



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 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

WHEREAS, N.J.S.A. 40:67-1, et seq., authorizes the governing body of every municipality to make, amend, repeal and enforce ordinances to vacate any public street, highway, lane or alley, or any part thereof; and

WHEREAS, pursuant to Section 8-3 of the Borough Code, applications for the instant street vacation were submitted by the adjacent property owners and initially considered at the meeting of the governing body on June 3, 2020; and

WHEREAS, the governing body of the Borough of Highlands has determined that the public interest would be best served by abandoning, vacating, releasing and extinguishing any and all public rights which the Borough may have in and to the rights of way known as a portion of Cornwell Street as shown on Schedule A and Schedule B attached hereto.

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

SECTION I.

The northerly portion of the end of Cornwell Street, a 40-foot wide right of way, also known as Cornwall Street, more particularly described in the Description and Survey dated August 20, 2020 prepared by Robert K Sanchez, P.L.S. of CME Associates attached hereto as Schedule A, is not needed for public purposes and, accordingly, all public right, title and interest subject to the exceptions for public utilities set forth in Section III below, are hereby abandoned, vacated, released and extinguished. This portion of Cornwell Street shall become part of Lot 2, Block 51 in the Borough of Highlands.

SECTION II.

The southerly portion of the end of Cornwell Street, a 40-foot wide right of way, also known as Cornwall Street, more particularly described in the Description and Survey dated August 20, 2020 prepared by Robert K Sanchez, P.L.S. of CME Associates attached hereto as Schedule B, is not needed for public purposes and, accordingly, all public right, title and interest subject to the exceptions for public utilities set forth in Section III below, are hereby abandoned, vacated,

released and extinguished. This portion of Cornwell Street shall become part of Lot 4, Block 50 in the Borough of Highlands.

SECTION III.

Pursuant to N.J.S.A. 40:67-1, this Ordinance expressly reserves and excepts from vacation all rights and privileges then possessed by public utilities, as defined in R.S. 48:2-13, and by any cable television company, as defined in the "Cable Television Act," P.L. 1972, c. 186 (C. 48:5A-1 et seq.), to maintain, repair and replace their existing facilities in, adjacent to, over or under the street, highway, lane, alley, square, place or park, or any part thereof, to be vacated.

SECTION IV.

The Borough Clerk shall file a certified copy of this Ordinance with the Monmouth County Clerk’s Office to be recorded in a book with proper index to be provided for the purpose and entitled ‘vacations’ pursuant to N.J.S.A. 40:67-21.

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

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

SECTION VII. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, publication, and recording with the Monmouth County Clerk’s Office in accordance with law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 20, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

O-21-01

SCHEDULE A



HHI00003.01

August 20, 2020

**Description of a Portion of
Cornwell Street, 40-Foot Wide Right-of-Way, (Northerly Portion)
To Be Vacated and Become Part of
Lot 2, Block 51
Borough of Highlands, Monmouth County, New Jersey**

Description of all that certain lot, parcel or tract of land known and designated as a portion of Cornwell Street, (40 Foot Wide Right-of-Way-TM) (a.k.a. Cornwall Street), situate, lying and being in the Borough of Highlands, Monmouth County, New Jersey and being more particularly bounded and described as follows:

BEGINNING at a point on the northerly Right-of-Way line of Cornwell Street (40 Foot Wide Right-of-Way), said point being distant 163.55 feet on a course bearing North $48^{\circ} 11' 21''$ East from the intersection of said northerly Right-of-Way line of Cornwell Street with the easterly Right-of-Way line of Shrewsbury Avenue (50 Foot Wide Right-of-Way), and from said Point of BEGINNING proceeding; thence,

- 1) Along the northerly Right-of-Way line of Cornwell Street, North $48^{\circ} 11' 21''$ East, a distance of 19.46 feet to a point on the Tidelands Claim Line, Map number OT567-2190, thence,

Along the said Tidelands Claim Line the following two (2) courses:

- 2) South $44^{\circ} 42' 49''$ East, a distance of 10.39 feet to a point; thence,
- 3) South $36^{\circ} 01' 39''$ East, a distance of 9.67 feet to a point at the Right-of-Way centerline of Cornwell Street; thence,
- 4) Along the Right-of-Way centerline of Cornwell Street, South $48^{\circ} 11' 21''$ West, a distance of 19.02 feet to a point; thence,
- 5) North $41^{\circ} 48' 39''$ East, a distance of 20.00 feet to the Point and Place of BEGINNING.

