

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, February 5, , 2020– Meeting Minutes**

**This meeting of February 5, 2020 is called pursuant to the provisions of the Open Public Meetings Law and was included in a list of meetings notice transmitted to the Two River Times and the Asbury Park Press and posted on the bulletin board in the Municipal Building on February 3, 2020. The meeting notice has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official action may be taken at this meeting.**

**WORKSHOP MEETING 6:30 PM**

**Call to Order**

**Roll Call**

Councilmember Braswell, Councilmember Mazzola, Councilmember Valkos, Council President Ryan and Mayor Broullon were all present.

Also present were Attorney Brian Chabarek, Administrator Gonzales, Economic Development Coordinator Cliff Moore and Clerk Matthew Conlon

**Economic Development Report**

Mr. Cliff Moore updated council on various economic development projects in the Borough including Captain's Cove, Shadowlawn, Bay Avenue Ventures. He also advised on attending meetings with Amanda Stone of the Daytripper committee to bring tourism in, as well as Monmouth County Communications Committee, Bayshore 2020, Monmouth County Regional Chamber of Commerce, Twinlights Trustee Meeting, Highlands Film Festival Meeting.

Mr. Moore updated council about a property wherein a number of trees were being removed. Mr. Moore also put together a proposal of events and schedules for fees in line with those events. He provided a number of examples from local municipalities.

Mr. Moore also discussed meeting with parking meter companies to install parking meter kiosks within the Borough. The Kiosks cost \$7,000 each with a \$55.00 maintenance fee. Kiosks can be moved.

Council discussed the possibility of installing metered parking within the Borough and whether to charge for parking.

Kim Skorka requested and was granted permission to address council. She indicated that many residents park in that lot and indicated that paying would upset residents.

Council weighed the pros and cons of paid parking for future consideration on what would work best for everyone involved.

**Executive Session: 6:30 P.M.**

**BE IT RESOLVED** that the following portion of this meeting shall not be open to the public,

**BE FURTHER RESOLVED** that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

- |  |   |
|--|---|
| 1. Pending or Anticipated Litigation:      | <b>-10 Seadrift Avenue<br/>-Caruso</b>  |
| 2. Contract Negotiations:                  | <b>-NONE</b>  |
| 3. Purchase, Lease or Sale of Real Estate: | <b>-NONE</b>  |
| 4. Matters of Personnel:                   | <b>-NONE</b>  |
| 5. Attorney/Client Privilege:              | <b>-Captains Cove Redevelopment<br/>-Central Business District<br/>-Fee Ordinance<br/>-Uniform Packaging Practices Ordinance<br/>-Variances</b> |

**BE IT FURTHER RESOLVED** that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists.

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At 7pm Mayor Broullon made a motion to enter into Executive Session. Council President Ryan seconded. All were in Favor.

Council entered into executive session at 7:00 pm.  
Council Exited Executive Session at 8:15 pm.

**REGULAR MEETING: 8:15 PM**

**Call to Order**

**This meeting of February 5, 2020 is called pursuant to the provisions of the Open Public Meetings Law and was included in a list of meetings notice transmitted to the Two River Times and the Asbury Park Press and posted on the bulletin board in the Municipal Building on February 3, 2020. The meeting notice has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official action may be taken at this meeting.**

**Flag Salute**

**Roll Call**

Councilmember Braswell, Councilmember Mazzola, Councilmember Valkos, Council President Ryan and Mayor Broullon were all present.

Also present were Attorney Brian Chabarek, Administrator Gonzales, Economic Development Coordinator Cliff Moore, Engineer Rohmeyer and Clerk Conlon

The mayor requested that Mr. Rohmeyer present an Engineering report to start the meeting.

**Other Business**

**Engineering Report**

Engineer Rohmeyer presented an update of Cornwell and John Streets in punch list phase. The amount of the project came in under price.

The Borough has received the Culverts for the North Street Culvert repair. DPW would begin in the spring to start this project.

Jones Creek and Cedar Street bulkhead plan specs are prepared and should be ready for bid soon.

The North Street Pump Station pump and motor failed there is a temporary pump at that pump station now. They are looking to replace the current diesel pump with an electric pump until the permanent pump is manufactured. There will be a complete system upgrade at this site.

Mayor Broullon asked when Engineering would be complete for the Bay Avenue proposed parking lot at 171 Bay Avenue. Engineer Rohmeyer indicated that there were still some preliminary assessments to be made including permeability, water run off etc.

**Other Business**

Mayor Broullon raised the discussion with regard to retooling Frank Hall park into a Dog Park. Administrator Gonzalez discussed the preliminary work including legal review had been started and that a plan we being developed. Mayor Broullon indicated that the park is overgrown and filled with dying dangerous trees as well as invasive English Ivy.

Council President Ryan indicated where Frank Hall park is as not many people know.

Council indicated that there may be undesirable activity occurring in the park at the present time and discussed further ideas for the site.

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Ordinances

Introduction and Set Public Hearing Date

- O-20-04 An Ordinance Amending Section 4-9.1 of the Borough Code to Clarify Mercantile License Requirements
- O-20-05 An Ordinance Amending Chapter 24-3 of the Borough Code to Revise the LOSAP Program Point Schedule
- O-20-06 An Ordinance Amending Section 2-8.5 of the Borough Code to Clarify Eligibility of New Construction of Certain Dwellings for Tax Abatements

BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
ORDINANCE 20-04

An Ordinance Amending Section 4-9.1 of the Borough Code  
to Clarify 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 clarify the license requirement provision set forth in Section 4-9.1 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.**

~~Except in those cases where a different license is required by another provision of this revision or by the laws of the State of New Jersey, no~~ ***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 chapter 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 chapter 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.*** 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. **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.

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

First Reading and Set Hearing Date for O-20-04 for February 19, 2020

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

O-20-04  
This is a true account of the vote of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

The Public Hearing was set for February 19, 2020

BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**ORDINANCE 20-05**

**An Ordinance Amending Chapter 24-3 of the Borough Code to Revise the LOSAP Point Schedule**

**WHEREAS**, the Highlands Fire Department has voted to amend its Length of Service Awards Program (LOSAP) point system on January 14, 2020; and

**WHEREAS**, the Highlands Fire Department LOSAP point system is codified at Chapter 24-3 of the Borough Code as Schedule A; and

**WHEREAS**, the governing body of the Borough of Highlands wishes to update the Fire Department's LOSAP point system to reflect the requested changes.

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

**SECTION I.** Borough Code Section 24-3 "General Requirements". Schedule A shall be amended as follows: (All additions are shown in ***bold italics with underlines***. The deletions are shown as ***strikeovers in bold italics***).

