



BOROUGH OF HIGHLANDS

42 Shore Drive, Highlands, NJ 07732

www.highlandsborough.org

MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS

JANUARY 1, 2021

REORGANIZATION MEETING

REGULAR MEETING: 12:00 PM

MEETING STATEMENT:

TO ATTEND THIS MEETING PLEASE FOLLOW THE LINK BELOW

For instructions and a link to join this meeting from your mobile device or computer please copy and paste the following URL into your browser:

<https://zoom.us/j/94475556637?pwd=WjBzYWN6aUdudlJUMWI0bDNoZEpsZz09>

*To call into the meeting dial: 1- 929- 436- 2866. Enter Meeting ID: **944 7555 6637***

*Passcode: **2021***

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2021.

Please be advised that due to the current state of emergency and public health emergency declared by Governor Phil Murphy and pursuant to executive order in an effort to prevent further spread of COVID-21, the general public will be excluded from Borough Council meetings until further notice. The public will be able to participate in all Borough Council meetings by video conference. Members of the public will be able to give public comment during relevant portions of the meeting.

If you want to ask a question or make a statement to the Governing Body, please press the "raise hand" button then wait to be acknowledged by the Clerk before speaking. If you are calling in, please use *9 to "raise hand". Please state your name and address for the record before making your statement. There is a three-minute time limit for your comments. The Clerk will inform you when you are near the end of your time and ask you to finish up. Thank you.

Pledge of Allegiance

If you have any questions regarding this agenda, please contact the Borough Clerk at 732-872-1224 ext. 201 or email clerk@highlandsborough.org

Oath of Office

Kevin Martin, Councilmember
Donald Melnyk, Councilmember
Jo-Anne Olszewski, Councilmember
Alexander Braswell, Police Officer
Kevin Connor, Police-Special Law Enforcement Officer II
William Kane, Fire Chief
William Mount, First Aid Captain

Roll Call

_____ Councilmember Martin _____ Councilmember Mazzola
_____ Councilmember Melnyk _____ Councilmember Olszewski
_____ Mayor Broullon

Blessing

A Blessing by the Reverend Pr. McGrail

Speakers

Senator O'Scanlon
Assemblywoman DiMaso

Acknowledgement of Service

Kenneth Braswell, Councilmember
Rosemary Ryan, Council President
Cody Valkos, Councilmember

Ordinances**First Introduction and Set Meeting Date**

1. O-21-01 An Ordinance Vacating a Portion of Cornwell Street Located Adjacent to Lot 2, Block 51 and Lot 4, Block 50 in The Borough of Highlands, County of Monmouth, State of New Jersey
2. O-21-02 An Ordinance Authorizing a Lease Agreement for the Lease of Property from The Water Witch Beach Improvement Association to The Borough of Highlands
3. O-21-03 An Ordinance Repealing Chapter 6-6 Of the Borough Code Regarding Identification Card Requirements for Employees Serving Alcohol
4. O-21-04 An Ordinance Amending Section 2-50.3 of Borough Code with Regard to the Economic Development Review Board
5. O-21-05 An Ordinance Amending Section 4-9.1 of the Borough Code to Revise Mercantile License Requirements
6. O-21-06 An Ordinance Amending Chapter 21, Article XIV, Section 21-74 of the Borough Code
7. O-21-07 An Ordinance Amending Section 4-9.1 Of the Borough Code to Create the Position of Confidential Administrative Assistant to The Mayor and Borough Administrator

If you have any questions regarding this agenda, please contact the Borough Clerk at 732-872-1224 ext. 201 or email clerk@highlandsborough.org

Resolutions

1. R-21-001 Appoint Municipal Attorney for 2021
2. R-21-002 Appoint Council President for the 2021
3. R-21-003 Approve Bond Counsel Services
4. R-21-004 Appoint Labor Counsel
5. R-21-005 Appoint Professional Legal Counsel for Tax Appeals & Tax Litigation
6. R-21-006 Appoint Municipal Public Prosecutor
7. R-21-007 Appoint Municipal Public Defender
8. R-21-008 Appoint Municipal Auditor for 2021
9. R-21-009 Payment of Bills
10. R-21-010 Councilmember Liaison Appointments
11. R-21-011 Appoint Juvenile Officer
12. R-21-012 Designating Official Newspapers
13. R-21-013 Schedule of Meetings of the Mayor & Council
14. R-21-014 Appoint Members of the Green Team
15. R-21-015 Authorize Cash Management Plan
16. R-21-016 Temporary Municipal Budget
17. R-21-017 Appoint Full time Police Officer
18. R-21-018 Appoint Special Police Officers
19. R-21-019 Appoint Tax Search & Assessment Search Officers
20. R-21-020 Appoint Deputy Municipal Clerk and Alternative LUB Secretary
21. R-21-021 Appoint Fire Police
22. R-21-022 Appoint Shade Tree Commission Members
23. R-21-023 Appoint Open Space Committee Members
24. R-21-024 Appoint Communications Committee Members
25. R-21-025 Appoint Land Use Board Members
26. R-21-026 Appoint Community Development Representative
27. R-21-027 Designate Public Agency Compliance Officer
28. R-21-028 Appoint Environmental Advisory Commission Members
29. R-21-029 Appoint Public Officer
30. R-21-030 Award of Shared Services Agreement for Animal Control
31. R-21-031 Appoint A Clean Communities Coordinator
32. R-21-032 Appoint Michael Muscillo as Borough Administrator
33. R-21-033 Authorize Signatures on all Borough Bank Accounts
34. R-21-034 Appoint Borough Engineer
35. R-21-035 Award of Contract for Emergency Vehicle Lift
36. R-21-036 Award of Contract for Conflict Counsel
37. R-21-037 Appoint a Tree Commissioner
38. R-21-038 Appoint the 2021 Recycling Coordinator

Public Portion:

Please wait to be acknowledged by the Mayor before speaking. Please state your name and address for the record before making your statement. There is a three-minute time limit for your comments. Thank you.

