are shown in normal type.)

16-3.5 Grease Trap.

a. *Purpose.* The purpose of this subsection is to control discharges into the public sewerage collection system and wastewater treatment plan that interfere with the operations of the system, cause blockage and plugging of pipelines, interfere with normal operation of pumps and their controls, and contribute waste of a strength or form that either causes treatment difficulties or is beyond the treatment capability of the wastewater treatment plant.

b. *Definitions.*

Food service facilities shall mean those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs and that use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, nondrinkable food product in or on a receptacle that requires washing. These facilities include restaurants,

cafeterias, hotels, motels, hospitals, nursing homes, schools, grocery stores, prisons, jails, churches, camps, caterers, manufacturing plants, or any other sewer users as determined by the plumbing subcode official who discharge applicable waste. Exempted herefrom are self-contained single-family living units.

Grease shall mean material composed primarily of fats, oil and grease (FOG) from animal or vegetable sources. The terms fats, oil, and grease shall be deemed as grease by definition. Grease does not include petroleum based products.

Grease trap shall mean a device for separating and retaining waterborne greases and grease complexes prior to the wastewater exiting the trap and entering the sanitary sewer collection and treatment system. These devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the trap and entering the sanitary sewer collection and treatment system.

Oil/water separator shall mean an approved and industry standard system that is specifically designed and manufactured to separate oil from water. The system shall allow the oil to be collected and removed on a regular basis as to prevent it from being discharged into the wastewater collection system. Only oil/water separators manufactured for that specific operation will be approved. Adequate support literature from the manufacturer will be required so as to allow a proper review by the plumbing subcode official.

User shall mean any person or establishment including those located outside the jurisdictional limits of the Borough who contributes, causes, or permits the contribution or discharge of wastewater into the Borough's wastewater collection or treatment system, including persons who contribute such wastewater from mobile sources, such as those who discharge hauled wastewater.

c. *Control Plan for (FOG) and Food Waste.*

1. Any new construction, renovation, or expansion of food service facilities shall be required to submit to the Borough a FOG and food waste control plan that will effectively control the discharge of undesirable materials into the wastewater collection system.
2. Any existing food service facilities shall also be required to submit a FOG and food waste control plan that will effectively control the discharge of undesirable materials into the wastewater collection system. Existing facilities shall not be exempt from the requirements of this subsection. There will be no "Grandfathering."
3. **The FOG and food waste control plan shall be subject to review and approval by the plumbing subcode official. Said plan shall address grease traps, commercial dishwashers, and any other appliance or fixture that discharges grease or FOG.**

d. *General Criteria.*

1. Installation Requirements. All existing, proposed, or newly remodeled food service facilities inside the Borough of Highlands wastewater service area shall be required to install, at the user's expense, an approved, properly operated and maintained grease trap.
2. Sanitary Sewer Flows. Sanitary sewer flows from toilets, urinals, lavatories, etc. shall not be discharged into the grease trap. These flows shall be conveyed separately to the sanitary sewer service lateral.
3. Floor Drains. Only floor drains which discharge or have the potential to discharge grease shall be connected to a grease trap.
4. Garbage Grinders/Disposers. It is recommended that solid food waste products be disposed of through normal solid waste/garbage disposal means. If a grinder/disposal is used it must be connected to the grease trap. The use of grinders is discouraged since it decreases the operational capacity of the grease trap and will require an increased pumping frequency to ensure continuous and effective operation.
5. Dishwashers. Commercial dishwashers must be connected to the grease trap. Dishwashers discharge soap and hot water which can melt grease and allow it to pass through an undersized grease trap. Traps must be sized accordingly to allow enough detention time to allow water to cool and grease to solidify and float to the top of the trap.
6. Location. Grease traps shall be installed ~~outside the building~~ upstream from the sanitary sewer service lateral connection and pursuant to the specifications submitted to and approved by the plumbing subcode official. This will allow easy access for inspection, cleaning, and removal of the intercepted grease at any time. A grease trap may not be installed ~~inside any part of a building~~ without written approval by the plumbing subcode official.
7. Pass Through Limits. No user shall allow wastewater discharge concentration from grease trap to exceed 100 MgPL (milligrams per liter) as identified by EPA method 1664A.