**HIGHLANDS FIRE DEPARTMENT  
171 BAY AVE., HIGHLANDS, NJ 07732**

**SCHEDULE A  
(Section 24-3e)**

**HIGHLANDS FIRE DEPARTMENT  
LOSAP PROGRAM**

**Active Members must receive a minimum of 100 points to obtain benefit**

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**Training:** 3 points for each training course attended. Certificate must be provided. In the case where no certificate is provided, the Chief of Department or Training Officer may issue an in-house certificate.

**Drills:** 5 points per drill attended as prescribed by Training Officer or Line Officer.

**Meetings:** 1 point per departmental or special meeting attended.

**Committee:** 5 points committee chairperson  
3 points committee member

**Elected/Appointed Positions:**

50 points Chief of Department  
40 points first and Second Assistant Chief  
30 points Senior and Junior Captain  
20 points Senior and Junior Lieutenant  
20 points Training Officer  
20 points Chief Engineer  
20 ***points Safety Officer***  
20 ***points Purchasing Agent***  
15 points Fire Marshal  
15 points Chief Fire Police  
30 points Treasurer  
30 points Secretary  
15 points Chaplan

Completion of one-year term required. If partial year completed, points will be a percentage of points for months served. (Example: points divided by 12, times months served)

**Fund Raising:** 10 points per department fund raising event.  
Required participation in event as prescribed by event Chairman.

**Fires:** 25 points for dispatched fire and rescue calls.  
Members with 1–10 years service must answer 50% of calls  
Members with 11–20 years service must answer 40% of calls  
Members with over 20 years service must answer 35% of calls

**Miscellaneous Activities:** 1 point for Truck and Equipment and Building clean up  
1 point for activities not listed, and approved by department line officer.  
4 points for activities in excess of two hours in duration as approved by department line officer.

**Years of Service:** 50 points will be awarded to members with 45 or more years of service.  
45 ***points will be awarded to members with 40 or more years of service.***  
40 ***points will be awarded to members with 35 or more years of service.***  
35 ***points will be awarded to members with 30 or more years of service.***  
30 ***points will be awarded to members with 25 or more years of service.***  
25 ***points will be awarded to members with 20 or more years of service.***

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**Absence:** Points will be awarded to active members and who are participating (actually and faithfully) in LOSAP and are absent due to: personal medical leave, fire service related injury, military leave or bereavement of family member (father, step-father, mother, step-mother, spouse, child, stepchild, brother, sister, grandparent, grandchild, current mother-in-law, father-in-law, brother-in-law, sister-in-law).

**Activity Reports:**

- A) All activities eligible for LOSAP credit shall be documented as follows:
- 1) Department Fire and Rescue call use standard roll call sheet.
  - 2) All other LOSAP credited activities use LOSAP credit sheet.
- B) **Report Authorization**
- 1) Training—Training Officer/Chief of Department
  - 2) Drills—Training Officer/In-Charge Officer
  - 3) Meetings—Secretary
  - 4) Committee Meetings—Committee Chairman/In-Charge Member
  - 5) Elected/Appointed Members—Secretary
  - 6) Fund Raising Activities—Committee Chairman/In-Charge Member
  - 7) Fires—In-Charge Officer/Senior Active
  - 8) Miscellaneous Activities—Department Line Officer
  - 9) Years of Service—Secretary

**CERTIFICATION**

- A) **Quarterly Submission** – All activities eligible for LOSAP credit shall be submitted to the LOSAP Committee by the 5th of the month following the quarterly close. The submission shall include all Activity Reports and a Summary of each Members Activity and Accrued points.
- B) **Quarterly Report** – The LOSAP Committee shall compile all summary submissions by the 10th of the month following the quarterly close. The quarterly report shall include each member's name, subtotal by ordinance category and a quarterly total of accrued points. Quarterly Reports shall be printed and posted by the 1st meeting of the month following the quarterly close.
- C) **Annual Report** – The LOSAP Committee shall compile all quarterly reports by the 10th of the month following the Annual Close. The Annual report shall include each member's name, subtotal by ordinance category and an annual total of accrued points. Annual Reports shall be printed and submitted to Fire Chief for review by the 15th of the month following the Annual Close. The final report shall be presented at the 1st meeting of the following year.
- D) **Borough Report** – The Annual Report shall be upon final review by the Chief of the Department and approved by the membership for submission to the Borough for certification and process.

**Appeals:**

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- A) Quarterly and Annual Reports – Any member may contest the validity of his/her report information through the following process. Requests must be made by the end of the month in which the reports was issued.
- 1) Submission of a written statement containing a detailing of the discrepancies to the LOSAP Committee for review and decision. The committee's decision shall be issued to the individual member.
  - 2) If the Member is dissatisfied with the LOSAP Committee decision a request in writing to the Department Trustees shall be made by the individual member for a secondary review. The Trustees shall review the validity of the request, review the LOSAP Committees records and findings, interview the individual member and issue a Final Ruling, which shall be binding on the Member and the LOSAP Committee.
  - 3) A member may further appeal to the sponsoring agency within 30 days of the posting date of the certification list. Appeal shall be mailed to the municipal clerk for review.
  - 4) The final decision by the Fire Department shall be subject to appropriate judicial review.

**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.

First Reading and Set Hearing Date for O-20-05 for February 19, 2020

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

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**ORDINANCE 20-06**

**An Ordinance Amending Section 2-8.5 of the Borough Code to Clarify Eligibility of New Construction of Certain Dwellings for Tax Abatements**

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**WHEREAS**, pursuant to N.J.S.A. 40A:21-4, the Borough has the authority to adopt an Ordinance setting forth the eligibility of dwellings, multiple dwellings, and commercial and industrial structures for tax exemptions or abatements in areas in need of rehabilitation; and

**WHEREAS**, the governing body of the Borough of Highlands wishes to clarify the tax exemption for new construction of single family homes provided by Ordinance 19-13.

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

**SECTION I.** Borough Code Section 2-8.5 “**Exemption and Abatement from Taxation Pursuant to N.J.S.A. 40A:21-1**” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ***strikeovers in bold italics***).