Adjournment

If you have any questions regarding this agenda, please contact the Borough Clerk at 732-872-1224 ext. 201 or email clerk@highlandsborough.org



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-001

**A RESOLUTION APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2021
& AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL LEGAL SERVICES**

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2021 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional legal services can only be provided by licensed professionals and the Mayor has offered the name of Brian J. Chabarek, Esq. of the law firm of Davison, Eastman, Munoz, Paone, P.A. and it 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; and

WHEREAS, the Law Firm of Davison, Eastman, Munoz, Paone, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that their Law Firm 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 them from making any reportable contributions through the term of the contract; and

WHEREAS, the Law Firm of Davison, Eastman, Munoz, Paone, P.A., has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c. 271; and

WHEREAS, this contract is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$150 per hour plus reimbursable expenses for professional legal services outside of the retainer services as outlined in the contract, for the period of January 1, 2021 through December 31, 2021, for an amount not to exceed \$180,000.00; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2021 Budget; and

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 of Highlands Governing Body as follows:

1. Brian J. Chabarek of the Law Firm of Davison, Eastman, Munoz, Paone, P.A. is hereby appointed Borough Attorney for the calendar year 2021 and is awarded a professional services contract at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$150 per hour plus reimbursable expenses for professional legal services outside of the retainer services as outlined in the contract, for the period of January 1, 2021 through December 31, 2021, for an amount not to exceed \$180,000.00.

2. The Mayor and Borough Clerk are hereby authorized to sign the Professional Services Contract for the aforesaid services.
3. This 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)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk
5. The Borough Clerk is hereby directed to publish notice of this award as required by law

Motion to Approve R-21-001:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-002

A RESOLUTION ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2021

WHEREAS, Borough Code §2-3.3 sets forth that that at its annual meeting, the council shall by vote of a majority of its number elect a Council President; and

WHEREAS, in accordance with Borough Code §2-3.3, the Council President shall serve in the place of the Mayor in the event of her absence, disability, or refusal to act.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Jo-Anne Olszewski is hereby elected Council President for the year 2021 or until the next annual meeting.

Motion to Approve R-21-002:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-003

A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH BOND COUNSEL

WHEREAS, The Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, Highlands, New Jersey, 07732, has a need to contract for Municipal Bond Counsel: and

WHEREAS, the position of Municipal Bond Counsel is a position/appointment for specialized legal work and services in connection with matters of public finance and other matters as directed by the Borough Governing Body, including but not limited to the authorization, issuance, sale and delivery of Bonds and/or Bond anticipation notes for the Borough, the preparation of any bond ordinances or resolutions authorizing financing; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Municipal Bond Counsel for the calendar year 2021; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2021 budget.

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

1. Meghan Bennett Clark of the law firm of, Gluck Walrath LLP, is hereby retained to provide professional services as Bond Counsel for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2021 through December 31, 2021.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-21-003:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-004

A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH LABOR COUNSEL

WHEREAS, The Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, Highlands, New Jersey, 07732, has a need to contract for Labor Counsel; and

WHEREAS, the position of Labor Counsel is a position/appointment for specialized legal work and services in connection with matters of labor law, contracts and negotiations, personnel and other matters as directed by the Borough Governing Body; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Labor Counsel for the calendar year 2021; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2021 budget.

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

1. That the firm of, Ruderman & Roth LLC is hereby retained to provide professional services – Labor Counsel at an hourly rate of \$175.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2021 through December 31, 2021.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This 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)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-21-004:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-005

**RESOLUTION AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL LEGAL COUNSEL FOR TAX APPEAL AND TAX LITIGATION MATTERS**

WHEREAS, the Borough of Highlands has a need for professional legal counsel services for tax appeal and tax litigation matters: and

WHEREAS, such professional legal services can only be provided by licensed professionals and the firm of Davison, Eastman, Muñoz, Paone, P.A. is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, this contract is to be awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 at an hourly rate of \$150.00 per hour for the period of January 1, 2021 through December 31, 2021, in an amount not to exceed \$15,000 plus reimbursable expenses for professional services; and

WHEREAS, the Law Firm of Davison, Eastman, Muñoz, Paone, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm 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 the Law Firm from making any reportable contributions through the term of the contract; and

WHEREAS, the firm of Davison, Eastman, Muñoz, Paone, P.A. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c271, and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2021 Municipal Budget

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:1 1-1 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. That Blake Laurence, Esq. of Davison, Eastman, Muñoz, Paone, P.A. is hereby appointed and retained to provide professional legal counsel services for tax appeal and tax litigation matters as described above for the period of January 1, 2021 through December 31, 2021.
2. That Blake Laurence, Esq. of Davison, Eastman, Muñoz, Paone, P.A. is hereby retained at an hourly rate of \$150.00 per hour for the period of January 1, 2021 through December 31, 2021, in an amount not to exceed \$15,000 plus reimbursable expenses for professional services.
3. 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)(i) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are authorized to sign the contract.

4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-21-005:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-006

**A RESOLUTION APPOINTING MUNICIPAL PROSECUTOR AND AUTHORIZING THE
AWARD OF A NON-FAIR AND OPEN CONTRACT**

WHEREAS, N.J.S.A. 2B:25-1 et seq., requires each municipal court in this State to have at least one municipal prosecutor, who shall be an attorney-at-law of this State in good standing, be appointed by the governing body of the municipality, for a term of one (1) year from the date of his or her appointment, in accordance with applicable laws, ordinances and resolutions; and

WHEREAS in accordance with applicable laws, ordinances and resolutions, a municipality may appoint additional municipal prosecutors as necessary to administer justice in a timely and effective manner in its municipal court subject to N.J.S.A. 2B:25-1 et. seq.; and

WHEREAS any municipal court having two or more municipal prosecutors shall have a "chief municipal prosecutor" who shall be appointed by the governing body of the municipality and shall have authority over other prosecutors serving that court with respect to the performance of their duties; and

WHEREAS, James Butler, Esq. is an attorney-at-law licensed by the State of New Jersey and who is experienced with municipal law.

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

1. James Butler, Esq. is hereby appointed Municipal Prosecutor of the Borough of Highlands for the one (1) year term to expire December 31, 2021, for an amount not to exceed \$15,240.00.
2. This appointment is made 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.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-21-006:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-007

**A RESOLUTION APPOINTING MUNICIPAL PUBLIC DEFENDER AND AUTHORIZING
THE AWARD OF A NON-FAIR AND OPEN CONTRACT**

WHEREAS The municipal public defender serves as defense attorney for all indigent persons accused of violations of the State, disorderly persons' act, motor vehicle statutes or any offense or charge which carries a potential penalty of a substantial fine, incarceration or a loss of driving privileges; and,

WHEREAS at the discretion of the municipal court judge, and based upon the defendant's financial situation, the Court may appoint the municipal public defender to represent the individual's interests; and

WHEREAS N.J.S.A. 2B:24-4 requires a municipal public defender to be an attorney-at-law of this State in good standing, and shall serve for a term of one (1) year from the date of his appointment, and may continue to serve in office pending re-appointment or appointment of a successor.