Said description of a portion of Cornwell Street (40 Foot Wide Right-of-Way) to be vacated and become part of Lot 2 in Block 51 containing 392 Square Feet (0.009 Acres), more or less.



Said description of a portion of Cornwell Avenue (40 Foot Wide Right-of-Way) to be vacated, having been drawn in accordance with a certain map entitled "Map of Building Lots at Navesink Highlands, Highlands, New Jersey, revised January 12, 1903, Unfiled Map Number 40.

Said described lands being subject to easements, restrictions and agreements of record and such facts as may be disclosed in a full and accurate Title Search and Survey into the property-in-question and the immediate adjoiners.

Said described lands being subject to any and all public utilities established within the road prior to vacation.

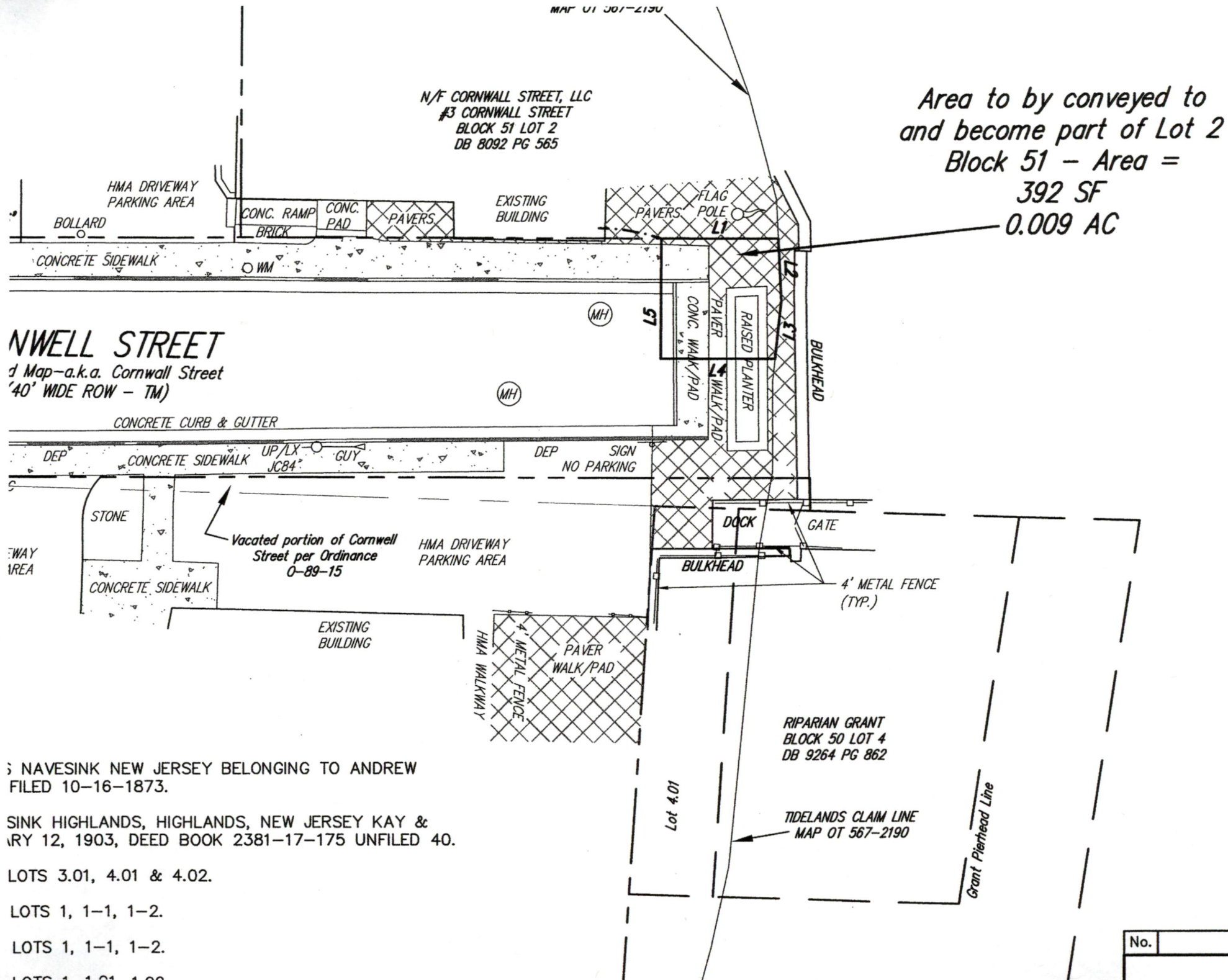
Said described lands being known as a portion of Cornwall Street (40 Foot Wide Right-of-Way) to be vacated, as shown on the official Tax Map of the Borough of Highlands.