e. *Design Criteria.*

1. Construction. Grease traps shall be constructed in accordance with the ~~Borough of Highlands standards~~ National Standard Plumbing Code (2015) and shall have a minimum of two (2) compartments with fittings designed for grease retention. All grease removal devices or technologies shall be subject to the written approval of the plumbing subcode official. Such approval shall be based on demonstrated removal efficiencies of the proposed technology.
2. Access. Access to grease traps shall be available at all times, to allow for their maintenance and inspection. ~~Access to trap shall be provided by two (2) manholes (one (1) on each compartment) terminating at finished grade with cast iron frame and cover.~~

3. Load-Bearing Capacity. In areas where additional weight loads may exist, the grease trap shall be designed to have adequate load-bearing capacity. (Example: vehicular traffic in driving or parking areas.)
 4. Inlet and Outlet Piping. Wastewater discharging to a grease trap shall enter only through the inlet pipe of the trap. Each grease trap shall have only one (1) inlet and one (1) outlet pipe.
 5. Grease Trap Sizing. All grease traps shall have a capacity of not less than one thousand (1,000) gallons nor exceed a capacity of three thousand (3,000) gallons. **Grease traps shall be sized in accordance with the National Standard Plumbing Code (2015), Chapter 6.2.10.** If the calculated capacity exceeds three thousand (3,000) gallons, multiple units plumbed in series shall be installed.
- f. *Grease Trap Maintenance.*
1. Cleaning/Pumping. The user, at the user's expense, shall maintain all grease traps to assure proper operation and efficiency. Maintenance of grease trap shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids. This work shall be performed by a qualified and licensed hauler. Decanting or discharging of removed waste back into the trap from which it was removed or any other grease trap, for the purpose of reducing the volume to be disposed, is prohibited. This service shall also include a thorough inspection of the trap and its components. Any needed repairs shall be noted. Repairs shall be made at user's expense.
 2. Cleaning/Pumping Frequency. The grease trap must be pumped out completely a minimum of once every four (4) months, or more frequently, as determined by the plumbing subcode official, as needed to prevent carry over of grease into the sanitary sewer system.
 3. Disposal. All waste removed from each grease trap must be disposed of at a facility approved to receive such waste in accordance with the provisions of this program. In no way shall the pumpage be returned to any private or public portion of the Borough's sanitary sewer collection system. All pumpage from grease traps must be tracked by a manifest, which confirms pumping, hauling, and disposal of waste. The customer must obtain and retain a copy of the original manifest from the hauler.
 4. Maintenance Log. A grease trap cleaning/maintenance log indicating each pumping for the previous twenty-four (24) months shall be maintained by each food service facility. This log shall include the date, time, amount pumped, hauler, and disposal site and shall be kept in a conspicuous location for inspection. Said log shall be made available to the plumbing subcode official or his representative upon request.
 5. Submittal of Records. Each user shall submit all cleaning and maintenance records to the plumbing subcode official. The maintenance records shall include the following information:
 - (a) Facility name, address, contact person, and telephone number.

- (b) Company name, address, telephone number, and contact name of person responsible for performing the maintenance, cleaning, pumping, or repair of grease trap.
- (c) Types of maintenance performed.
- (d) Dates maintenance was performed.
- (e) Date of next schedule maintenance.
- (f) Copies of manifests.

The user shall be required to submit maintenance records to the plumbing subcode official and to the Department of Public Works on a biannual basis (twice per year). Records shall be submitted by March 1 and September 1 of each year. The records shall be submitted to:

Plumbing Subcode Official
Borough of Highlands
~~19 Bay Avenue 42 Shore Drive~~
Highlands, NJ 07732

and

Department of Public Works
Borough of Highlands
42 Shore Drive
Highlands, NJ 07732

The plumbing subcode official, construction official or their designees within the Department of Buildings and Housing, and/or the Department of Public Works, will perform periodic inspections of these facilities and shall notify the user of any additional required maintenance or repairs. Upon written notification by the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing, or the Department of Public Works, the user shall be required to perform the maintenance and provide records of said maintenance within fourteen (14) calendar days. Upon inspection by the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing the user may be required to install, at his expense, additional controls to provide a complete system which prevents discharges of undesirable materials into the wastewater collection system.

