

**Highlands Borough Mayor & Council Meeting Agenda
Community Center - 22 Snug Harbor Avenue - Highlands
Wednesday, December 6, 2017, 7:00 p.m.**

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

Call to Order
Meeting Statement
Roll Call
Executive Session Resolution

EXECUTIVE SESSION: 7:00PM

Contract Negotiations: Marina Tax Abatement
B37, L12.01 & 13
Parking License
Attorney-Client Privilege: Division of Tax Assessments
HES Smoke Test
Construction Enforcement

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Presentation

Larry Kelly – 27 Years of Service to the First Aid

Approval of Minutes

November 1st 2017

Public Comment on Resolutions

Consent Agenda

**R-17-186 – Property Tax Cancellation
R-17-187 – Authorize Payment of the Bills
R-17-188 – Approve Highlands Business Partnership’s 2018 Events Calendar
R-17-189 – Appoint Municipal Clerk & Registrar
R-17-190 – Execution of Chief of Police Contract
R-17-191 – Transfer of Surplus Funds
R-17-192 – Donation of Vehicle to Sea Bright
R-17-193 – Approve Highlands Business Partnership’s Winter Wonderland Run**

Resolutions

**R-17-194 – Amend R-17-109 Authorize Award of Non-Fair & Open Contract for Professional Engineering Services to T&M Associates
R-17-195 – Amend R-17-179 Authorize Award of Fair & Open Contract to Serve as the Project Engineer for the 2017 Capital Road Improvements to Valley Street, Hillside Avenue & Portland Road to CME Associates
R-17-196 – 2016 LOSAP Contributions
R-17-197 – Appoint Interim Tax Assessor Due to Emergent Need**

Ordinances

O-17-21 – Amend Division of Tax Assessments Adding Office of Deputy Assessor

O-17-22 – Resident Parking Permits

O-17-23 – Tax Agreement with Sandy hook Developers LLC., B101 L27.03

O-17-24 – Amend Stipend for Health Care Benefits Waiver to Employees

O-17-25 – Bond Ordinance Amending Bond Ordinance O-13-20 (Which provides for Reconstruction of the North Street Pump Station) Adopted on October 24, 2013

O-17-26 – Establishing Salaries & Fixing Compensation of Certain Employees for 2018

Other Business:

Police Chief's Report

Administer's Report

Approval of Facility User Permit – Polar Bear Plunge 01/01/2018

Draft CBD Ordinance

Public Comments:

Adjourn



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-186

PROPERTY TAX CANCELLATION

WHEREAS, the Borough of Highlands entered into a reassessment program in 2011, and

WHEREAS, on Block 98, Lot 6.03 taxes were erroneously assessed on exempt property and the tax Collector is recommending that they be cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel taxes on Block 98, Lot 6.03, formally known as 18 Beach Boulevard as follows:

2011	\$5,668.57
2012	5,922.22
2013	4,557.66
2014	5,509.32
2015	5,031.00
2016	5,016.57
2017	5,098.16

BE IT FURTHER RESOLVED that taxes paid in the amount of \$30,292.46 will be refunded.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-187

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 1st 2017, which totals as follows:

Current Fund	\$1,294,875.82
Sewer Account	\$ 97,292.89
Capital Fund	\$ 3,700.00
Trust-Other	\$ 14,436.73
Federal/State Grants	\$ 895.00
Total	\$1,411,200.44

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,411,299.44** 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 17-188

RESOLUTION APPROVING THE HIGHLANDS BUSINESS PARTNERSHIP 2018 EVENTS CALENDAR

WHEREAS, the Highlands Business Partnership has provided the Borough with their 2018 events calendar; and

WHEREAS, the governing body has reviewed the Highlands Business Partnership 2018 Events Calendar which is as follows:

Highlands Business Partnership 2017 Events Calendar

Sunday	January 28	9 th Annual Beef & Brew Pre-Super Bowl Bash St. Patrick's Parade Day Parade Fundraiser Off The Hook – 3 – 7PM
Sunday	February 25	6 th Annual Chili Cook-Off St. Patrick's Day Parade Fundraiser Inlet Cafe - 3 – 7PM
Saturday	March 10	5 th Annual Highlands Guinness Run St. Patrick's Day Parade Fundraiser Bahrs Landing 2PM – 3PM Pub Crawl 3 – 5PM
Saturday	March 24	16 th Annual St. Patrick's Day Parade, Bay Avenue 2PM
Saturday Sunday	May - TBD May	Brew by the Bay, The Seafarer, 1 Atlantic St. Rain date
Sunday	May 27	18 th Annual Seaport Craft Show, Huddy Park 10AM-5PM
Saturday	June 23	7 th Annual Taste of Highlands, Noon-6PM Check in at Huddy and Veterans Park
Saturdays	July - October	24 th Annual Farmer's Market, Huddy Park 8:30AM
Thurs-Sun	Aug 2 – Aug 5	24 th Annual Clamfest, Huddy Park
Saturday Sunday	September 15 September 16	Highlands Car Show & Concert, Huddy Park, 2-6PM Rain date

Sunday	September 23	17 th Annual Twin Lights Bike Ride, Huddy Park 7AM
Saturday	October 6	18 th Annual Oktoberfest, Veterans Park 2-9PM
Sunday	October 7	Rain date
Saturday	October 20	4 th Annual Zombie Parade Check in at Huddy & Judging at Veterans Park
Friday	November 30	23 rd Annual Tree Lighting, Huddy Park 6PM
Saturday	December 1	Rain date
Saturday	December 15	Winter Wonderland Run, Proving Ground, 12PM
Saturday	December 22	6 th Annual Holiday Lights Contest

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Council of the Borough of Highlands that the governing body hereby approves the Highlands Business Partnership 2018 Events Calendar.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-189

RESOLUTION APPOINTING BONNIE BROOKES, RMC, CMR TO SERVE IN THE POSITION OF MUNICIPAL CLERK AND REGISTRAR

WHEREAS, in accordance with Resolution 17-115, Bonnie Brookes, RMC, CMR, was appointed to serve as Deputy Municipal Clerk and Registrar, effective June 5, 2017; and

WHEREAS, Bonnie Brookes, RMC, CMR, has effectively been serving as Deputy Municipal Clerk and Registrar since June 5, 2017; and

WHEREAS, effective November 1, 2107, the position of Municipal Clerk became vacant; and

WHEREAS, in accordance with N.J.S.A. 40A:9-133(a), in every municipality there shall be a municipal clerk appointed for a three-year term by the governing body of the municipality; and

WHEREAS, Bonnie Brookes is certified in this position and qualified in the operations of the Municipal **Clerk's Office; and**

WHEREAS, the Borough wishes to appoint Bonnie Brookes, RMC, CMR to serve as the Municipal Clerk and Registrar for a three (3) year term effective November 1, 2017,

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands that Bonnie Brookes, RMC, CMR is hereby appointed to serve as Municipal Clerk and Registrar, for a three (3) year term effective November 1, 2017.

BE IT FURTHER RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute an Employment Agreement governing the terms and **conditions of Bonnie Brooke's employment as aforesaid.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-190

RESOLUTION AUTHORIZING EXECUTION OF CHIEF OF POLICE CONTRACT

WHEREAS, by way of Resolution 17-162, Robert Burton was appointed to serve as Chief of Police of the Borough of Highlands Police Department effective September 20, 2017 and has served in the said capacity since that time; and

WHEREAS, the Borough has reached an Agreement with Robert Burton as to the terms and conditions of his employment.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute an Employment Agreement governing the terms and conditions of Robert **Burton's employment as aforesaid.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-191

PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS

WHEREAS, N.J.S. 40:4-58 provides for the transfer of surplus funds from one account to the other during the last two months of the calendar year:

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Highlands that transfers be made in the Boroughs' 2017 budget appropriations in accordance with the following schedule:

BE IT FURTHER RESOLVED that this Resolution shall take immediately:

<u>A/C #</u>	<u>FROM</u>	<u>TO</u>
28-360-010 Community Center-S&W	\$ 12,000.00	
25-265-010 Uniform Safety-S&W		\$ 7,000.00
26-310-010 Building & Grounds-S&W		\$ 2,000.00
31-430-215 Utilities-Electric		\$ 3,000.00
Totals	<u>\$ 12,000.00</u>	<u>\$ 12,000.00</u>



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-192

AUTHORIZING THE DONATION OF A 1985 CHEVY PICK-UP CD3
155HP DIESEL (VIN: GCHD34J6GF31567) TO THE BOROUGH OF SEA
BRIGHT

WHEREAS, the Borough of Highlands owns a 1985 Chevy Pick-up CD3 155HP Diesel, (VIN: GCHD34J6GF31567); and

WHEREAS, this vehicle was utilized for the Office of Emergency Management and due to the poor condition of said vehicle it is no longer needed for public use; and

WHEREAS, it was the recommendation of the Borough of Atlantic Highlands mechanics, with whom the Borough of Highlands has an Interlocal Agreement for such services, that the Borough dispose of the vehicle for scrap metal value; and

WHEREAS, subsequent to the determination made by the Borough of Atlantic Highlands mechanics as aforesaid, the Borough of Sea Bright requested that the vehicle be donated for the sum of \$1.00, in light of the fact that Sea Bright has the same vehicle for which parts are difficult to obtain; and

WHEREAS, in light of all of the above, the Borough of Highlands desires to donate the 1985 Chevy Pick-up 155HP Diesel, (VIN: GCHD34J6GF31567) to the Borough of Sea Bright 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 1985 Chevy Pick-up 155HP Diesel, (VIN: GCHD34J6GF31567) to the Borough of Sea Bright 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 17-193

RESOLUTION APPROVING THE HIGHLANDS BUSINESS **PARTNERSHIP'S "1ST ANNUAL WINTER WONDERLAND RUN"**

WHEREAS, the Highlands Business Partnership has requested the approval and support of the governing body to add the 1st Annual Winter Wonderland Run to their 2017 Event Calendar to be held on December 16, 2017; and

WHEREAS, the Highlands Business Partnership will coordinate the logistics for this event with the Chief of Police, Robert Burton; as well as any other representatives deemed necessary from the Borough of Highlands.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands, that the governing body hereby approves and supports the 1st Annual Winter Wonderland Run event to be held on December 16, 2017 at 12:00p.m., which is hereby added to the Highlands Business Partnership 2017 Event Calendar.

BE IT FURTHER RESOLVED, that the Highlands Business Partnership will coordinate the logistics for this event with the Chief of Police as well as any other representatives deemed necessary from the Borough of Highlands.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-194

AMENDING RESOLUTION 17-109 WHICH AUTHORIZED THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES TO T&M ASSOCIATES

WHEREAS, by way of Resolution 17-109, the Borough of Highlands awarded a non-fair and open contract for professional Engineering Services, in connection with the **Borough's 2017 Capital Road Improvement Program, to T&M Associates which includes** construction of the following improvements:

- Miller Street from Shore Drive to Bay Avenue;
- Twin Lights Terrace from Ocean Street to South Peak Street;
- North Peak;
- Bay Street from Woodland Street to South Peak Street.

WHEREAS, the Borough of Highlands has determined that the following streets need to be added to the aforesaid award of contract for professional Engineering Services **to T & M Associates, in connection with the Borough's 2017 Capital Road Improvement Program**, in order to include those streets associated with a Community Development Block Grant (CDBG):

- Atlantic Street to Washington Avenue from Bay Avenue to Shore Drive;
- Chestnut Street.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Atlantic Street to Washington Avenue from Bay Avenue to Shore Drive and Chestnut Street be and are hereby added to the award of a non-fair and open contract for professional Engineering Services to T & M Associates, in connection with the **Borough's 2017 Capital Road Improvement Program.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-195

AMENDING RESOLUTION 17-179 WHICH AUTHORIZED THE AWARD OF A FAIR AND OPEN CONTRACT TO SERVE AS THE PROJECT ENGINEER FOR THE 2017 CAPITAL ROAD IMPROVEMENTS TO VALLEY STREET, HILLSIDE AVENUE AND PORTLAND ROAD TO CME ASSOCIATES

WHEREAS, by way of Resolution 17-179, the Borough of Highlands awarded a fair and open contract to serve as the Project Engineer for the 2017 Capital Road Improvements to CME Associates for the following improvements to:

- Valley Street – from Shore Drive to Fifth Street;
- Hillside Avenue – from Portland Road to Hillside Court;
- Portland Road – from Highland Avenue to Riker Street.

WHEREAS, the Borough of Highlands has determined that the following street needs to be added to the aforesaid award of contract to serve as Project Engineer for the **Borough's** 2017 Capital Road Improvement Program:

- Valley Street from 5th Street to end of outfall.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Valley Street from 5th Street to the end of the outfall be and is hereby added to the award of a fair and open contract to serve as the Project Engineer to CME Associates for the **Borough's 2017 Capital Road Improvement Program as aforesaid.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-196

CERTIFYING AND APPROVING 2016 LOSAP CONTRIBUTIONS

WHEREAS, the Length of Service Award Program (LOSAP) has been implemented in accordance with Chapter 388 of the Laws of 1997 (**N.J.S.A** 40A: 14-183 et seq.), to reward members of the Columbia Hose and Star Hook and Ladder Company and the Highlands First Aid Squad for their loyal, diligent and devoted services to the residents of the Borough of Highlands; and,

WHEREAS, LOSAP shall provide for annual contributions, by the Borough of Highlands, to a deferred income account, for each eligible member that meets the criteria as outlined in Ordinance 04-09; and,

WHEREAS, in accordance with Chapter 24-3 of the Borough of Highlands Code, active members must receive 100 points in order to obtain the benefit; and

WHEREAS, the following Fire Department and First Aid members have met all criteria required to receive a LOSAP contribution in the amount set opposite their name; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the LOSAP annual contributions, from the Borough of Highlands, to a deferred income account for each volunteer member listed below, having met the criteria, be made in accordance with the plan established by the Borough of Highlands pursuant to P.L. 1997, c. 388.

BE IT FURTHER RESOLVED that a certified copy of this resolution be returned to each emergency service organization, where it shall be posted for no less than 30-days, as well as in the office of the Municipal Clerk.

Name	Points	Amount
Michael Armstrong	266	\$1,150.00
Joseph Blewett Sr.	181	\$1,150.00
Gary Branin Sr.	107	\$1,150.00
Brian Burton	208	\$1,150.00
Bonnie Burton	174	\$1,150.00
William Caizza	204	\$1,150.00
Robert Capano	107	\$1,150.00
Christopher Creighton	110	\$1,150.00
Edward Edelbach	126	\$1,150.00
Wallace Hartsgrove	126	\$1,150.00
Martin Hawley Sr.	250	\$1,150.00
Martin Hawley Jr.	130	\$1,150.00
Stephanie Hawley	179	\$1,150.00
William Kane	282	\$1,150.00
Rebecca Kane Wells	117	\$1,150.00
Peter Lynch	135	\$1,150.00
Patrick Mason	121	\$1,150.00

John McKay	267	\$1,150.00
Matt Mezey	349	\$1,150.00
Kevin O'Donnell Sr.	173	\$1,150.00
David Parker	119	\$1,150.00
Charles Roemmele	195	\$1,150.00
Thomas Snow	267	\$1,150.00
Edward Sulkowski	146	\$1,150.00
Rudolph Trivett Sr.	128	\$1,150.00
Rudolph Trivett Jr.	163	\$1,150.00
Ramon Vargas	239	\$1,150.00
Charlie Wells	130	\$1,150.00
TOTAL:		\$32,200