Intending to vacate all right, title, and interest, in and to a portion of the public right-of-way, commonly known as Cornwell Street (40 Foot Wide Right-of-Way), said street running easterly from Shrewsbury Avenue to the Tideland Claim line.

The Road Vacation as described herein being and intended to be the same property as depicted on a certain map entitled "Cornwell Road Vacation, Block 51, Lot 2, Cornwell Road Conveyance to Block 51 Lot 2, Borough of Highlands, Monmouth County, New Jersey" as prepared by Robert K. Sanchez, Professional Land Surveyor for CME Associates, 1460 Route 9 South, Howell, NJ 07731-1194, dated August 20, 2020.

Robert K. Sanchez
Professional Land Surveyor
N.J. License No. 43294

Qtl:rks



SCHEDULE B



HHI00003.01

August 20, 2020

**Description of a Portion of
Cornwell Street, 40-Foot Wide Right-of-Way, (Southerly Portion)
To Be Vacated and Become Part of
Lot 4, Block 50
Borough of Highlands, Monmouth County, New Jersey**

Description of all that certain lot, parcel or tract of land known and designated as a portion of Cornwell Street, (40 Foot Wide Right-of-Way-TM) (a.k.a. Cornwall Street), situate, lying and being in the Borough of Highlands, Monmouth County, New Jersey and being more particularly bounded and described as follows:

BEGINNING at a point on the southerly Right-of-Way line of Cornwell Street (40 Foot Wide Right-of-Way), said point being distant 164.70 feet on a course bearing North 48° 11' 21" East from the intersection of said southerly Right-of-Way line of Cornwell Street with the easterly Right-of-Way line of Shrewsbury Avenue (50 Foot Wide Right-of-Way), and from said Point of BEGINNING proceeding; thence,

- 1) Within the southerly Right-of-Way portion of Cornwell Street, North 41° 48' 39" West, a distance of 20.00 feet to a point in the centerline of Cornwell Street; thence,
- 2) Along the centerline of Cornwell Street, North 48° 11' 21" East, a distance of 19.02 feet to a point on the Tidelands Claim Line, Map Number OT567-2190; thence,

Along the said Tidelands Claim Line the following three (3) courses:

- 3) South 36° 01' 39" East, a distance of 3.93 feet to a point; thence,
- 4) South 42° 06' 08" East, a distance of 14.83 feet to a point; thence,
- 5) South 32° 19' 49" East, a distance of 1.28 feet to a point on the southerly Right-of-Way line of Cornwell Street; thence,
- 6) Along the southerly Right-of-Way line of Cornwell Street, South 48° 11' 21" West, a distance of 18.48 feet to the Point and Place of BEGINNING.

Said description of a portion of Cornwell Street (40 Foot Wide Right-of-Way) to be vacated and become part of Lot 4 in Block 50 containing 374 Square Feet (0.009 Acres), more or less.



Said description of a portion of Cornwell Avenue (40 Foot Wide Right-of-Way) to be vacated, having been drawn in accordance with a certain map entitled "Map of Building Lots at Navesink Highlands, Highlands, New Jersey, revised January 12, 1903, Unfiled Map Number 40.

Said described lands being subject to easements, restrictions and agreements of record and such facts as may be disclosed in a full and accurate Title Search and Survey into the property-in-question and the immediate adjoining.

Said described lands being subject to any and all public utilities established within the road prior to vacation.