**2-8.5 Exemption and Abatement from Taxation Pursuant to N.J.S.A. 40A:21-1.**

a. *Purpose.* The Borough of Highlands seeks to encourage property owners to improve their property by offering certain tax incentives for limited periods of time upon completion of improvements or conversion or construction of structures as defined by law. Any exemption provided by this section shall not exceed five (5) years. In accordance with N.J.S.A. 40A:21-1 et seq., the eligibility for exemptions provided by this subsection shall expire in ten (10) years.

b. *Definition of Terms.* Unless otherwise specifically provided in this subsection the definition of all words and terms used in this section shall be those provided in N.J.S.A. 40A:21-1 entitled “The Five-Year Exemption and Abatement Law” (hereinafter referred to as “the Exemption Law”).

c. *Area in Need of Rehabilitation.* In accordance with N.J.S.A. 40A:12A-14 and N.J.S.A. 40A:21-3 and -4, the entire Borough of Highlands is hereby designated an area in need of rehabilitation.

d. *Eligibility.* New Construction of four (4) or more single family homes that are constructed **by the same property owner** on contiguous lots, Multiple dwelling, commercial and industrial structures, which qualify pursuant to the Exemption Law, shall be eligible for exemptions from taxation as provided in this section for improvements, conversions, construction or all of these. Additionally, any such property seeking an exemption as provided herein (1) must not be delinquent in property taxes owed; and (2) must comply with current Zoning Code requirements. Any property receiving an exemption pursuant to the provisions herein shall immediately forfeit the exemption should property taxes on the property become delinquent.

e. *Exemptions for Improvements to or Construction of Multiple Dwellings, Conversions of Other Buildings to Multiple Dwelling Use or the Construction of Four (4) or More Single Family Homes that are Constructed **by the Same Property Owner** on Contiguous Lots.* The Borough shall provide the following exemptions to the extent permitted by law and by the provisions of these sections.

1. Exemptions for Improvements to or Construction of and Conversion to Multiple Dwellings or New Construction of four (4) or more single family homes that are constructed **by the same property owner** on contiguous lots.

(a) There shall be an exemption from taxation of improvements to multiple dwellings or of conversions of other buildings and structures, including unutilized public buildings, to dwelling use or both.

(1) Tax exemptions for improvements to multiple dwellings shall only be available if the number of units within the multiple dwelling complies with current



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zoning restrictions either at the time of the improvements or as a result of the improvements.

(2) Conversions of structures to multiple dwelling use shall not be eligible for the exemptions provided herein.

(3) In determining the value of real property, the Borough shall regard the assessor's full and true value of improvements for each dwelling unit primarily and directly affected by the improvement in any dwelling more than twenty (20) years old, as not increasing the value of the property for a period of five (5) years. During the exemption period, the assessment on the property shall not be less than the assessment thereon existing immediately prior to the improvements, unless there is damage to the multiple dwelling through action of the elements sufficient to warrant a reduction.

(b) There shall be an exemption from taxation for improvements of the assessed valuation of the new construction of four (4) or more single family homes that are constructed ***by the same property owner*** on contiguous lots, provided that the construction is in compliance with the current Zoning Code. In determining the value of the improvements, the Borough shall regard the following percentages of the assessor's full and true value of the improvements as exempt from taxation for a total of five (5) years. The exemption period and annual percentage is set forth below:

- (1) Year One: 30% of the improvements.
- (2) Year Two: 24% of the improvements.
- (3) Year Three: 18% of the improvements.
- (4) Year Four: 12% of the improvements.
- (5) Year Five: 6% of the improvements.

In accordance with N.J.S.A. 40A:21-5(d), the annual amount of the abatement shall not exceed 30% of the total cost of the construction and the total amount of the abatements granted to any single property shall not exceed the total cost of construction.

2. Improvements to Commercial and Industrial Structures. There shall be an exemption from taxation of improvements to all commercial and industrial structures within the Borough. In determining the value of real property, the Borough shall regard up to the assessor's full and true value of the improvements as not increasing the value of the property for a period of five (5) years, notwithstanding that the value of the property to which the improvements are made is increased thereby. During the exemption period, the assessment on the property shall not be less than the assessment thereon existing immediately prior to the improvements, unless there is damage to the structure through action of the elements sufficient to warrant a reduction.

f. *Tax Agreements for Exemption for Construction of Commercial or Industrial Structures or Multiple Dwellings.* Applicants for exemption from taxation for construction of commercial structures, industrial structures or multiple dwellings shall comply with the following procedures:

1. Complete an application that provides the Governing Body with all information required by N.J.S.A. 40A:21 -9 and its amendments or supplements.

2. After the Governing Body adopts an ordinance authorizing a tax agreement for the particular project for which the application has been made, enter into an agreement with the

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Governing Body for tax exemption which shall provide the applicant to pay the Borough of Highlands in lieu of full property tax payments an amount annually to be computed by the tax phase-in basis set forth in N.J.S.A. 40A:21-10(c) and below:

- (a) In the first full year after completion, no payment in lieu of taxes otherwise due;
- (b) In the second full year after completion, an amount not less than twenty (20%) percent of taxes otherwise due;
- (c) In the third full year after completion, an amount not less than forty (40%) percent of taxes otherwise due;
- (d) In the fourth full year after completion, an amount not less than sixty (60%) percent of taxes otherwise due;
- (e) In the fifth full year after completion, an amount not less than eighty (80%) percent of taxes otherwise due.

The Governing Body shall not be required to enter into any agreement if the applicant does not agree to the same formula that the Borough determines is in the best interest of 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.

First Reading and Set Hearing Date for O-20-06 for February 19, 2020

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

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**Public Hearing and Final Adoption**

**O-20-02 An Ordinance Amending Chapter 2 of the Revised General Ordinance of the Borough of Highlands that established the Recreation Committee, (Advisory) within the Borough of Highlands**

**O-20-03 An Ordinance Amending Borough Code Section 16-3 “Retail Food Establishment” to update fee provisions to match those required by the Monmouth County Board of Health**

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Ordinance 20-02**

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**An Ordinance Amending Chapter 2 of the Revised General Ordinance of the  
 Borough of Highlands that established the Recreation Committee,  
 (Advisory) within the Borough of Highlands**

**Whereas**, the Borough of Highlands, by Ordinance, codified in Chapter II of the Code of the Borough of Highlands, established a Recreation Committee (Advisory); and

**Whereas**, the governing body of the Borough of Highlands finds that it is in the best interest of the Borough to dissolve the Recreation Committee (Advisory) and wishes to dissolve this Code Section in its entirety.

**Now Therefore, Be it Ordained**, by the governing body of the Borough of Highlands as follows:

**SECTION I.** Borough Code Section 2-23 “Recreation Committee, (Advisory)” is hereby dissolved and deleted 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 immediately upon its passage and publication in accordance with law.  
 First Reading and Set Hearing Date for O-20-02 for February 5, 2020

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

This is true account of the action of the  
 Governing Body on January 15, 2020  
 Matthew Conlon, RMC, Municipal Clerk

Public Hearing and Adoption February 5, 2020

Ordinance 20-02

The Matter was opened for public hearing.

Kim Skorka of Shore Drive asked Council why they were dissolving the Recreation Committee.

Mayor Broullon explained that the Borough now had paid employees to manage and administrate the community center for a more uniform operation of the Borough Facility.