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 17-197

RESOLUTION APPOINTING INTERIM TAX ASSESSOR DUE TO AN EMERGENT NEED

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

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that there is an emergent need for an Interim Tax Assessor pending the appointment of a full-term Tax Assessor; and

WHEREAS, the Mayor has offered the name of _____ to serve as the Interim Tax Assessor; and

WHEREAS, the Mayor and Council have determined that _____ is qualified for the position of Interim Tax Assessor and will be able to perform the duties of Tax Assessor on an interim basis; and

WHEREAS, this interim appointment is effective as of December 7, 2017 and shall continue for a period of ninety (90) days, until March 7, 2018, at which time this appointment will expire if not extended by the Mayor and Council. The rate of pay for services provided as Interim Tax Assessor shall be _____ per hour; and

WHEREAS, _____, shall perform the duties of Tax Assessor as delineated in Borough Code, Chapter 2-8.4 on an interim basis.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey that _____ is hereby appointed to serve as Interim Tax Assessor, with an effective date of December 7, 2017 which shall continue for a period of ninety (90) days until March 7, 2018, at which time the said appointment will expire if not extended by the Mayor and Council.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Highlands that the Interim Tax Assessor shall be compensated at a rate of pay at _____ per hour.

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-17-21

AN ORDINANCE AMENDING CHAPTER 2-8.4 OF THE BOROUGH CODE CONCERNING THE DIVISION OF TAX ASSESSMENTS

WHEREAS, Borough Code Chapter 2, Section 8.4 establishes the division of tax assessments and the office of tax assessor; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to amend and update the aforesaid Code provision and to establish the position of deputy tax assessor.

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

SECTION I.

The following Sections of Chapter 2, Section 8.4 entitled “Division of Tax Assessments” of the Borough Code shall be amended to provide as follows: (All additions are shown in *bold italics with underlines*. The deletions are shown as ~~*strikeovers in bold italics*~~.

2-8.4 Division of Tax Assessments.

Within the department of finance there shall be a division of tax assessments, the head of which shall be the tax assessor. There ~~is~~ are hereby established ~~pursuant to R.S. 40:48B-14, a~~ the part-time office of joint municipal tax assessor and the part-time office of deputy tax assessor to serve the Borough of Highlands ~~and the Borough of Keansburg~~. Any assessor ~~appointed after July 1, 1971~~ shall possess a valid tax assessor's certificate as provided by R.S. 54:1-35.30. The tax assessor shall:

a. Have, perform and discharge all the functions, powers and duties prescribed by law for municipal assessors.

b. Maintain adequate assessment records of each separate parcel of real property assessed or exempted.

c. Maintain a current tax map of the borough as a public record and cause to be recorded thereon all changes in ownership or character of the real property assessed, employing for that purpose the facilities of other departments as provided by the code.

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 0-17-22

AN ORDINANCE ADDING CHAPTER 7-3.8 OF BOROUGH CODE CONCERNING PERMIT PARKING FOR RESIDENTS

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to provide for permit parking to address parking problems in the area of the Seastreak ferry.

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

SECTION I.

The following Sections of **Chapter 7, Section 3.8** entitled "Permit Parking for Residents" **of the Borough Code shall be added to provide as follows:**

7-3.8 Permit Parking for Residents.

- a. Parking on the following streets or portions of said streets shall be restricted at all times to vehicles of residents, their family members and guests displaying a proper permit or placard issued by the borough clerk pursuant to this subsection.
 1. Willow Street – entire paved portion on both sides of street no parking any time; Willow Street residents may park on Locust Street.
 2. Locust Street – entire length on both sides of street to intersection with Willow Street.
 3. Shore Drive – from the intersection of Marie Avenue north to Willow Street on both sides of the street
- b. Residents shall fill out an application on a form to be established providing sufficient information to facilitate the administration of this subsection with the borough clerk and obtain a sticker to be affixed to each vehicle owned or leased to the residents of the premises on these streets.
- c. The application shall be kept on file with the borough clerk and the resident(s) shall be required to update same upon disposing of any vehicle on the application and/or acquisition or leasing of replacement or additional vehicles.
- d. Guest placards, not to exceed two per residence, shall be available at the borough clerk's office upon application. These shall be assigned permanently

to the applicant for use at the residence and shall be used by guests and/or visitors while parked on the said streets.

