

Highlands Borough Mayor & Council Meeting Agenda
Community Center
22 Snug Harbor Avenue, Highlands
Wednesday, October 3rd 2018, 6:30 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

WORKSHOP: 6:30PM

Highlands Elementary School District Presentation

EXECUTIVE SESSION: 7:00PM

Attorney-Client Privilege: Sanitary Sewer Replacement
Contract Negotiations: Atlantic Highlands Shared Service
Middletown Shared Service
Litigation: Hilltop at Linden
Personnel: Construction Department

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

R-18-204 Approve Payment of the Bills
R-18-205 Authorize Refund of Taxes
R-18-206 Authorize Donation of 1984 Mack Pumper Truck to Navesink Hook & Ladder Co. No. 1
R-18-207 Rescind Approval of liquor License #1317-33-004-013
R-18-208 Authorize Support for Submission of Grant Application to NJDOT for Roadway Improvements

Resolutions

R-18-213 Authorize Submission of Layoff Plan to the Civil Service Commission
R-18-209 Authorize Award of Non-Fair & Open Contract for Professional Services to Settembrino Architects for A/E Services for New Municipal Building
R-18-210 Authorize Execution of Lease Agreement for Municipal Property, Block 56 Lot 13
R-18-211 Authorize Non-Fair & Open Contract to Monmouth Telecom for Data & Voice Services
R-18-212 Authorize Non-Fair & Open Contract for Professional Services for a Licensed Planner to Prepare an Affordable Housing Vacant Land Assessment Report
R-18-214 Authorize Shared Service Agreement with Atlantic Highlands for LUB Secretary
R-18-215 Authorize Purchase of a Police Vehicle

Other Business:

Land Use Approvals & Expirations
Administrator's Report
Police Chief's Report

Public Comments:

Adjourn



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-204

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated September 26, 2017, which totals as follows:

| | |
|--------------------------|---------------------|
| Current Fund | \$610,821.22 |
| Sewer Account | \$ 516.95 |
| Capital Fund | \$ 31,876.17 |
| Trust-Other | \$119,642.13 |
| Federal/State Grants | \$ 1425.54 |
| Total | \$764,282.01 |
| Addendum 10/02/2018 | \$ 11,196.25 |
| Total w/ Addendum | \$775,478.26 |

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$775,478.26** 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 18-205

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> |
|--------------|------------|-------------|---------------|-----------------|
| 100.9 | 81 | 2018 | \$80.05 | Kutsik, Michael |



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-206

AUTHORIZING THE DONATION OF A 1984 MACK PUMPER TRUCK (VIN: 21M1H123C5EM001159) TO THE NAVESINK HOOK & LADDER CO. NO. 1 OF THE MIDDLETOWN TOWNSHIP FIRE DEPARTMENT

WHEREAS, the Borough of Highlands owns a 1984 Mack Pumper Truck (VIN: 21M1H123C5EM001159); and

WHEREAS, this vehicle was utilized for the Highlands Fire Department and due to Department of Labor's Public Employee Safety Alert #10, stating that any apparatus purchased from a third party had to meet NFPA 1901-1991 Pumper Apparatus guidelines advising that all apparatus must have enclosed seating with seatbelts for all riding personnel, the said vehicle can no longer be used for public use; and

WHEREAS, the Navesink Hook & Ladder Company No. 1 of the Middletown Fire Company has requested that the vehicle be donated for the sum of \$1.00, to house as an antique and used for the purposes of fire safety training and house events; and

WHEREAS, in light of all of the above, the Borough of Highlands desires to donate the 1984 Mack Pumper Truck (VIN: 21M1H123C5EM001159), for the sum of \$1.00.

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

(1) The Borough of Highlands will donate the 1984 Mack Pumper Truck (VIN: 21M1H123C5EM001159) to the Navesink Hook & Ladder Company No. 1 of the Middletown Fire Company for the sum of \$1.00 and the Borough officials are hereby authorized to execute any and all necessary paperwork in order to effectuate the said donation.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-207

RESCINDING APPROVAL OF 2018/2019 RENEWAL OF PLENARY RETAIL CONSUMPTION LIQUOR LICENSE #1317-33-004-013, 123 BAY AVENUE ASSOCIATES, LLC, POCKET LICENSE

WHEREAS, the Plenary Retail Consumption Liquor License renewal application of 123 Bay Avenue Associates, LLC, liquor license #1317-33-004-013 had been submitted and appeared complete in all respects; and

WHEREAS, said application states the license was last actively used on October 29, 2012; and

WHEREAS, the New Jersey Division of Alcoholic Beverage Control ("ABC") determined that 123 Bay Avenue Associates, LLC is ineligible for renewal pursuant to N.J.S.A. 33:1-12.39, and that a Special Ruling is required to renew for the 2018/2019 licensing term. The ABC has further requested the licensee's approval through Resolution 18-131, adopted on June 6, 2018 be rescinded until such time as a Special Ruling is issued.

