



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **ORDINANCE 0-19-19**

### **AN ORDINANCE CREATING CHAPTER 2-49 OF BOROUGH CODE TO ESTABLISH THE BOROUGH OF HIGHLANDS ECONOMIC DEVELOPMENT REVIEW BOARD**

**WHEREAS**, the governing body of the Borough of Highlands wishes to create the Economic Development Review Board, which is an advisory committee that shall serve as a liaison between the governing body and existing and potential businesses within the Borough, and to assist in the development of plans, programs, and strategies to encourage economic growth.

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

#### **SECTION I.**

Borough Code Section 2-49 "Economic Development Review Board" shall be created as follows:

#### **2-49 ECONOMIC DEVELOPMENT REVIEW BOARD**

##### **2-49.1 Establishment.**

The Borough of Highlands Economic Development Review Board is hereby established as an advisory committee to the Borough of Highlands Governing Body.

##### **2-49.2 Purpose.**

The general purposes for the Economic Development Review Board shall include but not be limited to:

- a. Stimulating economic growth for both new economic development and the retention of existing businesses;
- b. Advising the governing body and providing recommendations in addressing the economic development needs of the Borough;
- c. Serve as a liaison between the Borough's government and both existing and prospective businesses.

### **2-49.3 Appointment of Members; terms.**

The Economic Development Officer and the Borough Administrator shall be members of the Economic Development Review Board. The Chair of the Economic Development Review Board shall be the Economic Development Officer. If no Economic Development Officer is appointed, then the Borough Administrator shall act as Chair.

The remaining members of the Review Board shall be: (1) the Mayor or his or her designee, and (2) the Governing Body member appointed as Class III member of the Land Use Board.

### **2-49.4 Duties and responsibilities.**

Duties and responsibilities of the Economic Development Review Board shall include, but not be limited to, the following:

- a. Development of plans, programs and strategies to encourage the expansion and strengthening of existing business and commercial enterprises in the Borough, consistent with the best interests of the Borough as a whole and conforming to the Borough's Master Plan.
- b. Development of plans, programs and strategies for attracting new business and commercial enterprises to the Borough which are in the best interests of the Borough as a whole and conforming to the Borough's Master Plan.
- c. To actively promote and seek businesses which are financially sound, environmentally clean and have good growth potential.
- d. The investigation, analysis and submission of an annual report to the Borough Mayor and Council and Borough Administrator on any obstacles to the expansion of the commercial tax base of the Borough.
- e. Making of recommendations to the Mayor and Council and Borough Administrator regarding any ways or means by which the Borough can assist in meeting the needs of any developments deemed appropriate.
- f. To consult and communicate with the governing body, Land Use Board and other Borough departments concerning land use issues that may have an impact upon development in the Borough as it affects economic growth issues and consumer convenience. This may also include recommendations concerning changes to land use and zoning regulations that could impact economic growth.
- g. To assist the Borough Administrator in the research and preparation of applications for grants or funding which foster economic development.
- h. To create an information guide to assist businesses interested in relocating to the Borough.
- i. Consult with existing business and commercial enterprises within the Borough.
- j. Consult with prospective businesses seeking to establish themselves within the Borough.
- k. Consult with County, State, and other municipal entities regarding business development.
- l. Any other studies and/or presentations deemed necessary by the Mayor and Council and Borough Administrator relating to the further economic growth and development of the Borough.

#### **2-49.5 Compensation; reimbursement of expenses.**

Members of the Economic Development Review Board shall serve without compensation, except that the Borough may reimburse members for incurring legitimate out-of-pocket expenses in the discharge of Economic Development Review Board duties and responsibilities such as the development of presentation and marketing materials, flyers, brochures and correspondence. Members of the Economic Development Review Board must first receive the approval of the Borough Administrator or, in his or her absence, the Borough's Chief Municipal Finance Officer before any out-of-pocket expenses (such as travel mileage) are incurred. If approved, and following such expenditure, Economic Development Review Board members shall certify and complete an official Borough voucher, providing a full description and itemization of their expenses.

#### **2-49.6 Meetings.**

The Economic Development Review Board shall meet at least bi-annually. Additional meetings of the Economic Development Review Board may be scheduled by the Chair at his/her discretion.

#### **2-49.7 Limitation of duties.**

Other than the duties and responsibilities enumerated above, the Economic Development Review Board shall not have the power to enter into contracts, create debt or take property by condemnation or eminent domain. Furthermore, no member of the Economic Development Review Board shall receive or accept any fees, compensation or other goods of value from any corporation, partnership, professional firm, vendor or merchant engaging in any transactions with the Economic Development Review Board.

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

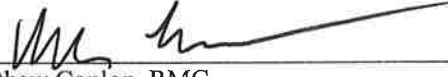
**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

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

**Motion to Introduce Ordinance 19-19:**

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


I, Matthew Conlon, RMC, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held October 16, 2019. WITNESS my hand this 14<sup>th</sup> day of November 2019.

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

**Public Hearing, Final Reading and Adoption PUBLIC HEARING DATE November 13, 2019 of Ordinance 19-19:**

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

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

Mayor: 

Clerk: 

