



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 20-18

AN ORDINANCE AMENDING CHAPTERS 2, 3, 4, AND 16 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHLANDS TO REVISE VARIOUS FEE SCHEDULES

WHEREAS, the Borough of Highlands has reviewed various fee provisions throughout the Borough Code and wishes to revise and update said provisions as follows.

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

SECTION I. Borough Code Section 2-26.2 entitled "Fees for Copies" shall be amended as follows: (All additions are shown in ***bold italics with underlines***. The deletions are shown as ***strikeovers in bold italics.***)

2-26.2 Fees for Copies.

The following fees shall be charged for copies of public documents:

- a. No change.
- b. ~~***Police accident reports, \$5.00 each to mail reports.***~~

Police accident reports requests made in person for pick up – apply fees from subsection 2-26.2**gf. Requests made other than in person shall be subject to an additional administrative fee of \$5.00 per report.**

c - e. No change.

~~***f. All other copies where multiple copies are available, \$.25 per page or fraction thereof.***~~

gf. All other documents ~~***where multiple copies are not available and are requests for Open Public Records:***~~

- 1. Letter Size Copies \$0.05 (each)
- 2. Legal Size Copies \$0.07 (each)

The fee schedule provided in the Open Public Records Act, as may be amended from time to time, shall supersede the above schedule to the extent of any inconsistency.

~~hg.~~ Land Subdivision ordinance, \$20.00.

~~ih.~~ Discovery:

1. processing fee for all discovery requests \$5.00 plus the per page fee as listed in subsection 2-26-3~~gf~~

~~ji.~~ Reproduction of photographs, videotapes, audio cassette tapes, CDs, DVDs, or similar media shall be required to pay the actual cost of duplicating the record.

~~(3x5) ————— \$1.00 (each)~~
~~(8x10) ————— \$7.00 (each)~~
~~(11x14) ————— \$13.00 (each)~~

~~k. —Reproduction of videotapes: \$5.00 (each)~~

~~l. —Reproduction audio cassette tapes/CD's: \$5.00 per disk or tape~~

SECTION II. Borough Code Section 2-41 entitled "Use of Buildings and Facilities Owned by or Under the Supervision, Control and Maintenance of the Borough of Highlands, shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics.**)

2-41.3 Fees.

As a condition of any approval, the borough will impose and collect a fee as set forth on Schedule A adopted herewith to defray additional building opening and maintenance costs incurred by the borough in connection with making the facility available and accessible to the applicant during non-business hours. In addition, for programs or activities that require staff assistance in addition to the opening of the center, a rate of ~~thirty (\$30.00)~~ fifty (\$50.00) dollars per hour per employee will be charged.

SCHEDULE A (Section 2-41)

A. – E. No change.

| | Community Center – Main Room or Small Meeting Room-Library General meeting space for specified activity as listed on the permit | Annual Permit Fee |
|----|---|---|
| 1. | Community Group (Highlands based) | \$35.00 <u>\$50.00</u> |
| 2. | Community Group (Nonresident) | \$50.00 <u>\$250.00</u> |
| 3. | Non-Profit (must have proof of non-profit status) | \$35.00 <u>\$25.00</u> |
| 4. | Human Services/Youth Activities | \$35.00 <u>\$50.00</u> |
| 5. | Homeowner/Condominium Association | \$35.00 <u>\$50.00</u> |
| 6. | Recreation Program – Independent Contractor | \$35.00 <u>\$250.00</u> |
| 7. | Recreation/Education/Health/Leisure Program (Company or Business) | \$50.00 <u>\$150.00, plus \$250 damage deposit</u> |