WHEREAS Kevin P. Wigenton, Esq. is an attorney-at-law licensed by the State of New Jersey who is familiar and experienced with municipal defense law.

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

1. Kevin P. Wigenton, Esq. of the Wigenton Law Firm is hereby appointed Public Defender in the Borough of Highlands for the one-year term for the period of January 1, 2021 through December 31, 2021 for an amount not to exceed \$5,000.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-21-007:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-008

**A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES – MUNICIPAL AUDITOR**

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2021 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Auditor for the calendar year 2021; and

WHEREAS, the Borough has determined that the firm of Holman, Frenia, Allison, P.C., satisfies the requirements to be considered for professional auditing services that the Borough may require during the contract year; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2021 budget.

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

1. That the firm of Holman, Frenia, Allison, P.C. is hereby awarded a contract to provide professional auditing services for an amount not to exceed \$57,950 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2021 through December 31, 2021.
2. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R-21-008:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-009
A RESOLUTION AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 29th, 2020, which totals as follows:

Current Fund	\$	732,384.95
Sewer Account	\$	96,392.13
Capital Fund	\$	3,957.50
Trust-Other	\$	67,815.41
Federal/State Grants	\$	
Total	\$	900,954.99

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 900,954.99** 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.

Motion to Approve R-21-009:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-010

A RESOLUTION APPOINTING COUNCIL LIAISONS (1 YEAR ENDING, 12/31/2021)

COUNCIL COMMITTEE	LIAISON
Administration	Carolyn Broullon
Board of Education – HES & HHRHS	Jo-Anne Olszewski
Building/Housing	Linda Mazzola
Clam Plant	Carolyn Broullon
Communications & Public Relations	Donald Melnyk
Environmental	Kevin Martin
Finance Department	Jo-Anne Olszewski
Green Team	Kevin Martin
Highlands Business Partnership	Kevin Martin
Open Space	Donald Melnyk
Public Safety	Carolyn Broullon
Public Works	Carolyn Broullon
Recreation Department	Kevin Martin
Shade Tree	Donald Melnyk

Motion to Approve R-21-010:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-011
RESOLUTION APPOINTING JUVENILE OFFICER

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that Ryan Clark is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2021.

BE IT FURTHER RESOLVED, that the compensation for said position shall be set in the Municipal Salary Ordinance.

Motion to Approve R-21-011:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-012

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH OF HIGHLANDS

WHEREAS, N.J.S.A 40:53-2 requires that all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall be published in at least one official newspaper published and circulating in the municipality; and,

WHEREAS, N.J.S.A 40:53-1 provides that the governing body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and,

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that *the Asbury Park Press*, *The Two River Times*, and *The Star Ledger* be designated as the official newspapers for the advertising of ordinances and other public notices, which the municipality may be required by any law to publish, for the year ending December 31, 2021.

Motion to Approve R-21-012:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-013

**RESOLUTION SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND
COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2021**

WHEREAS N.J.S.A. 10:4-18 provides that at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time and location of the meeting. In addition, it shall be mailed to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, and State of New Jersey, that due to the pending state of emergency, Regular meetings of the Borough Council will be held electronically via Zoom, and links to access the remote meetings shall be included in the meeting agendas which are published on the Borough website at: <https://highlandsborough.org>. Public comment may be made during the public comment portion of a remote meeting, or may be submitted in writing prior to the meeting in accordance with the procedure set forth in Resolution 20-220. Any documents relevant to remote meetings shall be accessible on the Borough website at: <https://highlandsborough.org>. At such time that the state of emergency is concluded, or once the Borough determines that it can safely conduct in-person meetings, at 8:00pm during the year 2021, Regular meetings of the Borough Council shall resume at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands, New Jersey; electronic notice shall be provided on the Borough website to confirm when in-person meetings will resume. Meetings shall be held on the following dates:

1. Regular Meetings shall be held on the following dates:

January 20th
February 3rd & 17th
March 3rd & 17th
April 7th & 21st
May 5th & 19th
June 2nd & 16th
July 14th
August 18th
September 1st & 15th
October 6th & 20th
November 10th
December 1st & 15th

Formal action will be taken at all Regular meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will be held at 6:30pm during the year 2021. Prior to each Executive

Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular or Special meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2022 shall be held at 12:00 noon on January 1, 2022 at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands, New Jersey 07732.
3. The Municipal Clerk shall post this "Annual Notice" on the official bulletin board in the Municipal Building, transmit it to the ***Asbury Park Press and Two River Times***, and file this notice in the Office of the Municipal Clerk of the Borough of Highlands, all in accordance with the "Open Public Meetings Law."

Motion to Approve R-21-013:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-014

A RESOLUTION APPOINTING MEMBERS OF THE GREEN TEAM

WHEREAS, by way of Chapter 2-46 of the Borough Code, the Borough of Highlands established a Green Team; and

WHEREAS, be it resolved by the Mayor and the Council of the Borough of Highlands that the following appointments be made to the Green Team (Advisory)

Members of the team:

Position:	Name:	Term:	Expiration:
Council Liaison & Environmental	Kevin Martin**	1 Year	12/31/2021
Mayor	Carolyn Broullon*	1 Year	12/31/2021
Resident Member	Scott Keller*	3 Years	12/31/2023
Resident Member	Martin Rosen	3 Years	12/31/2022
Resident Member	Valerie Montecalvo	3 Years	12/31/2022
Resident Member	Nicole Secinaro	3 Years	12/31/2021
Resident Member	Amy Conrad	3 Years	12/31/2022
Business Owner	Kim Ramin*	3 Years	12/31/2023
Land Use Board	Christian Lee	3 Years	12/31/2021
Public Works	Joe Mista	3 Years	12/31/2022
Recreation Department	Jacqueline Kane*	3 Years	12/31/2023

*Reappointment

**New Appointment

Motion to Approve R-21-014:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

Resolution 21-015

A RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN

WHEREAS, NJSA 40A:5-14 of the Local Fiscal Affairs Law requires that every local unit shall adopt a "Cash Management Plan" and shall deposit in an interest-bearing account, all available public funds pursuant to the plan;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands, County of Monmouth and State of New Jersey, hereby adopts the following "Cash Management Plan" policy to be utilized by the Borough of Highlands; and

BE IT FURTHER RESOLVED that certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, Borough Auditor, Chief Financial Officer of the Borough of Highlands; and,

BE IT FURTHER RESOLVED, that said banks are hereby authorized to honor checks drawn upon said banks, signed by the Mayor, Chief Financial Officer, Administrator and/or the Borough Clerk. All checks require two signatures, one of which may be a facsimile signature. The payroll account checks may utilize two facsimile signatures.