NOW, THEREFORE, BE IT RESOLVED, that approval of liquor license 1317-33-004-013 approved by the Mayor and Council by Resolution 18-131 dated June 6 2018, is hereby rescinded by the Highlands Borough Mayor and Council and a certified copy of this Resolution will be transmitted to the Director of the ABC.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-208

RESOLUTION AUTHORIZING SUPPORT FOR SUBMISSION OF GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR ROADWAY IMPROVEMENTS

WHEREAS, the Borough of Atlantic Highlands is seeking funding to make repairs to Bayside Drive; and

WHEREAS, the project name is entitled "Safety and Restoration Improvements to Bayside Drive", in connection with the Local Aid Infrastructure Fund 2019; and

WHEREAS, the project limits are Hilton Road in the Atlantic Highlands to King Street in the Borough of Highlands; and

WHEREAS, it is in the best interest of the residents of the Borough of Highlands to support the aforesaid grant application which proposes safety improvements to the project limits set forth above.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Highlands, County of Monmouth, formally supports and approves the grant application for the above stated project, in connection with the Local Aid Infrastructure Fund 2019.

BE IT FURTHER RESOLVED that the Mayor and/or Borough Administrator and the Borough Clerk be and are hereby authorized to take any action necessary to support and/or submit the electronic grant application identified as:

LAIF-2019-Safety and Restoration Improvement-00015

to the New Jersey Department of Transportation on behalf of the Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-209

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES TO SETTEMBRINO ARCHITECTS FOR A/E SERVICES FOR THE NEW MUNICIPAL BUILDING

WHEREAS, the Borough of Highlands has a need for professional services associated with the new Municipal Building project, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, in order to achieve the Borough's objectives, Settembrino Architects will provide architectural and environmental services, as reflected in its proposal dated February 2, 2018, revised September 10, 2018; and

WHEREAS, the services will include all civil and environmental work, geotechnical, architectural, interior design, structural, mechanical, electrical, plumbing, fire protection, IT (limited to power and pathways only), cost-estimating and two (2) renderings; and

WHEREAS, Settembrino Architects will perform the scope of work associated with this project for a fee of \$611,320.00 plus reimbursable expenses, as reflected in the aforesaid proposal as follows:

- A. Prepare concept and schematic design for review with Administrator and Mayor/Council.
- B. Submit and attend one (1) Planning Board meeting.
- C. Prepare complete construction documents and technical specifications for public bidding in accordance with the Local Public Contracts Law.
- D. Provide add/deduct alternate and allowance schedules for inclusion in the construction documents.
- E. Prepare a line item, construction cost estimate at Schematic Design and 60% design completion.
- F. Provide complete construction administration including, but not limited to, Bid Review and Recommendation in accordance with the Local Public Contracts Law, Shop Drawings and Application for Payment review and on-site, bi-weekly project construction review. Project punch list and closeout as well.

Fee for above referenced professional services: \$465,000.00

Civil and Environmental Fees:

- Topographic/Utility Survey - \$18,000.00
- Schematic Design (SD) - \$12,600.00
- Design Development - \$36,480.00
- Regulatory Applications - \$17,400.00
- Traffic Engineering Services - \$22,000.00
- Construction Documents - \$12,000.00
- Construction Administration - \$18,600.00
- Environmental Services - \$9,240.00

Fee for Civil and Environmental Fees: \$146,320.00

Total fees for professional services plus all civil and environmental fees: \$611,320.00

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Settembrino Architects, 25 Bridge Avenue, Suite 201, Red Bank, New Jersey 07701 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 of \$611,320.00 plus reimbursable expenses for Professional Services as stated in the aforesaid proposal dated September 10, 2018; and

WHEREAS, Settembrino Architects 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 Settembrino Architects from making any reportable contributions through the term of the contract; and

WHEREAS, Settembrino Architects 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. Settembrino Architects is hereby retained to provide professional architectural services as described in their proposal dated September 10, 2018, for an amount not to exceed \$611,320.00 plus reimbursable expenses.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-210