- g. *Additives.* Any biological additive(s) placed into the grease trap or building discharge line including, but not limited to, enzymes, commercially available bacteria, or other additives designed to absorb, purge, consume, treat, or otherwise eliminate fats, oils, and grease shall require written approval by the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing prior to use. The use of such additives shall in no way be considered as a substitution to the maintenance procedures required herein.
- h. *Chemical Treatment.* Chemical treatments such as drain cleaners, acid, or other chemical solvents designed to dissolve or remove grease shall not be allowed to enter the grease trap.

i. *Enforcement and Fines.*

1. Recovery of Damages. When the discharge from a food service facility causes an obstruction, damage, or any other impairment to the treatment works, or causes any expense, fine, penalty, or damage of whatever character or nature to the Borough, the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing shall invoice the owner for same incurred by the Borough. If the invoice is not paid, the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing shall notify the Borough Attorney to take such actions as shall be appropriate to seek reimbursement.
2. Tampering. No food service facility may disconnect, reroute, or otherwise alter any connection to the grease trap without the written approval of the plumbing subcode official, construction official or their designees within the Department of Buildings and Housing.
3. Penalty. A violation of this subsection is subject to the penalty provisions of Section 3-9 of the General Ordinances of the Borough of Highlands.
4. Remedies Nonexclusive. The remedies provided for in this subsection are not mutually exclusive. The plumbing subcode official, construction official or their designees within the Department of Buildings and Housing, and code enforcement official may take any, all, or any combination of these actions against a noncompliant person.

- j. *Interfering with Inspection.* No food service facility may unreasonably interfere with the inspection of its grease trap or maintenance logs. Anyone who unreasonably interferes with the inspection of a grease trap or its maintenance logs shall be subject to a fine of not more than two hundred fifty (\$250.00) dollars.

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.



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

ORDINANCE 0-18-19

AN ORDINANCE AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS 2018 SALARY ORDINANCE

WHEREAS the Governing Body has determined that it is necessary to amend Ordinance O--18-10 which established Salaries and fixed Compensation of certain Borough Employees for the year 2018 and beyond unless amended;

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

SECTION I.

Schedule A of O-18-10 Establishing Salaries and Fixing Compensation of Certain Borough Employees of the Borough of Highlands for 2018 is hereby 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 Articles XIV and XVII that will remain unchanged are omitted below.)

SCHEDULE A

1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION		Minimum	Maximum	
Deputy Clerk		\$4,000	\$4,416	<u>\$5,000</u>
Deputy Registrar		\$500	\$552	<u>\$600</u>
Land Use Board Secretary		\$6,000	\$7,000	<u>\$16,000</u>
Municipal Clerk		\$40,000		\$74,539
Municipal Administrator		\$24,000		\$100,000
Municipal Alliance	Hourly	\$8.00		\$17.00
Emergency Management Coordinator		\$3,650		\$4,030
Secretary to Administrator		\$2,000		\$6,000

BUILDING AND HOUSING

Clerical Office Help	Hourly	Minimum Wage		\$25.00
Fire Official		\$18,000	\$27,602	<u>\$28,000</u>

DEPARTMENT OF FINANCE

Assessment Searcher		\$3,000	\$3,312	<u>\$4,000</u>
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Cashier/Typist	Hourly	\$10.00		\$25.00
Chief Financial Officer		\$30,000	<u>\$73,223</u>	<u>\$74,000</u>
FEMA/NJOEM Coordinator	Hourly	\$25.00	\$33.00	<u>\$35.00</u>
Payroll Clerk		<u>\$25,000</u>	<u>\$5,000</u>	<u>\$44,163</u>
Qualified Purchasing Agent		\$7,000	<u>\$15,000</u>	<u>\$75,000</u>
Deputy Tax Assessor	Part Time	\$3,000		\$6,000

MUNICIPAL COURT

Judge of Municipal Court Special Sessions (Per Session)		\$13,500		\$20,000
Court Administrator		\$250		\$386
Deputy Court Administrator		\$150		\$331
Judge of Municipal Court		\$500		\$552
Municipal Prosecutor		\$350		\$386
Public Defender		\$350		\$386

POLICE

Chief		\$124,125	<u>\$140,000</u>	<u>\$145,000</u>
Crossing Guard	Hourly	\$10.00		\$19.00
Dispatcher [Communications Operator]	Hourly	\$10.00		\$25.00
Special Officer:				
Class I	Hourly	\$9.00		\$22.00
Class II	Hourly	\$15.00		\$28.00

RECREATION

Clerical Office Help	Hourly	Minimum Wage		\$20.00
Recreation Leader	Hourly	\$11.00		\$17.00
Summer Seasonal: Laborer	Hourly	\$10.00		\$14.00
Programmer	Hourly	\$13.00		\$18.00
Recreation Aide	Hourly	\$8.00		\$13.00
Supervisor	Hourly	\$17.00		\$21.00

Preparer	Hourly	Minimum Wage		\$11.00
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2. UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 56

BUILDING & HOUSING

Code Enforcement Officer		\$15,000	\$74,285	<u>\$76,000</u>
Construction Official		\$18,000	\$32,018	<u>\$33,000</u>
Fire Inspector	Hourly	\$10.00		\$22.00
Property Maintenance	Part Time Salary	\$15,000 <u>\$5,000</u>	\$25,394	<u>\$26,000</u>
Property Maintenance	Part Time Hourly	\$15.00		\$22.00
Zoning Officer		\$8,000 <u>\$5,000</u>	\$13,249	<u>\$15,249</u>

DEPARTMENT OF FINANCE

Tax Assessor	Part Time	\$20,000	\$27,602	<u>\$35,000</u>
Tax Collector	Part Time	\$20,000	\$32,915	<u>\$35,000</u>

DEPARTMENT OF PUBLIC WORKS

Supervisor of Public Works		\$35,000	\$88,326	<u>\$90,000</u>
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DEPARTMENT OF RECREATION

Recreation Supervisor		\$34,500		\$50,000
Recreation Director		\$35,000		\$88,326

3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032

BUILDING & HOUSING

Fire Sub Code Official	Part Time	\$8,000	\$13,249	<u>\$15,000</u>
Plumbing Sub Code Official	Part Time Hourly	\$25.00		\$44.00
Secretary, Licensing Clerk	Full Time	\$20,000	\$34,227	<u>\$35,000</u>
Secretary, Licensing Clerk	Part Time Hourly	Minimum Wage		\$22.00

DEPARTMENT OF FINANCE

Cashier/Sewer Clerk		\$20,000	\$36,435	<u>\$40,000</u>
HR Coordinator		\$32,000		\$81,000
Senior Accounting Clerk		\$25,000		\$85,000
Tax Clerk		\$20,000		\$40,000
Tax Clerk	Part Time Hourly	Minimum Wage		\$20.00
Account Clerk		\$29,000		\$55,000

POLICE

Records Clerk		\$25,000		\$50,000
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DEPARTMENT OF PUBLIC WORKS

Equipment Operator		\$45,000		\$69,557
Laborer	Hourly	\$15.00	\$25.00	<u>\$30.00</u>
Recycling Yard Attendant	Part Time Hourly	\$10.00		\$17.00
Road Repairer		\$30,000		\$48,580
Senior Road Repairer		\$45,000		\$73,973
Sewer Operator		\$3,500		\$16,561
Sewer Repairer		\$30,000		\$48,580
Truck Driver		\$30,000		\$68,453

DEPARTMENT OF RECREATION

Recreation Aide	Hourly	\$8.00		\$13.00
Recreation Assistant	Hourly	\$15.00		\$22.00
Recreation Coordinator		\$29,900	\$46,200	<u>\$47,000</u>

SECTION II. SEVERABILITY.

If any section, subsection, sentence clause or phrase of the ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the 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.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-18-20

AN ORDINANCE AUTHORIZING A TAX AGREEMENT WITH SANDY HOOK DEVELOPERS, LLC FOR BLOCK 101, LOT 27.03

WHEREAS, Sandy Hook Developers, LLC has applied to the Borough pursuant to Borough Code §2-8.5(f) and N.J.S.A. 40A:21-10 *et seq.* for a tax exemption pursuant to a Tax Agreement for the construction of a marina office and restaurant building, otherwise known as the Sandy Hook Bay Marina portion of the Navesink Shores/Sandy Hook Bay Marina project, approved by the Planning Board on March 13, 2014, on Block 101, Lot 27.03; and

WHEREAS, the Borough previously adopted Resolution R-16-134 indicating its intention to enter into a Tax Agreement to provide a tax exemption pursuant to Borough Code §2-8.5 and N.J.S.A. 40A:21-1 *et seq.*

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

SECTION I. The Mayor, Borough Clerk, and Borough Administrator of the Borough of Highlands are hereby authorized to execute a Tax Agreement with Sandy Hook Developers, LLC, as prepared by the Borough Attorney, and approved by the Borough Attorney and Tax Assessor. The Tax Agreement shall be effective upon execution.

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.