BE IT FURTHER RESOLVED, The Cash Management Plan for the Borough of Highlands is further set forth as follows:

CASH MANAGEMENT PLAN OF THE BOROUGH OF HIGHLANDS, COUNTY OF MONMOUTH, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis of deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Highlands, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. DEFINITIONS

"Arbitrage" refers to the rules and regulations governing the issuance of bonds or notes and the reinvestment of the proceeds at higher yield. These regulations are promulgated by the Internal Revenue Service, Regulation 1.103.

"Certificate of Eligibility" is the certification issued by the New Jersey Department of Banking and Insurance, Division of Banking, that a Public Depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

"GUDPA" requires a bank that accepts public funds to be a public depository. A "Public Depository" is defined as a state bank, a national bank, a savings bank or association which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation, and which received or holds public funds on deposit. A local unit may make deposits in, or purchase certificates of deposit from, banks which are located in New Jersey and which meet the requirements of the "GUDPA".

"The New Jersey Cash Management Fund." The New Jersey Division of Investment is authorized pursuant to N.J.S.A. 52-18A-90.4 to establish, maintain and operate, with the approval of the State Investment Council and the State Treasurer, a common trust fund known as the State of New Jersey-New Jersey Cash Management Fund (the "Fund"). The Fund is authorized to accept deposits from all Local Units of government. The Fund is a "common trust" fund pursuant to the statute that created such funds within the jurisdiction of the Division of Investment. According to the enabling legislation, monies of Local Units deposited in the Fund must be invested in obligations and bonds that meet the investment requirements of the statute. These obligations include, among other things, evidences of indebtedness of U.S. corporations. These obligations are less secure than those permitted to Local Units under the Act. Thus, the Fund is riskier than direct investments in federal securities or GUDPA protected deposits by Local Units.

III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A) The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough.

Current Fund
Grant Fund
Escrow Trust Fund
General Trust Fund
Unemployment Insurance Trust Fund Serial Bonds Refunding Trust Fund General Capital Fund
Water/Sewer Utility Operating Fund
Water/Sewer Utility Capital Fund Bond & Interest Fund Redevelopment Fund
Payroll Agency Account
Payroll Account
Workers Compensation Account

B) The Plan is not intended to cover the deposit and/or investment of the following Funds and Accounts of the Borough

1. Petty Cash Funds

2. Cash drawn from a Federal Agency under a letter of credit which cash has to be paid out within 5 working days to a vendor.

3. Deposit, retainage, or amounts posted by way of bond, held by the Borough for such things as faithful performance, if the Borough would be required by law to pay back any interest earned to the provider of the deposit, except where the Borough is required by law or court decision to invest the fund.

4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not Federally Tax Exempt) issue pursuant to federal regulations. To the extent that some interest is allowable, it shall be deposited at the most favorable rate obtainable.

IV. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHLANDS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS

The Chief Financial Officer, and The Borough Administrator, (The "Designated Officials") are hereby authorized and directed to deposit and/or invest the Funds referred to in the plan.

V. STANDARDS OF CARE

1. The Designated Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

2. The Designated Officials shall disclose any material interests in the financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.

3. The Chief Financial Officer, under the direction of the Borough Administrator, is responsible for establishing and maintaining internal control. The controls should ensure that the assets of the Borough are protected from loss, theft, or misuse.

VI. PROCEDURES FOR THE RECEIPT OF MONIES

A. Department Procedures

1. A receipt shall be issued in duplicate for all transactions involving the receipt of money. A copy of the receipt shall be given to the paying party and the duplicate shall be maintained by the receiving department. All payments and receipts must be recorded.

2. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.

3. All monies received shall be placed in a secured place until forwarded for deposit.

4. No department, division or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is prohibited.

B. Chief Financial Officer (Designated Official)

1. The Chief Financial Officer shall:

- a. Deposit all monies collected or received from any source by or on behalf of the Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
- b. Ensure that all monies deposited are in interest bearing accounts.
- c. Make recommendations of legal public depositories to the Borough Council who shall by resolution designate said depositories at the first meeting of the calendar year.

- d. Ensure that each of the various accounts for which there is a separate bank statement is reconciled with that bank statement by the end of the following month.
- e. Verify that designated official depositories submit to the Chief Financial Officer a copy of the State of New Jersey, Department of Banking and Insurance, Governmental Unit Deposit Protection Act notification of Certificate of Eligibility, which must be filed semi-annually in the Department of Banking as of June 30 and December 31 of each year.

VII. DESIGNATION OF DEPOSITORIES

The following financial institutions are designated official depositories:

TD Bank, National Association;
Ocean First Bank;
United Roosevelt; and
Valley National Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

Said notices must be available for annual audit.

VIII. AUTHORIZED INVESTMENTS

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than twenty (20) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent with the Division's own investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.

- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.
- g.) Bonds, notes, or other obligations issued by an agency or corporation of the federal government or a governmental agency established under the laws of this State, provided that the(issuer) is not in default as to the payment of principal or interest upon any of its outstanding obligations, and provided further that the bonds, notes or other obligations are purchased at fair market value, guaranteed as to interest and principal, and have a credit rating of A3 or higher by Moody's Investor Services, Inc., A- or higher by Standard and Poor's Corporation and A- or higher by Fitch Ratings, except that two of the three ratings is sufficient.
- h.) The cash management plan may provide for the purchase of certificates of deposits (CDARS) in accordance with the following conditions:
 - (1) The funds are initially invested through a public depository as defined in section 1 of P.L.1940, c.236 (C.17:9-41) designated by the local unit.
 - (2) The designated public depository arranges for the deposit of the funds in certificates of deposit in one or more federally insured banks or savings and loans association, for the account of the local unit;
 - (3) 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;
 - (4) The designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and
 - (5) At the same time the local unit's funds are deposited and certificates of deposits are issued, the designated public depository receives an amount of deposits from customers or other banks and savings and loan associations, wherever located, equal to the amount of funds initially invested by the local unit through the designated public depository.