Katie Reed Snug Harbor Avenue asked what the future plans for the community center and that she had not been able to rent the center. Mayor Broullon indicated that the hearing was to remain focused on the ordinance at hand. Ms. Reed indicated that the Recreating Center was not being rented anymore.

Mayor Broullon called for any other comments on the hearing. Seeing none, public portion was closed and a vote was called for.

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Vote to Adopt O 20 02

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

Matthew Conlon, RMC, Municipal Clerk  
 This is true account of the action of the  
 Governing Body on February 5, 2020  
 Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH**

**Ordinance 20-03**

**An Ordinance Amending Borough Code Section 16-3 “Retail Food Establishment” to update fee provisions to match those required by the Monmouth County Board of Health**

**Whereas**, the Borough of Highlands by way of Resolution 19-291 authorized execution of a Shared Services Agreement with the Monmouth County Board of Health for health services effective January 1, 2020; and

**Whereas**, the Monmouth County Board of Health fees are established by Monmouth County Board of Health Ordinance No. 3-2017; and

**Whereas**, the governing body of the Borough of Highlands wishes to update the fee provisions of the Borough Code in Chapter XVI, Health, to match those required by the Monmouth County Board of Health.

**Now, Therefore, Be it Ordained** by the governing body of the Borough of Highlands as follows:

**SECTION I.** Borough Code Section 16-3 “Retail Food Establishment”, Subsection 16-3.4 “Permit and License” shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

**16-3.4 Permit and License.**

- a. *Required; Posting of License.* No person shall operate a retail food handling establishment unless a certificate or approval of an existing certificate, permit or license to operate same is issued. Such certificate or approval of an existing certificate, permit or license shall be posted in a conspicuous place in such establishment.
- b. *Fee.* **There shall be a charge of five (\$5.00) dollars for such certificate or approval of an existing certificate, permit or license. The Monmouth County Board of Health (MCHB) does not charge fees for the initial inspection of retail food establishments. However, the MCBH shall charge fees for the re-inspection of retail food establishments. failure to submit re-inspection fees within thirty (30) days upon receipt of the fee notice will result in the issuance of a summons for appearance in municipal court and the requirement to pay a penalty fee of not less than \$100.00 in addition to the re-inspection fee.**

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Retail Food Establishment - Re-Inspection  
First Re-Inspection \$100.00  
Second Re-Inspection within two years \$250.00  
Third Re-Inspection within two years \$500.00

Retail Food Establishments (N.J.A.C. 8:24 et. seq.)  
New Facility/Plan Review  
Retail Food Category - Risk 1 \$25.00  
Retail Food Category - Risk 2 \$75.00  
Retail Food Category - Risk 3 \$100.00  
Retail Food Category - Risk 4 \$200.00

- c. *Expiration.* Certificates issued or approved under the provisions of this chapter shall expire annually on December 31 and application for renewal thereof shall be submitted together with the required fee prior to January 1 of each year.
- d. *Itinerant License.* A person conducting an itinerant retail food handling establishment shall secure a certificate or if such person is the holder of a certificate, permit or license issued by the Board of Health or governing body of another jurisdiction, the certificate, permit or license may be approved by the Council and there shall be a fee of five (\$5.00) dollars charged for approval.
- e. *Suspension and Revocation.* A certificate or approval of certificate, permit or license, may be suspended or revoked for violation by the holder of any provision of this chapter or code after an opportunity for a hearing by the Council or its authorized representative.
- f. *Transferability.* A certificate or approval of a certificate, permit or license issued by another board of health or borough council is not transferable.

**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.

First Reading and Set Hearing Date for O-20-03 for February 5, 2020

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

This is true account of the action of the  
 Governing Body on January 15, 2020  
 Matthew Conlon, RMC, Municipal Clerk

Mayor Broullon opened the public hearing. There were no comments from the public. Mayor Broullon expressed that this ordinance was being adopted to bring the fee schedule in line with

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the Monmouth County Health Department’s fees with whom the Borough had contracted to offer health department services.

Public Hearing and Adoption February 5, 2020 Ordinance 20-03

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

Matthew Conlon, RMC, Municipal Clerk  
This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**Resolutions**

1. R 20 063 A Resolution Authorizing the Payment of Bills
2. R 20 064 A Resolution Authorizing an Amendment to the 2020 Temporary Budget
3. R 20 065 A Resolution Approving a Tax Lien Cancellation
4. R 20 066 A Resolution Authorizing the Refund of a Bulk Permit Fee
5. R 20 067 A Resolution Appointing a Part Time Payroll Clerk/Administrative Assistant for the Borough of Highlands
6. R 20 068 A Resolution Amending the Borough of Highlands Annual Meeting Calendar
7. R 20 069 A Resolution Authorizing the Execution of a Shared Services Agreement between the Borough of Highlands and the County of Monmouth through the Monmouth County Sheriff’s Office, Communications Division
8. R 20 070 A Resolution to Amending Resolution R 20 058 Authorizing Participation under the SHBP and or SEHBP
9. R 20 071 A Resolution to Adopt the Provisions of Chapter 48 (N.J.S.A. 52:14.17.38) under which a Public Employer May Agree to Pay for the SHBP and/or SEHBP Coverage of Certain Retirees
10. R 20 072 A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services for Improvements to the North Street Pump Station
11. R 20 073 A Resolution Approving the Borough of Highlands Emergency Operations Plan
12. R 20 074 A Resolution Commemorating the Centennial of the Ratification of the 19<sup>th</sup> Amendment
13. R 20 075 A Resolution Authorizing the Borough’s Participation in the Clean Ocean Action 35th Annual Spring and Fall Beach Sweeps

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-063**

**A Resolution Authorizing the Payment of Bills**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated January 1, 2020, which totals as follows:

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Current Fund	\$ 1,684,563.05
Sewer Account	\$ 22,270.77
Capital Fund	\$ 65.00
Trust-Other	\$ 10,584.88
Federal/State Grants	\$ 2,875.76
<b>Total</b>	<b>\$ 1,720,359.46</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$1,720,359.46 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](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.

Prior to the Vote, Attorney Chabarek advised Council that a matter had to be separated out to avoid a conflict.

**Voting Record**

1. Motion to Remove and Vote Separately on the Legal Bill for Borough of Highlands Special Counsel Cleary, Giacobbe, Alfieri & Jacobs, LLC

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

Matthew Conlon, RMC, Municipal Clerk  
This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

2. Motion to Approve the Payment of Bills List with the Legal Bill for Special Counsel Cleary, Giacobbe, Alfieri & Jacobs, LLC removed.