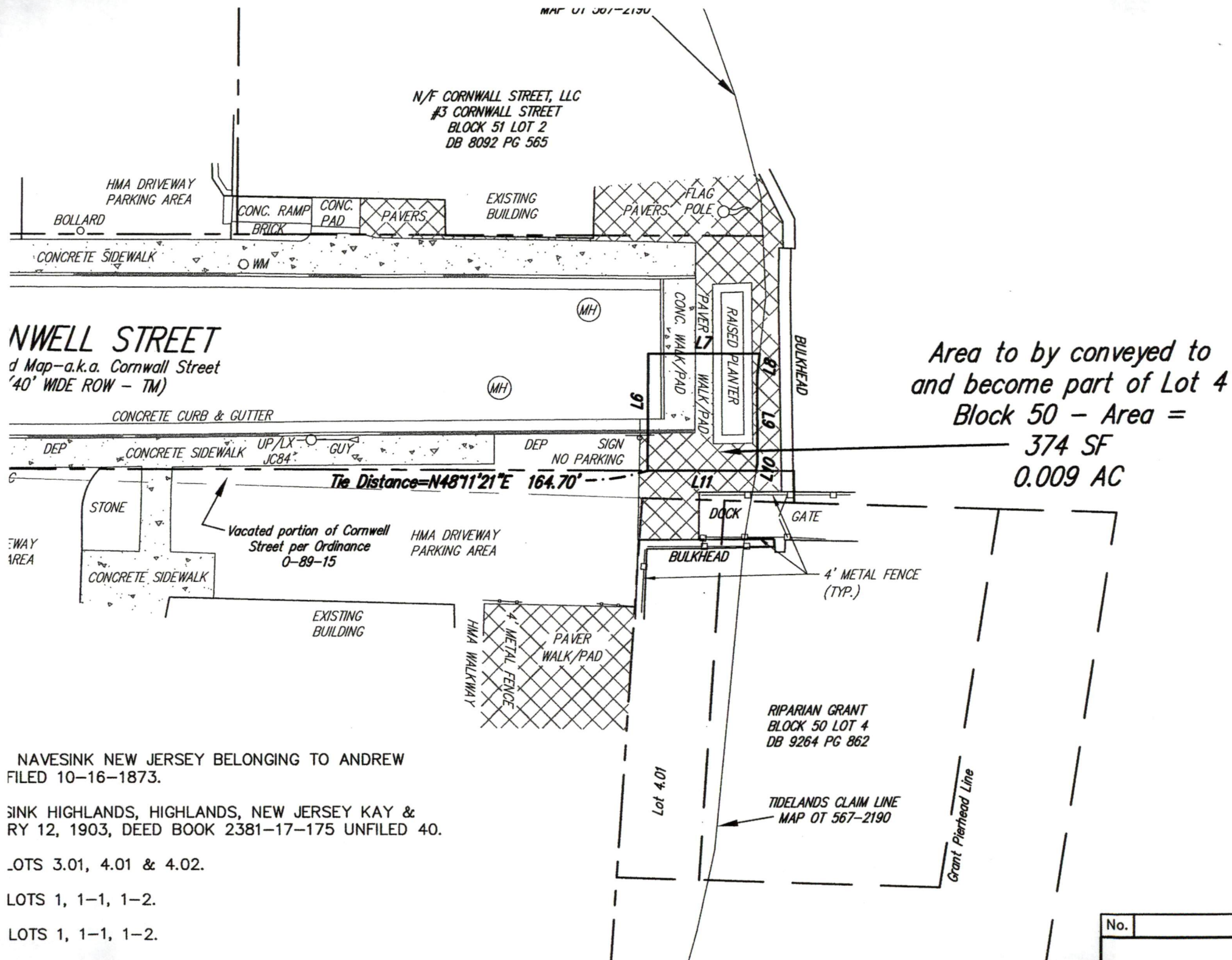
Said described lands being known as a portion of Cornwall Street (40 Foot Wide Right-of-Way) to be vacated, as shown on the official Tax Map of the Borough of Highlands.

Intending to vacate all right, title, and interest, in and to a portion of the public right-of-way, commonly known as Cornwall Street (40 Foot Wide Right-of-Way), said street running easterly from Shrewsbury Avenue to the Tidelands Claim line.

The Road Vacation as described herein being and intended to be the same property as depicted on a certain map entitled "Cornwell Road Vacation, Block 50, Lot 4, Cornwell Road Conveyance to Block 50 Lot 4, Borough of Highlands, Monmouth County, New Jersey" as prepared by Robert K. Sanchez, Professional Land Surveyor for CME Associates, 1460 Route 9 South, Howell, NJ 07731-1194, dated August 20, 2020.

Robert K. Sanchez
Professional Land Surveyor
N.J. License No. 43294

Qtl:rks





BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 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

WHEREAS, the governing body of the Borough of Highlands wishes to enter into a lease with the Water Witch Beach Improvement Association, in order to lease the property known as Block 98, Lots 1 and 14 on the Borough of Highlands Tax Map; and

WHEREAS, the lease would be for the purpose of keeping the property open for use as a public beach and activities incidental thereto, with a term of ten (10) years; and

WHEREAS, the Governing Body has determined that it is in the best interests of the residents of the Borough to enter into a lease agreement with the Water Witch Beach Improvement Association and formalize an arrangement for the use of Water Witch Beach Improvement Association property as a public beach.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Highlands, the County of Monmouth, in the State of New Jersey that:

SECTION I.