Exemptions from Fee: Henry Hudson Reg., Highlands Elem., Sandy Hook LL or any directly

| | | | | | |
|-----|---|--|-----------------|--|---|
| | affiliated Brough of Highlands Organizations | n/a | | | |
| | Community Center – (Building) Private Rental | Fee | Clean-Up | Damage Deposit | Kitchen (Cooking) (Staff assignments will be made for all private rentals) |
| 8. | Resident – 1 to 4 hours (includes set-up and clean-up time) | \$125.00 <u>\$500.00</u> | \$50.00 | \$100.00 <u>\$250.00</u> | \$25.00 |
| 9. | Non-resident | \$175.00 <u>\$1,000.00</u> | \$50.00 | \$100.00 <u>\$500.00</u> | \$25.00 |
| 10. | Resident – 4 to 6 hours (includes set-up and clean-up time) | \$225.00 <u>\$750.00</u> | \$50.00 | \$100.00 <u>\$250.00</u> | \$25.00 |
| 11. | Non-Resident | \$275.00 <u>\$1,250.00</u> | \$50.00 | \$100.00 <u>\$500.00</u> | \$25.00 |
| | Other: Facility/Park/Group Use Requests | Fee | | Damage Deposit | |
| 12. | Park Use- For Private Event | | | | |
| 13. | Resident 1 to 4 hours (includes set-up and clean-up time) | \$125.00 <u>\$150.00/day</u> | | \$200.00 <u>\$250.00</u> | |
| 14. | Non-Resident | \$175.00 <u>\$500.00/day</u> | | \$200.00 <u>\$500.00</u> | |
| 15. | Resident 4 to 6 hours (includes set-up and clean-up time) | \$200.00 <u>\$250.00/day</u> | | \$200.00 <u>\$250.00</u> | |
| 16. | Non-Resident | \$250.00 <u>\$750.00/day</u> | | \$200.00 <u>\$500.00</u> | |
| | Athletic Field (Kavookjian Scheduled Use) | | | | |
| 17. | Public Event or Activity – hourly or daily rate as established | as set | | as set | |
| | Exemptions: Rec. Activities, HHRs, HES, SHLL | N/A | | N/A | |
| 18. | Adult Sports League – 1 x per week during established season | \$300.00 <u>\$400.00/use</u> | | \$250.00 | |
| 19. | Single Game Use (permit) | \$25.00 <u>\$400.00/use</u> | | \$50.00 <u>\$250.00</u> | |
| | Exemptions: Rec. Activities, HHRs, HES, SHLL & Rec. Co-sponsored Events or directly affiliated Borough of Highlands Organizations (Staff assignments will be made for all private rentals) | | | | |

SECTION III. Borough Code Section 2-41A entitled “Registration Fees for Summer Recreation Program” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

2-41A-1 Fees.

a. No change.

b. No change.

c. Residents of the Borough and nonresident employees of the Borough who submit their registration forms after June 20 of each year, but at least one week prior to the beginning of the program, shall pay a \$10 late fee **per child**;

d. Nonresidents of the Borough who submit their registration forms after June 20 of each year, but at least one week prior to the beginning of the program, shall pay a \$30 late fee **per child**.

SECTION IV. Borough Code Section 3-8 entitled “Abandoned Motor Vehicles” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics*.)

3-8.1 Definitions.

a. – b. No change.

c.1. – c.2. No change.

c. 3. A permit may be issued by the code enforcement officer for an extension of the 90 day period of this section upon written application and acceptance of same upon the payment of the following fee:

(a) 30 day extension permit - ~~\$25.00.~~ **\$100.00.**

(b) Additional 30 day extension permit - ~~\$50.00.~~ **\$100.00 per day.** No extension shall be granted past 60 days.

SECTION V. Borough Code Section 3-26 entitled “Towing and Storage Services” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics*.)

3-26.20 Storage on Municipal Property; Fees.

In the event that it shall become necessary to store any privately owned motor vehicle, or any type of trailer or similar accessory equipment, upon municipal property, the owner or owners of such vehicle or equipment shall be charged a fee of ~~fifteen (\$15.00)~~ **twenty-five (\$25.00)** dollars for each day of storage or part thereof. No such vehicle or equipment shall be released until the storage fee provided herein shall have been paid in full.

SECTION VI. Borough Code Section 4-2 entitled “Peddlers, Hawkers and Vendors” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics*.)

4-2.3 Fees.

The license fee for a peddler on foot shall be ~~ten (\$10.00)~~ **twenty-five (\$25.00)** dollars per year. The license fee for a peddler with a vehicle shall be fifty (\$50.00) dollars per year. These fees are for the purpose of raising revenues. No portion of the fee shall be prorated for any part of the year.

SECTION VII. Borough Code Section 4-3 entitled “Solicitors and Canvassers” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics.*)

4-3 SOLICITORS AND CANVASSERS.