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

Matthew Conlon, RMC, Municipal Clerk  
This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

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3. Motion to approve the separated bill for Special Counsel Cleary, Giacobbe, Alfieri & Jacobs, LLC

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

This is true account of the action of the Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-064**

**A Resolution Authorizing an Amendment to the 2020 Temporary Budget**

**WHEREAS**, The Revised Statutes of New Jersey 40A:4-20 provides for the adoption of emergency temporary appropriations in addition to temporary appropriations necessary for the period between the beginning of the current fiscal year and the date of the adoption of the Local Budget for the Year 2020;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Highlands, that the following amendments to the temporary appropriations be made in the amounts and for the purposes herein set forth for the period between January 1st, 2020 and the adoption of the Local Budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the fiscal Year 2020:

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
20-100	Administration	\$ 27,500.00	\$ 950.00
20-110	Mayor and Council	0.00	17,950.00
20-120	Municipal Clerk	18,000.00	11,000.00
20-130	Finance	36,250.00	4,700.00
20-131	Grants Writer		6,250.00
20-135	Annual Audit		10,500.00
20-145	Tax Collection	20,875.00	2,300.00
20-150	Assessment of Taxes	8,250.00	15,537.50
20-152	Central Services	3,750.00	10,500.00
20-155	Legal Services and Costs		57,500.00
20-165	Engineering Services & Costs		52,500.00
21-180	Land Use Board	1,500.00	15,987.50
22-195	Construction Official	0.00	5,000.00
22-200	Code Enforcement	13,750.00	2,800.00
22-201	Code Substandard Housing		12,500.00
23-210	Insurance-Other		150,000.00
23-210	Insurance-Flood		20,000.00
23-215	Workers Compensation Insurance		150,000.00
23-220	Medical-Surgical Insurance		400,000.00
23-220	Medical-Group Stipend	6,250.00	
25-240	Police	458,000.00	42,346.25
25-241	Police Crossing Guards	8,000.00	1,250.00
25-250	Police Dispatch	0.00	10,000.00
25-251	911 Telecommunications		3,500.00
25-252	Emergency Management	975.00	5,850.00
25-260	First Aid Contribution		8,125.00
25-262	PEOSHA		1,125.00



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25-263	Fire Department		23,975.00
25-265	Uniform Fire Safety	9,000.00	1,177.50
25-275	Municipal Prosecutor		4,750.00
26-290	Streets & Roads	66,750.00	16,612.50
26-292	Snow Removal	0.00	0.00
26-294	Storm Water Management		13,750.00
26-300	Mechanical Garage		3,000.00
26-305	Sanitation	875.00	10,750.00
26-306	Sanitation-Contractual		68,750.00
26-308	Recycling Tax		750.00
26-309	Monmouth County Reclamation		51,250.00
26-310	Public Building & Grounds	14,375.00	20,687.50
26-312	Shade Tree Commission		250.00
26-325	Condo Services Act		6,500.00
27-335	Environmental Health		125.00
27-337	Monmouth County Regional Health		18,000.00
27-340	Dog Control		5,400.00
27-350	Substance Abuse		750.00
28-360	Community Center	29,500.00	6,425.00
28-375	Parks & Playgrounds		2,000.00
28-376	Beachfront Maintenance	1,250.00	3,150.00
28-385	Public Events		2,500.00
30-415	Accumulated Time	11,250.00	
30-420	LOSAP		25,000.00
31-430	Utilities-Electric		16,500.00
31-435	Street Lighting		14,250.00
31-440	Telephone		10,000.00
31-445	Utilities-Water		3,750.00
31-446	Utilities-Natural Gas		4,375.00
31-450	Telecommunications		8,000.00
31-460	Utilities-Fuel		13,750.00
31-463	Utilities-Fire Hydrants		17,000.00
36-471	Public Employees Retirement System		72,687.25
36-472	Social Security System		35,250.00
36-475	Police & Fire Retirement		107,540.25
36-477	DCRP		750.00
35-410	Contingent		2,500.00
41-714	Matching Funds for Grants		3,750.00
41-716	Alliance Grant		1,997.50
42-490	Shared Agreement-Court		20,000.00
42-717	Shared Agreement-A.H.-Garage		18,375.00
42-730	Shared Agreement-S.B. Life Guards		9,500.00
42-735	Shared Agreement-Middletown- UCC		150,000.00
42-736	Shared Agreement-Dispatch		25,000.00
43-490	Municipal Court	4,000.00	1,625.00
43-495	Public Defender	1,000.00	
44-901	Capital Improvement		0.00
45-910	Debt Service		0.00
			0.00
TOTALS		<u>\$741,200.00</u>	<u>\$1,863,123.75</u>

**SEWER UTILITY**

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
55-501	Operating	\$ 25,750.00	\$ 248,975.00
55-502	Shared Service-Operator		0.00
55-502	Insurances		17,750.00
55-502	Social Security		2,000.00
55-502	PERS		1,578.00
TOTALS		<u>\$ 25,750.00</u>	<u>\$ 270,303.00</u>

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

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-065  
A Resolution Approving a Tax Lien Cancellation**

**WHEREAS**, Block 78, lot 9.01 was recently subdivided, and

**WHEREAS**, the Tax Assessor has reviewed the subdivision and has made a determination that the 2019 valuations were overstated, and

**WHEREAS**, the Tax Collector is recommending that the following tax lien be cancelled accordingly:

19-00031      \$5,127.02

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel the tax lien as set forth above.

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

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**Highlands Borough Mayor & Council Meeting Minutes  
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**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-066**

**A Resolution Authorizing the Refund of a Bulk Permit Fee**

**WHEREAS**, the Finance Officer of the Borough of Highlands has received a request to refund a fee for Bulk Permit Number 0918

**WHEREAS**, the Finance Officer has confirmed with the Department of Public Works that the Permit was not used and accordingly determined that the fee is to be refunded and is due and payable by the Borough of Highlands; and

**WHEREAS**, the Finance Officer recommends the immediate refund of the Permit Fee by the Borough of Highlands,

**NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Finance Officer is authorized to immediately refund the Bulk Permit Fee to the individual property owner listed below:

<u>BLOCK</u>	<u>LOT</u>	<u>PERMIT #</u>	<u>AMOUNT</u>	<u>NAME</u>
100.10	96	2020	\$50.00	Miriam Belanger

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

This is true account of the action of the Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-067**

**A Resolution Appointing a Part Time Payroll Clerk/Administrative Assistant for the Borough of Highlands**

**WHEREAS**, the Borough has a need for a part-time Payroll Clerk/Administrative Assistant with a work schedule not to exceed fifteen (15) hours per week; and

**WHEREAS**, Kim Gonzales, Borough Administrator, has made the following recommendation to the Governing Body for appointment; and

**WHEREAS**, the position for a part-time Payroll Clerk/Administrative Assistant has been included in the Municipal Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Kathleen Schuster is hereby appointed as a part-time Payroll Clerk/Administrative Assistant for the Borough of Highlands with a work schedule not to exceed fifteen (15) hours per week, at a yearly salary of \$12,000.00, effective February 9, 2020.

**Highlands Borough Mayor & Council Meeting Minutes  
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	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN	X		X			
VALKOS		X	X			
BROULLON			X			

R 20 067  
This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-068**

**A Resolution Amending the Schedule for Meetings of the Mayor and Council  
of the Borough of Highlands for the Calendar Year 2020**

**WHEREAS** N.J.S.A. 10:4-18 provides for "ANNUAL NOTICE" which means 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, telephoned, telegraphed or hand delivered 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 Workshop Meetings of the Borough Council will begin at 6:00pm or 6:30pm and Regular Meetings of the Borough Council will be held at 8:00pm during the year 2020, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands New Jersey 07732 on the following dates:

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

<b><i>Workshop/Regular Meetings</i></b>	<b><i>Regular Meetings</i></b>
	January 15 <sup>th</sup>
February 5 <sup>th</sup>	February 19 <sup>th</sup>
March 4 <sup>th</sup>	March 18 <sup>th</sup>
April 1 <sup>st</sup>	April 15 <sup>th</sup>
May 6 <sup>th</sup>	May 20 <sup>th</sup>
June 3 <sup>rd</sup>	June 17 <sup>th</sup>
July 15 <sup>th</sup>	
August 19 <sup>th</sup>	
September 2 <sup>nd</sup>	September 16 <sup>th</sup>
October 7 <sup>th</sup>	<b>October 21<sup>st</sup></b>
<b>November 12<sup>th</sup></b>	
December 2 <sup>nd</sup>	December 16 <sup>th</sup>

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

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will begin at 6:30pm, 7:00pm, or 7:30pm during the year 2020. 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, Workshop 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 2021 shall be held at 12:00 noon on January 1, 2021 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.”

	INTRODUC	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN		X	X			
VALKOS			X			
BROULLON	X		X			

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-069**

**A Resolution Authorizing the Execution of a Shared Services Agreement between the  
Borough of Highlands and the County of Monmouth through the Monmouth County  
Sheriff's Office, Communications Division**

**WHEREAS**, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1 et. seq.) authorizes local units such as this Municipality to enter into Shared Services Agreements with other local units; and

**WHEREAS**, the Borough of Highlands and the County of Monmouth through the Monmouth County Sheriff's Office, Communications Division wish to enter into a Shared Services Agreement for the County to serve as the Public Safety Answering Point (“PSAP”) for the Borough to provide direct emergency dispatch services for police, fire and emergency medical services; and

**WHEREAS**, the County shall provide said services for a three (3) year period commencing January 1, 2020, or as soon thereafter as the services begin, through December 31, 2022; and

**WHEREAS**, the Borough of Highlands and the County of Monmouth have reached an agreement for which the cost to provide such services to the Borough of Highlands for 2020 shall be \$14,375.00 and such annual fee shall increase by 1.5% for the 2<sup>nd</sup> year and 1% for the 3<sup>rd</sup> year of the Agreement; and

**WHEREAS**, it is in the best interest of the Borough of Highlands to enter into the aforesaid Shared Services Agreement with the County of Monmouth for the direct emergency dispatch services for police, fire and emergency medical services; and

**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands:

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I hereby certify that funds are available as follows:

\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Highlands hereby authorizes the Mayor and Borough Clerk to execute the attached Shared Services Agreement with the County of Monmouth.

**BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this Resolution, along with the executed Shared Services Agreement to the following:

1. Thomas A. Arnone, Freeholder Director
2. Marion, Masnick, Clerk, Board of Chosen Freeholders
3. Patrick DeBlasio, Chief Financial Officer, Borough of Highlands.
4. Elizabeth Perez, Monmouth County Shared Services.
5. NJ Department of Local Government Services.

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

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

Highlands Borough Mayor & Council Meeting Minutes  
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BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-070

A Resolution Amending Resolution R 20 058 to Authorize Participation  
Under the SHBP and/or SEHBP

HB-6077-0619



State Health Benefits Program (SHBP)  
School Employees' Health Benefits Program (SEHBP)  
**RESOLUTION**

**A Resolution to Authorize Participation Under the SHBP and/or SEHBP.**

BE IT RESOLVED:

BOROUGH OF HIGHLANDS

1. The \_\_\_\_\_  
Corporate Name of Employer \_\_\_\_\_ SHBP/SEHBP Employer Location Number  
hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
    2. a.  We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
    - b.  We will be maintaining \_\_\_\_\_  
Name of Plan as our Prescription Drug Plan.<sup>1</sup> This plan is comparable in design to the State Employee Prescription Drug Plan.
    - c.  We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
  3. a.  We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
  - b.  We will be maintaining \_\_\_\_\_  
Name of Plan as our dental plan.<sup>1</sup>
  - c.  We will not have a dental plan.
4. We elect 30<sup>2</sup> hours per week (average) as the minimum requirement for full-time status in accordance with N.J.A.C. 17:9-4.6.
  5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
  6. We hereby appoint KIMBERLY GONZALES  
Name/Title to act as Certifying Officer in the administration of this program.

**Note:** An individual is permitted coverage as an employee, retiree, or dependent. Multiple coverage under the SHBP or SEHBP is prohibited.

<sup>1</sup> If not electing prescription drug coverage and/or dental plan participation through the SHBP or SEHBP, attach copies of the current prescription drug and dental plan contracts.

<sup>2</sup> May not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

Please complete page 2 of this form.

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HB-0077-0019



State Health Benefits Program (SHBP)  
School Employees' Health Benefits Program (SEHBP)  
**RESOLUTION**

Continued from page 1.

7. This resolution shall take effect immediately and coverage shall be effective as of 05 01 2020 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

BOROUGH OF HIGHLANDS 02 / 05 / 2020  
Corporate Name of Employer mm / dd / yyyy

42 SHORE DRIVE HIGHLANDS NJ 07732  
Street Address City State Zip Code

732 872 1224  
Area Code Telephone Number

\_\_\_\_\_  
Signature Official Title

\_\_\_\_\_  
Number of Employees Employer's State Employer Identification Number (EIN)

**Mail Completed Resolution to:** New Jersey Division of Pensions & Benefits  
Health Benefits Bureau  
P.O. Box 299  
Trenton, NJ 08625-0299