The Mayor and Borough Clerk are hereby authorized to enter into and execute a lease agreement with the Water Witch Beach Improvement Association for the Borough to use the property located at Block 98, Lots 1 and 14 as a public beach, which lease will be on file at the office of the Borough Clerk and will include the following terms and conditions:

1. **Consideration:** \$1,000.00 rent per year and exemption from local property taxes for Block 98, Lots 1 and 14.
2. **Lessor:** Water Witch Beach Improvement Association.
3. **Lessee:** Borough of Highlands.
4. **Public Purpose:** The property shall be used by the Borough of Highlands as a public beach and activities incidental thereto, including but not limited to swimming and sunbathing.
5. **Term of Lease:** The Term of the Lease is Ten (10) Years;

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

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

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

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
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Borough of Highlands



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

ORDINANCE O-21-03

**AN ORDINANCE REPEALING CHAPTER 6-6 OF THE BOROUGH CODE
REGARDING IDENTIFICATION CARD REQUIREMENTS FOR
EMPLOYEES SERVING ALCOHOL**

WHEREAS, through Ordinance O-19-23, the Borough of Highlands had codified a requirement that employees serving alcohol must have identification cards in Chapter 6-6 of the Code of the Borough of Highlands; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the Borough to remove the employee identification card requirement set forth in Section 6-6 of the Borough Code.

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

SECTION I.

Chapter 6 (Alcohol Beverage Control), Section 6-6 (Identification Cards), of the Code of the Borough of Highlands is hereby repealed in its entirety.

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

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

SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
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Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-21-04

AN ORDINANCE AMENDING SECTION 2-50.3 OF THE BOROUGH CODE WITH REGARD TO THE ECONOMIC DEVELOPMENT REVIEW BOARD

WHEREAS, the governing body of the Borough of Highlands wishes to amend the provisions of the Borough Code addressing its Economic Development Review Board to remove reference to the vacant position of Economic Development Officer and to provide for additional members of the Board.

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

SECTION I.

Borough Code Section 2-50.3 "Appointment of Members; terms" shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

2-50.3 Appointment of Members; terms.

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

The remaining members of the Review Board shall be: ~~*(1)*~~ the Mayor or his or her designee, ~~*and (2)*~~ the Governing Body member appointed as Class III member of the Land Use Board, **two (2) Borough business owners, and two (2) Borough residents who do not own a business in the Borough.**

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

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

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

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

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DATE OF VOTE: January 20, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 21-05

AN ORDINANCE AMENDING SECTION 4-9.1 OF THE BOROUGH CODE TO REVISE MERCANTILE LICENSE REQUIREMENTS

WHEREAS, N.J.S.A. 40:52-1 authorizes the Borough to license businesses operating within the municipality; and

WHEREAS, Chapter 4, Section 9 of the Borough Code provides for such Mercantile Licenses; and

WHEREAS, the governing body of the Borough of Highlands wishes to amend the license requirement and application provisions set forth in Sections 4-9.1 and 4-9.2 of the Borough Code.

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

SECTION I. Borough Code Section 4-9.1 "License Required" shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics**~~).

4-9.1 License Required.

No person shall either directly or indirectly conduct any business as defined in this subsection unless he has obtained a mercantile license. The issuance of a license under this section is in addition to, and not in derogation of, any law of the State of New Jersey or ordinance of the Borough regulating the business so licensed. This section shall not apply to any person, firm, corporation, partnership or other entity licensed under the various laws of this state which prohibits licensing by municipalities. **Additionally, this section shall not apply to Home Occupations, Home Offices, and Home Professional Offices as defined in Section 21-8 of the Borough Code, and instead shall only apply to Class 4 properties as defined by N.J.A.C. 18:12-2.2.** For the purposes of this section, any person shall be deemed to be engaged in a business and subject to the provisions of this section when he does either or both of the following acts:

- a. Sells any goods or services from a fixed location in the Borough where the business is conducted directly from a fixed location.
- b. Solicits business or offers goods or services for sale or for hire from a fixed location in the Borough where the business is conducted directly from the fixed location.

SECTION II. Borough Code Section 4-9.2 “Application for License” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**).

4-9.2 Application for License.