No investment or deposit shall have a maturity longer than twenty (20) years from date of purchase, unless the fund seeks prior approval from the Department of Banking and Insurance and the Division of Local Government Services in the Department of Community Affairs to enter into a longer term investment of a longer duration.

IX. SAFEKEEPING CUSTODY PAYMENT

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Highlands, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Borough of Highlands or by a third-party custodian prior to or upon the release of the Borough of Highlands funds.

X. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Officials referred to in Section IV hereof shall supply to the governing body of the Borough of Highlands a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the Borough of Highlands as a Deposit of a Permitted Investment.
- b. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of securities purchased, or Deposits made.
- d. The book value of such Deposits or Permitted Investment.
- e. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- f. The fees incurred to undertake such Deposits or Permitted Investments.
- g. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- h. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Highlands.

XI. BOROUGH AUDITOR

The Borough Investment practices (including compliance with N.J.S.A. 40A:5-14) and the agreement for banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State Statute, the applicable State Statute shall apply.

XII. SURETY BONDS

- a. The Chief Financial Officer shall be covered by surety bonds. During the annual audit, the Borough Auditor shall examine said bonds to determine that proper coverage has been obtained.
- b. Staff members of the Chief Financial officer's office other than the C.F.O. (See a above) shall be covered by a public employee's faithful performances bond in the minimum amount of \$10,000.

XIII. TERM OF PLAN

The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion to Approve R-21-015:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-016

A RESOLUTION APPROVING THE 2021 TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is within the first thirty days of January 2021: and

WHEREAS, the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2020 Municipal Budget	\$10,002,616.01
2020 Sewer Utility Budget	\$ 1,274,312.50

WHEREAS, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2020 budget is the sum of:

2020 Municipal Budget	\$2,625,686.70
2020 Sewer Utility Budget	\$ 334,507.03

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey that the temporary appropriations be made and a certified copy of this resolution be transmitted to the Borough Chief Financial Officer for their records:

2021 Temporary Appropriations Municipal Budget

Department	Salaries	Other Expenses	Total
General Government:			
Mayor and Borough Council	\$ 0.00	\$ 16,400.00	\$ 16,400.00
Borough Clerk	\$ 18,000.00	\$ 10,212.50	\$ 28,212.50
Borough Administrator	\$ 22,500.00	\$ 1,075.00	\$ 23,575.00
Central Services	\$ 5,000.00	\$ 9,275.00	\$ 14,275.00
Financial Administration	\$ 38,000.00	\$ 4,625.00	\$ 42,625.00
Grants Writer	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Audit	\$ 0.00	\$ 11,250.00	\$ 11,250.00
Assessment of Taxes	\$ 8,750.00	\$ 11,625.00	\$ 20,375.00
Collection of Taxes	\$ 30,000.00	\$ 2,750.00	\$ 32,750.00
Legal Services	\$ 0.00	\$ 72,500.00	\$ 72,500.00
Municipal Prosecutor	\$ 0.00	\$ 4,750.00	\$ 4,750.00
Engineering Services	\$ 0.00	\$ 63,000.00	\$ 63,000.00
Public Buildings & Grounds	\$ 16,750.00	\$ 24,750.00	\$ 41,500.00
Municipal Land Use Law	\$ 2,500.00	\$ 14,637.50	\$ 17,137.50

Master Plan	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Insurance:			
Group Insurance	\$ 0.00	\$ 322,500.00	\$ 322,500.00
Group Insurance Stipend	\$ 8,750.00	0.00	\$ 8,750.00
General Liability	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Workers' Compensation	\$ 0.00	\$ 100,000.00	\$ 100,000.00
Flood Insurance	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Public Safety:			
Fire	\$ 0.00	\$ 22,702.50	\$ 22,702.50
Police	\$ 463,250.00	\$ 42,296.25	\$ 505,546.25
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00
First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$ 3,500.00	\$ 3,500.00
Emergency Management	\$ 1,025.00	\$ 6,250.00	\$ 7,275.00
School Crossing Guards	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00
Municipal Court	\$ 4,250.00	\$ 1,850.00	\$ 6,100.00
Public Defender	\$ 500.00	\$ 0.00	\$ 500.00
Streets and Roads:			
Road Repair & Maintenance	\$ 66,500.00	\$ 22,262.50	\$ 88,762.50
Snow Removal	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
Health and Welfare:			
Regional Health Commission	\$ 0.00	\$ 0.00	\$ 0.00
Dog Control	\$ 0.00	\$ 5,250.00	\$ 5,250.00
Substance Abuse Program	\$ 0.00	\$ 750.00	\$ 750.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Recreation and Education:			
Beachfront Maintenance	\$ 1,250.00	\$ 2,400.00	\$ 3,650.00
Parks & Playgrounds	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Public Events	\$ 0.00	\$ 4,000.00	\$ 4,000.00
Community Center	\$ 30,750.00	\$ 7,925.00	\$ 38,675.00
Uniform Fire Safety Act	\$ 10,625.00	\$ 1,527.50	\$ 12,152.50
Code Enforcement Officer	\$ 18,750.00	\$ 2,687.50	\$ 21,437.50
Code – Substandard Housing	\$ 0.00	\$ 6,250.00	\$ 6,250.00
Sanitation	\$ 3,750.00	\$ 11,175.00	\$ 14,925.00
Sanitation- Contractual Service	\$ 0.00	\$ 87,500.00	\$ 87,500.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 51,250.00	\$ 51,250.00
Mechanical Garage	\$ 0.00	\$ 4,000.00	\$ 4,000.00
Condominium Services	\$ 0.00	\$ 6,625.00	\$ 6,625.00
Construction Code Official	\$ 625.00	\$ 3,625.00	\$ 4,250.00
Accumulated Leave	\$ 10,000.00	\$ 0.00	\$ 10,000.00