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

R 20 070

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

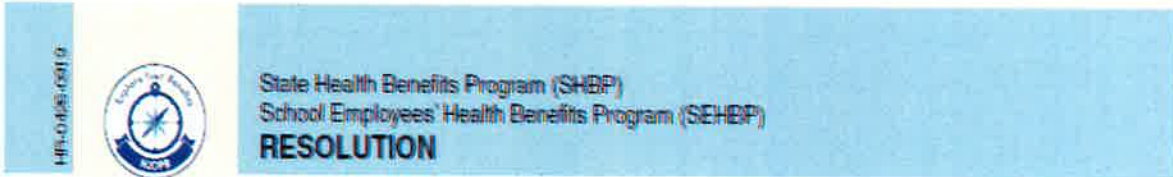
AS AMENDED

NOTE: The effective date was verbally amended to May 1, 2020



**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, February 5, 2020 – Meeting Minutes**

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-071**



**A Resolution to Adopt the Provisions of Chapter 48 (N.J.S.A. 52:14.17.38) Under Which a Public Employer May Agree to Pay for the SHBP and/or SEHBP Coverage of Certain Retirees.**

BE IT RESOLVED:

1. The BOROUGH OF HIGHLANDS Corporate Name of Employer 01 SHBP/SEHBP Employer Location Number 129 Year 2020 hereby elects to adopt the provisions of N.J.S.A. 52:14-17.38 and adhere to the rules and regulations promulgated by the State Health Benefits Commission and School Employees' Health Benefits Commission to implement the provisions of that law.
2. This resolution affects employees as shown on the attached Chapter 48 Resolution Addendum. It is effective on the 1st day of MAY Month, 2020 Year.
3. We are aware that adoption of this resolution does not free us of the obligation to pay for post-retirement medical benefits of retirees or employees who qualified for those payments under any Chapter 88 Resolution or Chapter 48 Resolution adopted previously by this governing body.
4. We agree that this resolution will remain in effect until properly amended or revoked with the SHBP and/or SEHBP. We recognize that while we participate with the SHBP and/or SEHBP, we are responsible for providing the payment for post-retirement medical coverage as listed in the attached Chapter 48 Resolution Addendum for all employees who qualify for this coverage while this resolution is in force.
5. We understand that we are required to provide the New Jersey Division of Pensions & Benefits (NJDPB) complete copies of all contracts, ordinances, and resolutions that detail post-retirement medical payment obligations we undertake. We also recognize that we may be required to provide the NJDPB with information needed to carry out the terms of this resolution.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

BOROUGH OF HIGHLANDS Corporate Name of Employer 01 Year 129 Year 2020

42 SHORE DRIVE Street Address HIGHLANDS City NJ State 07701 Zip Code

732 Area Code 972 1224 Telephone Number

Kim Gonzales Signature ADMINISTRATOR Official Title

50 Number of Employees 216000720 Employer's State Employer Identification Number (EIN)

Mail Completed Resolution to: **New Jersey Division of Pensions & Benefits  
Health Benefits Bureau  
P.O. Box 299  
Trenton, NJ 08625-0299**

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State Health Benefits Program (SHBP) and  
 School Employees' Health Benefits Program (SEHBP)  
**CHAPTER 48 RESOLUTION ADDENDUM**

Please read instructions on reverse side before completing this form.

Effective Date of Resolution:      mm /      dd /      yyyy Form to be used for: Medical  Dental  Both

Employer Name: **BOROUGH OF HIGHLANDS**

Corporate Name of Employer: SHBP/SEHBP Employee Location Number

CLASS OF EMPLOYEES Examples: police officers school workers barbering unit (PBA, CWA, UFCW, or individual(s))	If Benefits do Not Apply to Current Retirees, Ovip Election Date		If Benefits Apply to Current Retirees		Premium Payment for All Spouses		Medical Reimbursement		Premium Payment Dependents		Premium Payment Business		Premium Payment Dependents		Premium Payment Business		If Benefits do Not Apply to Current Retirees, Ovip Election Date		
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	
PBA																			
CWA																			
UFCW																			
ADMINISTRATIVE																			

Note: An age requirement is not fulfilled on Option 1 or 2; Option 3 and 4 already have an age requirement.

Title: Resolution Submitted: \_\_\_\_\_ Name of Council Member: \_\_\_\_\_ Age: \_\_\_\_\_ Case and Response Number: \_\_\_\_\_

MOTION TO TABLE UNTIL FEBRUARY 19, 2020

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

R 20 071  
 This is true account of the action of the  
 Governing Body on February 5, 2020  
 Matthew Conlon, RMC, Municipal Clerk

Highlands Borough Mayor & Council Meeting Minutes  
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BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

Resolution 20-072

**A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services for Improvements to the North Street Pump Station**

**WHEREAS**, the Borough of Highlands has a need for professional land surveying services in connection with improvements to the North Street Pump Station, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated January 28, 2020, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said Proposal includes the following: Surveying and Base Map Services, Design Phase Services, Permit Phase Services and Emergency Contract Coordination Phase Services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$53,100.00, consisting of the following:

• Survey and Base Map Services	\$ 4,800.00
• Design Phase Services	\$32,600.00
• Permit Phase Services	\$ 4,400.00
• Emergency Contract Coordination Phase Services	<u>\$11,300.00</u>
Total	\$53,100.00

; and

**WHEREAS**, such professional land surveying services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed land surveying services in connection with improvements to the North Street Pump Station as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$53,100.00 for professional land surveying and engineering services as stated in CME Associates' proposal dated January 28, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that it 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 CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

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Account Number: C 04 13 120 000 555      Amount: \$53,100.00

**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 Council of the Borough of Highlands as follows:

1. CME Associates is hereby retained to provide professional land surveying services in connection with improvements to the North Street Pump Station as described above in their proposal dated January 28, 2020, for an amount not to exceed \$53,100.00.
2. 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). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

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

R 20 072  
This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-073**

**A Resolution Approving an Updated Emergency Operations Plan**

**WHEREAS**, P.L. 1989, c. 222 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State; and

**WHEREAS**, an Emergency Operations Plan will allow the Borough of Highlands (“the Borough”) in correlation with its Office of Emergency Management to better prepare and manage jurisdiction-wide emergencies; and

**WHEREAS**, the Borough must submit an Emergency Operations Plan through the County Office of Emergency management to the State Office of Emergency Management for recertification every four (4) years; and

**WHEREAS**, the Borough is due to and required to recertify the plan for the year 2020;

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**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands in the County of Monmouth, State of New Jersey that it hereby authorizes and adopts a revised Municipal Emergency Operations Plan attached hereto and made part hereof.

**BE IT FURTHER RESOLVED** that the Municipal Clerk is hereby authorized and directed to send a certified true copy of this Resolution to the Monmouth County Office of Emergency Management Coordinator.