Any person required to procure a mercantile license under the provisions of this section shall submit an application to the borough clerk accompanied by the required fee. **Before applying for a mercantile license, an applicant must obtain a business certificate of occupancy for the premises pursuant to Section 10-14 of the Borough Code.** The application **for a mercantile license** shall be on a form provided by the borough clerk and shall contain the following:

- a. Any previous revocation or suspension of any license issued by the borough and the reasons therefor.
- b. A statement that the applicant's business will not violate the zoning ordinance of the borough.
- c. A statement that the applicant is not in default under the provisions of this section, or indebted or obligated in any manner to the borough, except for current taxes.
- d. Such other facts relative to the general personal history of the applicant or his officers and managers if the applicant is not an individual, so as to enable the borough to make a fair examination of the eligibility of the applicant.
- e. Name of person to whom license will be issued and his residence address. If applicant is not an individual, then the names, positions, and residence address of all officers and managers of the applicant.
- f. Premises at which the business is to be carried on and the name and address of the owner of the premises.

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

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

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

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
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DATE OF VOTE: January 1, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

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Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-21-06

**AN ORDINANCE AMENDING CHAPTER 21, ARTICLE XIV, SECTION
21-74 OF THE BOROUGH CODE**

WHEREAS, the Borough of Highlands had codified a ban on the sale of cannabis by Ordinance No. 19-01 which amended Chapter 21, Article XIV, Section 21-74 of the Code of the Borough of Highlands; and

WHEREAS, approximately seventy-six percent (76%) of Highlands voters who responded to the 2020 Election's Ballot Measure Question No. 1 voted affirmatively to legalize the recreational use of cannabis and allow for its cultivation, processing and sale; and

WHEREAS, as a result of the affirmative vote, the Borough of Highlands wishes to amend its Ordinance.

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

SECTION I.

Chapter 21, (Zoning and Land Use Regulations), Article XIV, Section 21-74 (Prohibited Uses), of the Code of the Borough of Highlands is amended to provide as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **~~strikeovers in bold italics~~**).

21-74 PROHIBITED USES

Those uses not specifically permitted in a zone district are prohibited. Additionally, the following uses are specifically prohibited: adult entertainment, any accessory use with an establishment with a liquor license designed for use by minors, auctions or sales conducted outside a structure except when a private home is being cleaned or vacated or for the raising of funds for charitable institutions and done not more than twice a year for more than two (2) days duration, short- or long term storage of trucks or trailers for use as storage facilities, the keeping of farm animals, such as horses, cows, pigs, or fowl, ~~retail or wholesale establishments, businesses, persons or entities selling or offering for sale: (a) marijuana or marijuana products, whether for medicinal and/or recreational use; (b) paraphernalia that facilitates any use of marijuana, including but not limited to inhalation, ingestion or injection of any substance which contains or is derived from marijuana, (2) the growing, cultivation or harvesting of any type of marijuana plant, including but not limited to cannabis sativa, cannabis indica, and cannabis ruderalis.~~

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

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

SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law and publication with the Monmouth County Planning Board.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
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MARTIN						
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DATE OF VOTE: February 17, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 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

WHEREAS, Chapter 2, Section 29 of the Borough Code had previously established the now-vacant Department and Director of Municipal Administration; and

WHEREAS, the governing body of the Borough of Highlands wishes to amend this provision and create the position of Confidential Administrative Assistant to the Mayor and Borough Administrator.

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

SECTION I. Borough Code Section 2-29 "Department and Director of Municipal Administration" is hereby repealed in its entirety.

SECTION II. Borough Code Section 2-29 "Application for License" is hereby created to provide as follows:

2-29 CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE MAYOR AND BOROUGH ADMINISTRATOR

2-29.1 Position established.

There is hereby established the position of Confidential Administrative Assistant to the Mayor and Borough Administrator.

2-29.2 Duties and powers.

The duties and powers of said position are to perform such services as shall be required of him/her from time to time by the Mayor and Borough Administrator to assist the Mayor and Borough Administrator in the proper discharge of the day to day duties required by the Mayor and Borough Administrator.

2-29.3 Power of appointment.

The power of appointment of the Confidential Administrative Assistant is hereby vested in the Mayor.

2-29.4 Salary and compensation.

The annual salary of the Confidential Administrative Assistant shall be as established by the Annual Salary Ordinance, and he/she shall receive all other compensation and benefits of other employees. The initial compensation shall be between the range of \$10,000 and \$60,000 per year.

2-29.5 Managerial appointment.

The Confidential Administrative Assistant is hereby deemed to be a managerial position and unclassified.

2-29.6 Term of office.

The Confidential Administrative Assistant shall hold office at the pleasure of the Mayor.

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

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

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

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MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 20, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands