

**Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands May 6, 2020– Meeting Minutes**

This meeting of May 6, 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 January 1, 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.

Special notice regarding conduct of borough of highlands council meetings – excluding general public from meetings members of the public may access the public portion of the May 6, 2020 meeting by telephone conference by dialing in to 732-410-2300 and entering participant code 158311. The workshop will begin at 6:30 p.m., the open public meeting at 8 p.m. or upon the conclusion of executive session.

Please be advised that due to the current state of emergency and public health emergency declared by governor Phil Murphy pursuant to executive order and in an effort to prevent further spread of covid-19, the general public will be excluded from borough council meetings until further notice. The public will be able to participate in all borough council meetings by telephone bridge. A link for the livestream and call in number will be posted on the borough website, www.highlandsborough.org. Members of the public will be able to give public comment during relevant portions of the meeting.

WORKSHOP MEETING 6:30PM

Call to Order

Flag Salute

Roll Call

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

Also in attendance were Administrator Kim Gonzales, Borough Attorneys Brian Chabarek, Esq. and Andrew Ball, Esq., Borough Engineer Douglas Rohrmeyer, P.E., Municipal Clerk Matthew Conlon

The Township Clerk read the public meetings statement.

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ECONOMIC DEVELOPMENT REPORT

Cliff Moore Updated the Borough Council on Shadowlawn and noted there will be some progress in the next few weeks. Mr. Moore also updated the Council on the Bay Avenue properties, discussed upcoming Borough events, and the “Take Out Initiative” list. Mr. Moore informed the Council of a new Executive Order by Governor Murphy regarding the COVID 19 Liquor License Extension of Premise Permits.

EXECUTIVE SESSION 7:00PM

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: - MON-L-1838-19
2. Contract Negotiations: -Safe Routes To School
3. Purchase, Lease or Sale of Real Estate: -NONE
4. Matters of Personnel: -NONE 5. Attorney/Client Privilege: -Captain’s Cove 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.

Councilmember Braswell motioned to adjourn to Executive Session, seconded by Mayor Broullon. Motion was carried to move to executive session.

REGULAR MEETING 8:00PM

Roll Call

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

RESOLUTION 20-124

**A Resolution Authorizing the Award of a Non-Fair and Open Contract
for Grant Writing Services in Connection with the NJDCA
Local Efficiency Achievement Program (LEAP) Grant Application**

WHEREAS, the Borough of Highlands has a need for a professional to prepare a grant application in connection with the LEAP program, pursuant to the terms of N.J.S.A. 19:44A-20.5; and

WHEREAS, a draft feasibility study, entitled “A Feasibility Study on the Creation of an All Purpose PK-12 Regional School District with Sea Bright, Atlantic Highlands, and Highlands” was prepared by Statistical Forecasting LLC, David Hespe, Porzio Compliance Services, James L. Kirtland, CPA, and David Corso; and

WHEREAS, the Boroughs of Highlands, Atlantic Highlands, and Sea Bright intend to submit a joint grant application for an Implementation Grant to potentially recoup the costs associated with the feasibility study; and

WHEREAS, Maser Consulting has set forth its proposed services in a written proposal dated April 24, 2020, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the contract with Maser Consulting will be split equally between the Borough of Highlands, Atlantic Highlands and Sea Bright in the amount of \$1,650.00 each, totaling \$4,950.00; and

WHEREAS, the contract with Maser Consulting will consist of:

Grant Application	\$4,450.00.
Reimbursables (Estimated)	<u>\$ 500.00</u>
	\$4,950.00

; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Maser Consulting, 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Maser Consulting for the above services; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$1,650.00 for the services as stated in Maser Consulting’s proposal dated April 24, 2020; and

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

WHEREAS, Maser Consulting 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:

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WHEREAS, in accordance with the declaration and pursuant to N.J.S.A. 40A:11-6 et. seq., Maser Consulting has recommended the aforesaid emergency repair of the slippage and slope instability on Bayside Drive be awarded to Precise Construction, Inc. which submitted the lowest quote of \$141,700.00; and

WHEREAS, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:



Patrick DeBlasio, Chief Financial Officer

Account: -c-04-12-120-000-555

Amount: Not to Exceed \$141,700.00

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that the Contract for the aforesaid emergency repair of the slippage and slope instability on Bayside Drive, is hereby authorized and ratified to Precise Construction, Inc. in an amount not to exceed \$141,700.00.

BE IT FURTHER RESOLVED, that the Borough Officials, including but not limited to, the Borough Administrator, are hereby authorized to execute said emergency contract, as well as any and all documents required to effectuate the same.

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

Resolution 20-126

A Resolution Extending the Property Tax Payment Grace Period

WHEREAS, pursuant to N.J.S.A. 54:4-66 and -67, the nonpayment of property taxes by May 11, 2020 shall result in interest being charged at a rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable until the date that actual payment to the tax collector is made; and

WHEREAS, Governor Murphy has issued Executive Order No. 130 permitting municipalities to extend the property tax payment grace period due to the COVID-19 crisis; and

WHEREAS, the governing body of the Borough of Highlands wishes to extend the property tax payment grace period for the payment of quarterly taxes due on May 1, 2020 until June 1, 2020 in accordance with Executive Order No. 130; and

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Highlands hereby extends the property tax payment grace period until June 1, 2020.

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\$100,677.32 issued by United States Fire Insurance Company.

BE IT FURTHER RESOLVED, that any lien claims filed more than sixty (60) days after the adoption of the Resolution shall be ineffective pursuant to N.J.S.A. 2A:44-132.

BE IT FURTHER RESOLVED, that upon expiration of said sixty (60) day period, if no lien claim notices have been filed, the Borough of Highlands shall release the Performance Bond issued by United States Fire Insurance Company in the amount of \$697,671.00.

BE IT FURTHER RESOLVED, that upon expiration of said sixty (60) day period, if no lien claim notices have been filed, a voucher authorizing final payment of any sums due to the Contractor may be listed upon the bill list for action.

BE IT FURTHER RESOLVED, that a certified copy of the within Resolution be forwarded to the Chief Financial Officer, the Project Engineer, Purchasing Agent and James R. Ientile, Inc.

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

OTHER BUSINESS:

Food Trucks: The Township Administrator Kim Gonzales discussed food truck operation requirements during this COVID 19 Pandemic. One restaurant in the Borough has asked to run a food truck business in the parking lot of their establishment. The Administrator discussed the impact of the new regulations and how the borough would handle the inspections.

PUBLIC COMMENTS:

None

ADJOURN:

Upon motion by Mayor Broullon, seconded by Ken Braswell, motion carries to adjourn at 8:33PM.

Roll Call:

Aye: Braswell, Mazzola, Valkos, Ryan, Mayor Broullon
Nay: None

Approve: 
Carolyn Broullon

Attest 
Michelle Hutchinson, Acting Borough Clerk