Utilities:			
Electricity	\$ 0.00	\$ 16,500.00	\$ 16,500.00
Street Lighting	\$ 0.00	\$ 14,250.00	\$ 14,250.00
Telephone	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Water	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Gasoline-Fuel	\$ 0.00	\$ 16,250.00	\$ 16,250.00
Natural Gas	\$ 0.00	\$ 3,750.00	\$ 3,750.00
Telecommunications	\$ 0.00	\$ 8,500.00	\$ 8,500.00
Fire Hydrants	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Deferred Charges:			
PERS	\$ 0.00	\$ 25,096.75	\$ 25,096.75
Social Security System	\$ 0.00	\$ 36,250.00	\$ 36,250.00
PFRS	\$ 0.00	\$ 92,824.25	\$ 92,824.25
DCRP	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
TOTAL INSIDE "CAP"	\$ 779,025.00	\$ 1,413,222.25	\$ 2,192,247.25
"OUTSIDE CAPS"			
Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00
LOSAP	\$ 0.00	\$ 13,750.00	\$ 13,750.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Interlocal:			
Atlantic Highlands:			
Garage	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Municipal Court	\$ 0.00	\$ 20,500.00	\$ 20,500.00
Middletown Township:			
UCC Construction	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Sea Bright Lifeguards	\$ 0.00	\$ 11,750.00	\$ 11,750.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
Grants:			
Alliance Grant	\$ 0.00	\$ 1,997.50	\$ 1,997.50
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 164,122.50	\$ 164,122.50
SUB TOTAL APPROPRIATIONS	\$ 779,025.00	\$ 1,577,344.75	\$ 2,356,369.75
Statutory Additions:			
Capital Improvement Fund		\$ 500,000.00	\$ 500,000.00
Payment of Bond Principal		\$ 410,000.00	\$ 410,000.00
Interest on Bonds		\$ 144,768.00	\$ 144,768.00
Payment on Note Principal		\$ 535,000.00	\$ 535,000.00
Interest on Notes		\$ 122,000.06	\$ 122,000.06
Loan Principal		\$ 35,000.00	\$ 35,000.00

Lease Purchase			
Principal		\$ 34,000.00	\$ 34,000.00
Interest		\$ 4,240.00	\$ 4,240.00
SUB-TOTAL STATUTORY ADDITIONS	\$ 0.00	\$ 1,785,008.06	\$ 1,785,008.06
TOTAL TEMPORARY MUNICIPAL BUDGET	\$ 779,025.00	\$ 3,362,352.81	\$ 4,141,377.81
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 26,750.00	\$ 258,000.00	\$ 284,750.00
Group Insurance		\$ 7,250.00	\$ 7,250.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,000.00	\$ 2,000.00
Sub Total	\$ 26,750.00	\$ 279,328.13	\$ 306,078.13
Statutory Additions:			
Payment of Bond Principal		\$ 207,400.00	\$ 207,400.00
Interest on Bonds		\$ 163,155.00	\$ 163,155.00
Principal/Interest on Notes/Loans		\$ 94,124.05	\$ 94,124.05
Total Statutory Additions	\$ 0.00	\$ 464,679.06	\$ 464,679.06
Total Sewer Utility Budget	\$ 26,750.00	\$ 744,007.19	\$ 770,757.19

Motion to Approve R-21-016:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-017

RESOLUTION APPOINTING A FULL-TIME PATROLMAN POLICE OFFICER

WHEREAS, the Borough of Highlands from time-to-time has the need to employ full-time Police Officers; and

WHEREAS, the Chief of Police has made a recommendation to the Governing Body regarding appointment of a full-time, Patrolman Police Officer.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, that Alexander Braswell be and is hereby appointed a full-time Patrolman Police Officer of the Borough of Highlands effective January 1, 2021, with a salary in accordance with the Collective Bargaining Agreement between the Borough of Highlands and PBA Local 48.

Motion to Approve R-21-017:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-018
RESOLUTION APPOINTING SPECIAL POLICE OFFICERS

WHEREAS, the Borough of Highlands from time-to-time has the need to employ Special Police Officers;
and

WHEREAS, the Chief of Police has made recommendations to the Governing Body regarding appointment
of said officers;

NOW, THEREFORE, BE IN RESOLVED by the Governing Body of the Borough of Highlands that the
following persons be and hereby are appointed Special Officers of the Borough of Highlands for a one-year
term to expire December 31, 2021:

Special Officer Class I	Diane Alvator
Special Officer Class II	Kevin Connor
Special Officer Class II	Andrew Mueller
Special Officer Class II	David Osuch

Motion to Approve R-21-018:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January
1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-019

RESOLUTION APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for the term to expire December 31, 2021:

Tax Search Officer Donna Conrad

Assessment Search Officer Donna Conrad

Motion to Approve R-21-019:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-020

**A RESOLUTION APPOINTING A DEPUTY MUNICIPAL CLERK AND LAND USE BOARD
ASSISTANT SECRETARY**

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Nancy Tran as Deputy Municipal Clerk and Land Use Board Assistant Secretary; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Nancy Tran shall serve as Deputy Municipal Clerk and Land Use Board Assistant Secretary for terms ending 12/31/2021.

Motion to Approve R-21-020:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-021
A RESOLUTION APPOINTING FIRE POLICE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following persons be and hereby are appointed Fire Police for the year 2021:

Chief of Fire Police Edward Sulkowski

Officers Charles Roemelle
 Tom Snow
 Pat Mason
 Chris Creighton
 Robin Dowd
 Marty Hawley
 Marty Hawley Jr.
 Alyson Quast

Motion to Approve R-21-021:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-022

RESOLUTION APPOINTING SHADE TREE COMMISSION MEMBERS

WHEREAS, Borough Code §2-21 establishes the Shade Tree Commission (Advisory).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Shade Tree Commission (Advisory):

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk**	1 Year	12/31/2021
Member	Christian Lee*		
	Chris Francy*		
	Nancy Messina*		
	Nancy Valinoti*		
	Patricia Japngie*		

*Reappointment

**New Appointment

Motion to Approve R-21-022:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-023

RESOLUTION APPOINTING OPEN SPACE COMMITTEE MEMBERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for vacancies which exist in the Open Space Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Representative	Donald Melnyk	1 Year	12/31/2021
Resident Member	Jessica Picciano*	1 Year**	12/31/2021
Resident Member	Vincent DeSantis	3 Years	12/31/2022
Resident Member	Bruce Kutosh*	3 Years	12/31/2023
Resident Member	Amy Conrad*	3 Years	12/31/2023
Resident Member	Laurie Salka*	1 Year**	12/31/2021
Resident Member	Nicole Secinaro	3 Years	12/31/2022

*Reappointment

**1 Year Term utilized to correct staggering required by Borough Code Section 2-43.3

Motion to Approve R-21-023:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021. WITNESS my hand this 4th day of January 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-024

RESOLUTION ESTABLISHING A COMMUNICATIONS COMMITTEE

WHEREAS, by way of Resolution R-16-74, the Borough of Highlands established a Communications Committee that would advise the Governing Body as to email, website, social media, and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Borough of Highlands is desirous of establishing a Communications Committee for the year 2021 for the purpose of advising the Governing Body as to email, website, social media and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Communications Committee shall be advisory in nature and shall consist of not less than five (5) and not more than nine (9) resident members in order to streamline Borough messages to residents, businesses and investors; and

WHEREAS, all appointments shall be for a one-year term to expire on December 31, 2021 and all members shall serve until their respective successors are duly appointed and qualified; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following appointments shall be made to the Communications Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk	1 Year	12/31/2021
Member	Douglas Widman		
	Larry Chesal		
	Cody Valkos		
	Miranda Nash		
	Allison Duncil		
	Sheila Weinstock		
	Stephanie Reese Zahn		
	Stephen Cassidy		
	Lorna Milbauer		

Motion to Approve R-21-024:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-025

RESOLUTION APPOINTING MEMBER OF THE GOVERNING BODY TO THE LAND USE BOARD

WHEREAS, a vacancy exists on the Land Use Board as to a Class III-member consisting of a member of the governing body to be appointed by it.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointment be and is hereby confirmed to the Land Use Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor (Class I)	Mayor Carolyn Broullon	3 Year	12/31/2022
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2021
Councilmember (Class III)	Kevin Martin**	1 Year	12/31/2021
Member (Class IV)	Bruce Kutosh*	4 Years	12/31/2024
	Christian Lee	4 Years	12/31/2021
	Robert Knox	4 Years	12/31/2022
	Annemarie Tierney	4 Years	12/31/2022
	Art Gallagher**	4 Years	12/31/2024
	Laurie LaRussa	4 Years	12/31/2023
Alternate 1	Jaclyn Walsh	2 Years	12/31/2021
Alternate 2	Frank Montecalvo*	2 Years	12/31/2022
Alternate 3	Miranda Nash	2 Years	12/31/2021
Alternate 4	Lorine Pendleton*	2 Years	12/31/2022

* Reappointment

** New Appointment

Motion to Approve R-21-025:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-026

RESOLUTION APPOINTING COMMUNITY DEVELOPMENT REPRESENTATIVE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that Michael Muscillo be appointed Community Development Representative for the Borough of Highlands for a one-year term to expire December 31, 2021.

BE IT FURTHER RESOLVED, that Carolyn Broullon be appointed Alternate Community Development Representative for the Borough of Highlands for a one-year term to expire on December 31, 2021.

Motion to Approve R-21-026:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-027

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate, Michelle Hutchinson, Acting Municipal Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2021; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that, Michelle Hutchinson is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2021.

Motion to Approve R-21-027:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-028

**A RESOLUTION APPOINTING MEMBER OF THE ENVIRONMENTAL ADVISORY
COMMISSION**

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission; and

WHEREAS, vacancies exist within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill this position with the Environmental Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the following person shall be appointed to the Highlands Environmental Advisory Commission:

Position:	Name:	Term:	Expiration:
Member & LUB	Laurie LaRussa*	3 Year	12/31/2022
Member	Chris Francy*	3 Year	12/31/2022
Member	Peter Mullen*	3 Year	12/31/2021
Member	Steve Szulecki*	3 Year	12/31/2021
Member	Cody Valkos*	3 Year	12/31/2023
Member	Mark Zill*	3 Year	12/31/2023
Council Liaison	Kevin Martin**	1 Year	12/31/2021

*Reappointment

** New Appointment

Motion to Approve R-21-028:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-029

A RESOLUTION APPOINTING A PUBLIC OFFICER

WHEREAS, the Borough of Highlands has a need for a Public Officer and wishes to fill this position; and

WHEREAS, the Borough wishes to appoint William Brunt to serve as the Public Officer for the term beginning January 1, 2021 through December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that William Brunt is hereby appointed to serve as the Public Officer for the term beginning January 1, 2021 through December 31, 2021.

Motion to Approve R-21-029:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-030

**A RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE
BOROUGH OF
HIGHLANDS AND TOWNSHIP OF MIDDLETOWN FOR ANIMAL CONTROL SERVICES**

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 Township of Middletown wish to encourage inter-municipal cooperation; and

WHEREAS, the Township of Middletown has the staffing and personnel to provide Animal Control Services to the Borough of Highlands for a three (3) year period commencing January 1, 2021 through December 31, 2023 on a year-to-year basis wherein the Borough of Highlands has the option to opt out; and

WHEREAS, the Borough of Highlands and the Township of Middletown have reached agreement as outlined in Section 1 of the Shared Services Agreement that the fee for the animal control services shall be \$18,000 per year, to be billed and paid on a quarterly basis; and

WHEREAS, the costs for the services being provided by the Township of Middletown will be accounted for and billed to the Borough of Highlands on a quarterly basis; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that the Mayor is hereby authorized to execute a Shared Services Agreement with the Township of Middletown for Animal Control Services for the period January 1, 2021 through December 31, 2023 on a year-to-year basis wherein the Borough of Highlands has the option to opt out; and

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

Motion to Approve R-21-030:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-031

A RESOLUTION APPOINTING A CLEAN COMMUNITIES COORDINATOR

BE IT RESOLVED by the Governing Body of the Borough of Highlands that Ronald Boyce be and hereby is appointed Clean Communities Coordinator for the one (1) year term to expire December 31, 2021.

Motion to Approve R-21-031:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-032

A RESOLUTION APPOINTING MICHAEL MUSCILLO AS BOROUGH ADMINISTRATOR

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that there is a need to appoint a Borough Administrator; and

WHEREAS, the Borough of Highlands finds and determines that Michael Muscillo meets and exceeds all qualification requirements for appointment to said position; and

WHEREAS, based on the foregoing, the governing body of the Borough of Highlands has determined that Michael Muscillo is qualified to serve as the Borough Administrator of the Borough of Highlands and will be able to perform the duties of Borough Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that Michael Muscillo is hereby appointed Borough Administrator, beginning January 1, 2021, for a two (2) year term to expire on December 31, 2022, wherein he shall be responsible for performing all of the duties of Borough Administrator as delineated in Borough Code, Chapter 2-6.5.

BE IT FURTHER RESOLVED, that the Mayor be and is hereby authorized to execute an Employment Agreement governing the terms and conditions of Michael Muscillo's employment as aforesaid.

Motion to Approve R-21-032:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-033

**A RESOLUTION AUTHORIZING SIGNATURES ON ALL
BOROUGH BANK ACCOUNTS**

WHEREAS, by way of Resolution 20-252, duly adopted on December 2, 2020, Chief Robert Burton was appointed Borough Administrator on an interim basis until such time as a full-time Administrator was hired; and

WHEREAS, as a result of the same, Resolution 20-253, duly adopted on December 2, 2020, authorized Chief Robert Burton as an authorized signature on all Borough of Highlands bank accounts while serving in the position of interim Borough Administrator; and

WHEREAS, the Governing Body adopted Resolution No. 21-032 appointing Michael Muscillo as Administrator for the Borough of Highlands, effective January 1, 2021.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2021, Michael Muscillo is hereby an authorized signature on all the Borough of Highlands bank accounts at TD Bank, United Roosevelt Bank, Valley National Bank and Ocean First.

BE IT FURTHER RESOLVED, that effective January 1, 2021, Resolution 20-253 be and is hereby rescinded, as a result of a full-time Administrator being appointed and the interim Administrator no longer being required to serve in such capacity.

Motion to Approve R-21-033:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-034

A RESOLUTION APPOINTING A BOROUGH ENGINEER FOR THE CALENDAR YEAR 2021 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, N.J.S.A 40A: 9-140 requires that in every Municipality, the governing body, shall provide for the appointment of a municipal engineer and fix their compensation in an annual salary or fixed fee basis or at an hourly rate, and based upon actual time and expenses agreed prior to the rendering of services; and

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2021 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Engineer; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2021; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2021 budget.

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

1. Bennett Matlack PE, CME, CFM of CME Associates is hereby appointed Borough Engineer for the calendar year 2021 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2021 through December 31, 2021.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Engineering Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-21-034:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-035

A RESOLUTION AUTHORIZING PURCHASE OF EMERGENCY EQUIPMENT

WHEREAS, the Borough of Highlands, pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34-7.29(c), 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 emergency equipment and services utilizing the New Jersey Cooperative Purchasing Program from Emergency Equipment Sales & Service, LLC, Contract No. 40864, 17-Fleet-00808 in the total amount of \$53,786.50; and

WHEREAS, the above equipment and services includes one Power Load, item no. 639005550001, one Power Pro XT, item no. 6506000000, and service for each item; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available, and a purchase order will be processed with account.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands authorizes the above purchase of emergency equipment and services in the total amount of \$53,786.50 pursuant to Contract No. 40864, 17-Fleet-00808, from Emergency Equipment Sales & Service, LLC, 119 Winterwood Avenue, Ewing, NJ 08638.

Motion to Approve R-21-035:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-036

A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES FOR CONFLICT COUNSEL

WHEREAS, the Borough of Highlands has a need from time to time for professional legal services for conflict counsel for the calendar year 2021 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services for Conflict Counsel; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the calendar year 2021; and

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

1. That the firms of McLaughlin Stauffer & Shaklee PC and Pashman Stein Walder Hayden are hereby retained to provide professional services – Conflict Counsel, on an as needed basis, for an amount not to exceed \$5,000 plus reimbursable expenses for professional legal services provided to the Borough, at an hourly rate of \$135-165 per hour for the period of January 1, 2021 through December 31, 2021, as set forth in their proposals.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Conflict Counsel in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) (i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R-21-036:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-037

A RESOLUTION APPOINTING A TREE COMMISSIONER

WHEREAS, the uncontrolled and excessive destruction or removal of trees with the Borough of Highlands has caused or contributed to potential hazards to persons and property including but not limited to soil erosion, changes in drainage patterns, increased dust and noise pollution

WHEREAS, Borough Code §22-1.1 Establishes the Borough of Highlands Tree Removal and Protection Ordinance to prevent uncontrolled and excessive destruction and removal of trees within the Borough and to restrict the removal of other trees thereby maintaining the beauty and character of the Borough of Highlands and restricting actions which could create a hazard to persons or property; and

WHEREAS, Borough Code §22-1.3 provides that the Borough Council may appoint a Tree Commissioner by Resolution to administer permitting and enforcement of the Borough's Tree Removal and Protection Ordinance wherein the Tree Commissioner shall be a member of the Shade Tree Commission; and

WHEREAS, the Governing Body of the Borough of Highlands wishes to appoint Christian Lee to serve as the Tree Commissioner for the calendar year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that Christian Lee be and is hereby appointed Tree Commissioner for a term of one (1) year with an expiration date of December 31, 2021.

Motion to Approve R-21-037:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-038

A RESOLUTION APPOINTING THE 2021 RECYCLING COORDINATOR

WHEREAS, the Borough of Highlands Municipal Code §2.32 A.1 provides for the appointment of a Recycling Coordinator by the Mayor with the advice and Consent of Council; and,

WHEREAS, in accordance with Borough Code § 2-32A.2, the term of the recycling coordinator shall be for one (1) calendar year, expiring on December 31 of each year and any vacancy during the year shall be filled for the unexpired term; and

WHEREAS, the Mayor and Council have determined that Ronald Boyce is qualified for the position of Recycling Coordinator and will be able to perform the duties of Recycling Coordinator as delineated by statute and in the Borough Code, Chapter 2-32A.4 to expire December 31, 2021; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Ronald Boyce be and is hereby appointed to serve as Recycling Coordinator through December 31, 2021.

Motion to Approve R-21-038:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin						
Mazzola						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting 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 January 1, 2021.

Michelle Hutchinson
Acting Municipal Clerk