- e. Upon disposing of any vehicle or moving from the residence, the person or persons so named on the application on file with the borough clerk shall advise the borough clerk in writing or in person and shall remove and surrender all permits and placards previously issued.
- f. Permits and placards shall not be sold, traded, assigned or given to another person and may only be used in connection with the street of the residence on the application.
- g. There shall be no fees charged to the residents for these permits and placards
- h. The Chief of Police, or his or her designee, is hereby authorized to suspend the provisions of this Section under circumstances, for durations, in areas, and at times as the Chief of Police deems, in his or her discretion, appropriate and in the interests of public safety.
- i. The suspension of the permit parking restriction by the Chief of Police or his or her designee shall not last for a period of time greater than 72 hours.
- j. This section shall in no way permit the Chief of Police or his designee to lift, suspend, or in any way modify those parking restrictions governed by Title 39 of the New Jersey Statutes Annotated.

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 thirty (30) days after final passage.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-17-23

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 and N.J.S.A. 40A:21-1 *et seq.* for a tax exemption 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 that the Mayor and Borough Clerk of the Borough of Highlands are hereby authorized to execute a Tax Agreement with Sandy Hook Developers, LLC, as prepared by the Borough Attorney, approved by the Borough Attorney and Tax Assessor, and subject to Sandy Hook Developers, LLC meeting all of the necessary requirements thereto, including but not limited to, obtaining a final Certificate of Occupancy for the marina office and restaurant building.

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 0-17-24

AN ORDINANCE AMENDING ORDINANCE O-17-15 WHICH PROVIDES A STIPEND FOR THE HEALTH CARE BENEFITS WAIVER TO EMPLOYEES

WHEREAS, in accordance with N.J.S.A. 40A:10-17.1, a municipality which enters into a contract providing group health care benefits to its employees pursuant to N.J.S.A. 40A:10-16 et. seq., may allow any employee who is eligible for other health care coverage to waive coverage under the **municipality's plan to which the employee is entitled by virtue of his/her employment with the municipality; and**

WHEREAS, in accordance with N.J.S.A. 40A:10-17.1, in consideration of filing such a waiver, a municipality may pay to the employee annually an amount, to be established in the sole discretion of the municipality, which shall not exceed 25%, or \$5,000.00, whichever is less, of the amount saved by the municipality because of the **employee's waiver of coverage; and**

WHEREAS, by way of Adoption of Ordinance O-17-15 on September 6, 2017, the governing body found that it was in the best interest of the Borough to continue its past practice of allowing for such a healthcare waiver stipend as permitted by law and to codify the same; and

WHEREAS, the governing body now finds that it is in the best interest of the Borough to issue payment for the health care waiver spread out equally through payroll for each pay cycle on a bi-weekly basis.

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

SECTION I.

The following Sections of Chapter 2, Section 46 entitled "Health Care benefits buyout" of the Borough Code shall be amended to provide as follows: (All additions are shown in *bold italics with underlines*. The deletions are shown as ~~*strikeovers in bold italics*~~).

Pursuant to N.J.S.A. 40A:10-16 et seq., the Borough shall provide health care **benefits to its full time "employees" as that term is defined in N.J.S.A. 40A:10-16b**; however, that term shall not include elected officials. The different plans to be made available and the coverage levels shall be determined, from time to time, by the Borough.

The Borough may redirect enrollment in and make available different plans and coverage in its discretion.

A. Those employees receiving health care benefits shall contribute to the cost of such benefits as required by P.L. 2011 c.78.

B. If an employee is eligible for health care benefit coverage, and meets the eligibility requirements set forth in Subsection C (1) below, such employee may annually **elect to receive the monetary payments provided for in Subsection C (2) below (“buyout payment”)**.

(1) Eligibility. All of the following eligibility requirements must be satisfied.

(a) The employee must have health care benefits coverage from another source.

(b) The alternate source of coverage must be from a source other than the **Borough. For example, if the employee’s spouse is employed by the Borough** and both the employee and his/her spouse are eligible for health care benefits coverage through the Borough, a spouse declining coverage under this subsection, would not be eligible for the buyout payment.

(c) Employees must execute an appropriate application form as prepared and provided by the office of the Borough Administrator no later than November 30, prior to each calendar year for which the employee will seek the buyout payments.

(2) Buyout payment. For eligible employees, the following buyout payments will be paid in ~~two equal installments, the first installment on June 1 and the second installment on December 1~~ spread out equally over each pay cycle on a bi-weekly basis.

(a) If medical coverage, including prescription plan, is declined, the buyout payment will be the lesser of \$5,000 annually or the percentage, as set forth in N.J.S.A. 40A:10-17.1, **of the Borough’s cost for the health care coverage declined**.

(b) The payments provided for hereunder would be subject to income tax, but not considered pensionable income.

(3) Annual election. The election provided for in this section must be made on an annual basis. If an employee elects the buyout payment for a particular calendar year, he/she may decline to apply for the option provided in this section for a subsequent calendar year and may enroll, during prescribed enrollment periods, for health care benefit coverage through the Borough to resume for such subsequent calendar year.

(4) An employee who waives coverage because he/she was covered by a **spouse’s benefits shall be permitted to resume coverage under the same terms and conditions as though he/she had not waived coverage if the employee ceases to be covered through the employee’s spouse** for any reason.

(5) An employee who wishes to resume coverage shall file a declaration with the Borough, in such form as the Borough shall prescribe, that the waiver is revoked.

(6) An employee who resumes coverage shall repay, on a pro rata basis, any amount which represents an advance payment for a period of time during which coverage is resumed.

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 0-17-25

**BOND ORDINANCE AMENDING BOND
ORDINANCE NUMBER O-13-20 (WHICH
PROVIDES FOR THE RECONSTRUCTION OF THE
NORTH STREET PUMP STATION) HERETOFORE
FINALLY ADOPTED BY THE BOROUGH COUNCIL
OF THE BOROUGH OF HIGHLANDS, IN THE
COUNTY OF MONMOUTH, STATE OF NEW
JERSEY, ON OCTOBER 24, 2013, TO AMEND THE
DESCRIPTION SET FORTH THEREIN**

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

SECTION 1. Section 3(a) of Bond Ordinance Number O-13-20 finally adopted on October 24, 2013 by the Borough of Highlands, in the County of Monmouth, State of New Jersey (the "Borough") entitled, "BOND ORDINANCE PROVIDING FOR THE RECONSTRUCTION OF THE NORTH STREET PUMP STATION IN AND BY THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY, APPROPRIATING \$1,800,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,621,923 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF," (the "Original Ordinance"), is hereby amended and supplemented to amend the description set forth therein, as follows:

"Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued shall include, but not be limited to, the reconstruction of the North Street Pump Station located at the northern edge of the North Street right-of-way,

along the Shrewsbury River; and general capital improvements to sanitary sewers at various locations throughout the Borough; including all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto and further including all related costs and expenditures incidental thereto”.

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

SECTION 3. The Borough covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

SECTION 4. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING
DATED: December 6, 2017**

**BONNIE BROOKS, RMC CMR,
Clerk of the Borough of Highlands**

**ADOPTED ON SECOND READING
DATED: December 20, 2017**

**BONNIE BROOKS, RMC CMR,
Clerk of the Borough of Highlands**

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

**RICK O'NEIL,
Mayor**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-17-26

AN ORDINANCE ESTABLISHING SALARIES AND FIXING COMPENSATION OF CERTAIN BOROUGH EMPLOYEES OF THE BOROUGH OF HIGHLANDS FOR 2018

BE IT ORDAINED by the Mayor and Council of the Borough of Highlands, a municipal Corporation of the State of New Jersey:

Section 1. The annual salaries and compensation exclusive of longevity benefits of the officers and employees holding the offices or positions hereinafter described shall be shown on Schedule A, annexed hereto, for 2018 and beyond unless amended, payable semi-monthly unless herein described.