**MOTION TO TABLE TO FEBRUARY 19TH**

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

R 20 073

This is true account of the action of the Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-074**

**A Resolution Commemorating the Centennial of the Ratification of the 19<sup>th</sup> Amendment**

**WHEREAS**, the year Two Thousand and Twenty marks the 100<sup>th</sup> Anniversary of the ratification of the 19<sup>th</sup> Amendment of the United States Constitution; and

**WHEREAS**, women fought for the right to vote for more than a century and persevered in the face of resistance; and

**WHEREAS**, many New Jersey women advocated for the right to vote; and

**WHEREAS**, Monmouth County was the home to many suffragists both male and female, and suffrage rallies and events occurred within Monmouth County's borders; and

**WHEREAS**, February 9, 2020 will mark the centennial of the New Jersey ratification of the 19<sup>th</sup> Amendment; and

**WHEREAS**, August 26, 2020 will mark the nationwide centennial of the 19<sup>th</sup> Amendment officially becoming part of the United States Constitution, after the required number of states had ratified; and

**WHEREAS**, daughters, granddaughters, and great-granddaughters of the women who fought so hard to vote have been making their voices heard at the polls for nearly 100 years; and

**WHEREAS**, women are running for office and currently in elected office in large numbers in Monmouth County, follow in the footsteps of these great suffragists; and

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**WHEREAS**, there are currently over 200,000 women registered to vote in Monmouth County, New Jersey; and

**WHEREAS**, all government entities on the local, state and national level should commemorate and recognize this historic milestone and reaffirm its commitment to empowering and uplifting the voices of women.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Highlands, County of Monmouth, State of New Jersey, do hereby celebrate and recognize the 100<sup>th</sup> Anniversary of the passage and ratification of the 19<sup>th</sup> Amendment to the United States Constitution providing for women’s suffrage; and

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Borough of Highlands honor the role of the ratification of the 19<sup>th</sup> Amendment in promoting the core values of our democracy as set forth in the Constitution of the United States; and

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Borough of Highlands reaffirm our desire to continue strengthening democratic participation and to inspire future generations to cherish and preserve the historic precedent established by the 19<sup>th</sup> Amendment.

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

R 20 074

This is true account of the action of the Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-075**

**A Resolution Authorizing the Borough’s Participation in the Clean Ocean Action 35<sup>th</sup>  
Annual Spring and Fall Beach Sweeps**

**WHEREAS**, the 35<sup>th</sup> Annual Spring and Fall Beach Sweeps will take place on Saturday, April 25, 2020 from 9:00 a.m. to 12:30 p.m. and Saturday October 24, 2020 from 9:00 a.m. to 12:30 p.m.; and

**WHEREAS**, the Beach Sweeps program originated in 1985 with 72 volunteers at one location – Sandy Hook and thanks to many, the Beach Sweeps has expanded to 70 locations, including the Borough of Highlands by welcoming thousands of volunteers to participate; and

**WHEREAS**, the Borough’s participation is an integral component for the success of this program as the data collected turns a one-day event into a legacy of information to combat litter and other sources of pollution by identifying and monitoring trends; and

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**WHEREAS**, the information within the Beach Sweeps Report helps find solutions to keep beaches clean and healthy for citizens and marine life and to help create federal, state and local programs and laws to reduce litter in the environment; and

**WHEREAS**, the success of the Beach Sweeps program illustrates the public’s support for a clean ocean as well as the power of citizen action and the ultimate goal of the program is to have naturally clean beaches.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Highlands governing body that it hereby authorizes the Borough’s participation in the 35<sup>th</sup> Annual Spring and Fall Beach Sweeps Program on Saturday, April 25, 2020 from 9:00 a.m. to 12:30 p.m. as well as October 24, 2020 from 9:00a.m. to 12:30p.m.

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

R 20 075

This is true account of the action of the  
Governing Body on February 5, 2020  
Matthew Conlon, RMC, Municipal Clerk

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-076**

**A Resolution Certifying Completion of Improvements Pursuant to Contract for the  
Construction of Restrooms and Related Facilities at Snug Harbor Beach and the  
Community Center**

**WHEREAS**, pursuant to Ordinance 17-03, the Borough of Highlands provided for various capital improvements including improvements to Snug Harbor Beach.

**WHEREAS**, the Borough of Highlands received a grant from Monmouth County for \$150,000 for such improvements.

**WHEREAS**, pursuant to Resolution 17-091, the Borough of Highlands awarded a contract for the construction of restrooms and related facilities at Snug Harbor Beach and the Community Center as a non-fair and open contract to Magic Touch Construction; and

**WHEREAS**, the total cost to the Borough for all improvements at Snug Harbor Beach and the Community Center is \$58,958.53; and

**WHEREAS**, the project has been completed and the Borough Engineer recommends a certification of completeness at this time.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Borough certifies that the construction of restrooms and related facilities at Snug Harbor Beach and the Community Center is hereby complete.

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

R 20 076

This is true account of the action of the  
 Governing Body on February 5, 2020  
 Matthew Conlon, RMC, Municipal Clerk

**Council Reports**

**Communications Committee**

Councilman Valkos indicated that the calendar would be out soon and the committee was still reviewing the website for review

**Green Team**

Councilman Valkos indicated there was an effort to create a regional Green Team

**Open Space Committee**

Councilwoman Mazzola reported that the committee agreed to update the 2008 Open Space Plan. She indicated part of the reason to update the plan is that failure to update it will not allow the Borough to participate in certain grants without an updated plan.

Council President Ryan wished the Borough Administrator a happy birthday.

**Public Portion**

Kim Skorka of Shore Drive asked whether the community center was still being rented. Mayor Broullon indicated this was under discussion. Ms. Skorka also indicated that parking meters would drive business to Atlantic Highlands. Ms. Skorka indicated that she would like to see increased compliance with traffic control in the Borough.

Katie Reed of Snug Harbor Avenue again inquired about community center rentals. Mayor Broullon indicated the matter was under consideration. Ms. Reed indicated that the rentals have generated a number of great events. Ms. Reed indicated that she had contacted the center and was informed that it was not available for rental.

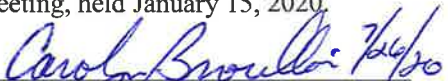
Claudette D`Ariggo of Seadrift Avenue made a statement with regard to a facebook postings of CME making donations to the HBP and asked whether Councilman Braswell will recuse himself from future engineering decisions as HBP is a tenant in his building. Councilman Braswell indicated it was not a conflict of interest and he would not be recusing himself. Ms. D`Ariggo asked if she could OPRA a Borough legal bill. Attorney Chabarek indicated that she could with redactions.

Mayor Broullon Motioned to Adjourn

Council President Ryan Seconded the motion. All were in favor.

Council Adjourned at 8:55 pm.

I, Matthew Conlon, RMC, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 15, 2020.

Approve:   
 Carolyn Broullon, Mayor

Attest   
 Matthew Conlon, RMC, Borough Clerk