RESOLUTION AUTHORIZING EXECUTION OF A LEASE AGREEMENT FOR MUNICIPAL PROPERTY DESIGNATED AS BLOCK 56, LOT 13 ON THE TAX MAP OF THE BOROUGH OF HIGHLANDS

WHEREAS, the Borough owns the property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands; and

WHEREAS, N.J.S.A. 40A:12-14 sets forth, in relevant part, that a municipality may lease any real property not needed for public use; and

WHEREAS, N.J.S.A. 40A:12-14(a) sets forth, in relevant part, that in the case of a lease to a private person, said lease shall be made to the highest bidder by the submission of sealed bids; and

WHEREAS, by way of Resolution 18-087, duly adopted on April 4, 2018, the Borough authorized advertisement for and the solicitation of sealed bids for the lease of the property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands; and

WHEREAS, by way of Resolution 18-118, duly adopted on May 16, 2018, the Borough accepted the proposal dated April 13, 2018 from Smoke N Mirrors, LLC. d/b/a Windanseas about to be d/b/a the Proving Ground, and awarded the lease of municipal property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands for the purpose of operating a parking lot for an amount of \$1,000.00 per month equating to \$12,000.00 per year; and

WHEREAS, by way of Resolution 18-118, the Borough Attorney was directed to prepare a Lease Agreement consistent with the aforesaid terms, wherein the said lease would be for an initial term of one (1) year with an option to continue the said lease for up to four (4) consecutive additional terms; and

WHEREAS, the parties have agreed upon the terms of a Lease Agreement, wherein the aforesaid tenant will use a portion of certain lands designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands in conformance with the terms set forth above and as contained in the Lease Agreement, wherein the commencement date of the Lease will be November 1, 2018.

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 the aforesaid Lease Agreement permitting the tenant to use a portion of certain property owned by the Borough and designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands for the purpose of operating a parking lot.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Highlands, that true copies of the aforesaid Lease Agreement permitting the tenant to use a portion of certain property owned by the Borough, which is designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands, for the purpose of operating a parking lot, will be kept on file at the office of the Borough Clerk.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-211

RESOLUTION AUTHORIZING A NON-FAIR AND OPEN CONTRACT TO MONMOUTH TELECOM FOR DATA AND VOICE SERVICES

WHEREAS, the Borough of Highlands has a need for data and voice services, and the Borough is authorized pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-5 et. seq. ("Local Contracts Law:") to contract for these services as it may require; and

WHEREAS, the Local Contracts Law, more specifically N.J.S.A. 40A:11-5(f) allows for the award of contract without public advertisement for bids; and

WHEREAS, Monmouth Telecom, 10 Drs. James Park Blvd., Suite 110, Red Bank, NJ 07701 is under the jurisdiction of the BPU; and

WHEREAS, Monmouth Telecom, has submitted a proposal to provide data and voice services to the Borough; and

WHEREAS, the term of the contract shall be for a period of three (3) years; and

WHEREAS, Monmouth Telecom will perform the aforesaid scope of work associated with this project for a fee not to exceed \$14,442.00 consisting of the following:

| | |
|---|------------|
| A. Total One-Time Set Up Fee - | \$ 222.00 |
| B. Dynamic Bandwidth Package (Year 1) - | \$4,740.00 |
| C. Dynamic Bandwidth Package (Year 2) - | \$4,740.00 |
| D. Dynamic Bandwidth Package (Year 3) - | \$4,740.00 |

Total Estimated Fee for Services: \$14,442.00

; and

WHEREAS, additional usage rates shall apply as follows:

| | |
|--------------------------------------|--------------------|
| A. Local Usage rate - | \$0.010 per minute |
| B. Domestic Long Distance rate - | \$0.017 per minute |
| C. 800 Domestic Long Distance rate - | \$0.027 per minute |

; and

WHEREAS, Monmouth Telecom 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 Monmouth Telecom from making any reportable contributions through the term of the contract pursuant to N.J.S.A. 19:44A-20.5 et. seq.; and

WHEREAS, Monmouth Telecom 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. The Borough is hereby authorized to execute a contract and any other necessary document, with Monmouth Telecom, 10 Drs. James Park Blvd., Suite 110, Red Bank, NJ 07701, for a total amount of \$14,442.00, plus usage fees.
2. The contract is awarded pursuant to N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et. seq. and without competitive bidding.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-212

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR A LICENSED PLANNER TO PREPARE AN AFFORDABLE HOUSING VACANT LAND ASSESSMENT REPORT

WHEREAS, by way of Resolution 16-168, duly adopted on August 17, 2016 and amended by way of Resolution 18-142, duly adopted on June 20, 2018, the Borough authorized Special Counsel representing the Borough with regard to the Fair Housing Act and Council on Affordable Regulations (COAH) to proceed with the filing of a Complaint in the Superior Court of New Jersey seeking a declaration of approval of the Borough's Housing Element and Fair Share Plan; and

WHEREAS, the aforesaid Complaint was filed in the Superior Court of New Jersey and the said matter is currently pending; and

WHEREAS, in light of the above, the Borough is in need of Professional Planning Services from a licensed Professional in order to prepare an affordable housing vacant land assessment report for the Borough; and

WHEREAS, in order to achieve the Borough's objectives, Heyer, Gruel & Associates will prepare the aforesaid affordable housing vacant land assessment report; and

WHEREAS, Heyer, Gruel & Associates will prepare the affordable housing vacant land assessment report for a fee not to exceed \$7,500 billed at their hourly rates; and

WHEREAS, such professional planning services can only be provided by licensed professionals and the firm of Heyer, Gruel & Associates, 236 Broad Street, Red Bank, NJ 07701 is so recognized; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$7,500 for the aforesaid Professional Planning Services; and

WHEREAS, Heyer, Gruel & Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Heyer, Gruel & 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 Heyer, Gruel & Associates from making any reportable contributions through the term of the contract; and

WHEREAS, Heyer, Gruel & 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. Heyer, Gruel & Associates are hereby retained to provide professional planning services as described above for an amount not to exceed \$7,500.00.
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.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-213

RESOLUTION AUTHORIZING SUBMISSION OF LAYOFF PLAN TO THE CIVIL SERVICE COMMISSION

WHEREAS as a result of staffing report from the Office of Regulatory Affairs in the New Jersey Division of Consumer Affairs (“DCA”), it is recommended that the Borough increase the number of hours needed for the Construction Official, Building Sub Code Official, Electrical Sub Code Official and for the Office Staff; and

WHEREAS, after considering the cost to the Borough to continue and to expand the operation of its Building Department, as recommended, the Borough reached out to neighboring municipalities to gauge interest in a shared service arrangement; and

WHEREAS, the Borough has concluded that it can more inexpensively and more effectively provide Building Department services to its residents by engaging in a shared services arrangement with the Township of Middletown rather than by continuing its Building Department on a part-time basis; and

WHEREAS, the proposed agreement with Middletown would result in an increase in hours of operation for the public, as recommended by the DCA, while reducing the costs of operating the Building Department; and

WHEREAS, the proposed shared services agreement with Middletown, will result in the reduction of a number of part-time positions in the Borough’s Building Department; and

WHEREAS the Town has prepared a Civil Service layoff plan that, if approved in the same or substantially similar format submitted to the Civil Service Commission, would result in cost savings and improved service for Borough residents;

NOW THEREFORE BE IT RESOLVED that the Administrator of the Borough of Highlands be and is hereby authorized to submit to the Civil Service Commission a plan and to enact it in the same or substantially similar form should it be approved by the Civil Service Commission; and

BE IT FURTHER RESOLVED that the Administrator is herewith authorized to implement the terms of the Civil Service layoff plan as is necessary and consistent therewith.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-214

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF ATLANTIC HIGHLANDS

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

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

WHEREAS, a vacancy has occurred in the position of Land Use Board Secretary for the Borough of Highlands due to a resignation; and

WHEREAS, the Borough of Atlantic Highlands has the staffing and personnel to provide the Borough of Highlands with a Land Use Board Secretary for the remainder of the year through December 31, 2018; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands have reached an agreement for which the cost to provide such services to the Borough of Highlands will equate to \$6,500 per year on a pro-rata basis.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor be and is hereby authorized to execute a Shared Services Agreement with the Borough of Atlantic Highlands, for the use of a Land Use Board Secretary through December 31, 2018, wherein the cost for the said services will equate to \$6,500 per year on a pro rata basis.

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-215

AUTHORIZING PURCHASE OF A POLICE VEHICLE

WHEREAS, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), the Borough may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Highlands has the need to purchase a police vehicle using Educational Services Commission of New Jersey Contract #17/18-44, from Mall Chevrolet, Inc.; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available using budget #8-01-25-240-000-297 in the amount of \$34,940 and 8-01-25-240-000-294 in the amount of \$6,995.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands authorizes the purchase of a police vehicle for the Police Department in the amount of \$41,395.00.