Except as provided by labor contract, all salary ranges shall constitute minimum and maximum to be determined by subsequent Resolution of the Mayor and Council within those limits.

Section 2. OTHER POSITIONS AND DUTIES

- A. All other persons employed by the Borough not otherwise mentioned herein shall be paid at a rate to be fixed by a Resolution of the Mayor and Council.
- B. Additional duties associated with the administration of grants awarded to the Borough may be compensated out of the proceeds of said grants at a rate to be fixed and determined by Resolution of the Mayor and Council.

Section 3. LONGEVITY BENEFITS.

There shall be no longevity benefit other than where the benefit is specifically mandated by agreement or contract.

Section 4. EFFECTIVE DATE:

The salaries and compensation set forth herein shall be effective and payable as of and after January 1, 2018 unless otherwise set forth by contract or agreement.

Section 5. REPEALED.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby superseded.

Section 6. IMPLEMENTATION.

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

DATE:

BONNIE BROOKES, BOROUGH CLERK

I hereby certify this to be a true copy of the Ordinance introduced by the Governing Body of the Borough of Highlands on _____, 2017.

BOROUGH CLERK/DEPUTY CLERK

SCHEDULE A

1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION		Minimum	Maximum
Deputy Clerk		\$4,000	\$4,416
Deputy Registrar		\$500	\$552
Land Use Board Secretary		\$5,500	\$6,072
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		\$1,000	\$1,104
 BUILDING AND HOUSING			
Clerical Office Help	Hourly	Minimum Wage	\$19.00
Fire Official		\$18,000	\$27,602
 DEPARTMENT OF FINANCE			
Assessment Searcher		\$3,000	\$3,312
Cashier/Typist	Hourly	\$10.00	\$22.00
Chief Financial Officer		\$30,000	\$73,223
FEMA/NJOEM Coordinator	Hourly	\$25.00	\$33.00
Payroll Clerk		\$25,000	\$44,163
Qualified Purchasing Agent		\$7,000	\$12,000
Deputy Tax Assessor	Part Time	\$3,000	\$6,000
 MUNICIPAL COURT			
Judge of Municipal Court		\$13,500	\$19,873
Special Sessions (Per Session)			
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	\$137,044
Crossing Guard	Hourly	\$10.00	\$19.00

Dispatcher [Communications Operator]	Hourly	\$10.00	\$23.00
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

2. UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 56

BUILDING & HOUSING

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

DEPARTMENT OF FINANCE

Tax Assessor	Part Time	\$20,000	\$27,602
Tax Collector	Part Time	\$20,000	\$32,915

DEPARTMENT OF PUBLIC WORKS

Supervisor of Public Works		\$35,000	\$88,326
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DEPARTMENT OF RECREATION

Recreation Director		\$35,000	\$88,326
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3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032

BUILDING & HOUSING

Fire Sub Code Official	Part Time	\$8,000	\$13,249
Plumbing Sub Code Official	Part Time Hourly	\$25.00	\$44.00
Secretary, Licensing Clerk	Full Time	\$20,000	\$34,227
Secretary, Licensing Clerk	Part Time Hourly	Minimum Wage	\$20.00

DEPARTMENT OF FINANCE

Cashier/Sewer Clerk		\$20,000	\$36,435
HR Coordinator		\$32,000	\$81,000
Senior Accounting Clerk		\$14,000	\$60,000
Tax Clerk		\$20,000	\$36,435
Tax Clerk	Part Time Hourly	Minimum Wage	\$19.00

POLICE

Records Clerk		\$25,000	\$49,684
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DEPARTMENT OF PUBLIC WORKS

Equipment Operator		\$45,000	\$69,557
Laborer	Hourly	\$15.00	\$22.00
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