4-3.5 Fees.

The fee for a solicitor's or canvasser's license shall be ~~ten (\$10.00)~~ twenty-five (\$25.00) dollars.

SECTION VIII. Borough Code Section 4-4 entitled “Licensing of Binocular Machines” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics.*)

4-4 LICENSING OF BINOCULAR MACHINES.

4-4.3 License Fee.

The license fee for each viewing machine or binocular machine for the term of June 1 to May 20, or for any part of that period shall be ~~fifteen (\$15.00)~~ twenty-five (\$25.00) dollars.

SECTION IX. Borough Code Section 4-5 entitled “Mechanical Amusement Devices” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics.*)

4-5 MECHANICAL AMUSEMENT DEVICES.

4-5.3 License Fee.

Operators shall be charged ~~five (\$5.00)~~ twenty-five (\$25.00) dollars for each machine.

SECTION X. Borough Code Section 4-9 entitled “Mercantile Licenses” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as *strikeovers in bold italics.*)

4-9 MERCANTILE LICENSES.

4-9.3 License Fee; Transfers.

The fee for a mercantile license shall be fifty (\$50.00) dollars. On transfer of the location of the licensed business to a new location within the borough, or on sale of a business within the borough, a license may be transferred within its current term on amendment of the information contained in the application for license and payment of a transfer fee of twenty-five (\$25.00) dollars, plus ten (\$10.00) dollars per month late fee.

SECTION XI. Borough Code Section 4-11 entitled "Ferry Commutation Service" shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

4-11 FERRY COMMUTATION SERVICE.

4-11.5 License Fees.

The license fee for one year shall be ~~nine thousand six hundred (\$9,600.00)~~ ten thousand (\$10,000.00) dollars which shall be at the beginning of each calendar license year. No ferry service shall be licensed until an insurance policy is filed with the borough clerk providing liability insurance coverage in such amount as may be deemed by the governing body to be necessary for the protection of the public interest, which amount shall be fixed by resolution of the governing body from time to time.

SECTION XII. Borough Code Section 4-12 entitled "Garage Sales, Rummage Sales, Flea Market Sales" shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

4-12 GARAGE SALES, RUMMAGE SALES, FLEA MARKET SALES.

4-12.2 License Required; ~~Fee~~.

It shall be unlawful for any person to conduct a garage sale in the borough without first filing with the borough clerk the information hereinafter specified and obtaining from the clerk a license to conduct such a sale, to be known as a "garage sale license." **No person applying for a license shall be permitted to have more than three (3) garage sales, rummage sales or flea markets per year.**

a. There shall be no charge for a "garage sale license" when the individuals seek to have their garage sale, rummage sale or flea market sale on a date that the Borough of Highlands has not identified as a date on which a borough-wide garage sale will be held.

b. There shall be ~~a five (\$5.00) dollar fee~~ no charge for the "garage sale license" when individuals have their garage sale, rummage sale or flea market sale on a date that the Borough of Highlands has identified as a date on which a borough-wide garage shall will be held.

SECTION XIII. Borough Code Section 16-4 entitled "Plumbing Code" shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics.**~~)

16-4 PLUMBING CODE

16-4.4 Fees.

In connection with the provisions of this section and the code hereby established and adopted as a part hereof, the following fees shall be charged and received:

a. ~~*For the examination of any applicant for license as master plumber, \$100.00.*~~
Reserved.

b. ~~*For the issuance and annual renewal of a license as master plumber, \$25.00.*~~
Reserved.

c-g. No change.

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

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

First Reading and Set Hearing Date for O-20-18

| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | X | | | |
| MAZZOLA | | | X | | | |
| RYAN | | X | X | | | |
| VALKOS | | | X | | | |
| BROULLON | X | | X | | | |

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

DATE OF VOTE: 07/15/2020



Matthew Conlon, RMC, Municipal Clerk



Public Hearing and Adoption August 19, 2020 O-20-18

| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | | | | |
| MAZZOLA | | | | | | |
| RYAN | | | | | | |
| VALKOS | | | | | | |
| BROULLON | | | | | | |

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

DATE OF VOTE: 08/19/2020

Matthew Conlon, RMC, Municipal Clerk