

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Meeting Location: Robert D. Wilson Memorial Community Center, 22 Snug Harbor Ave., Highlands

Mayor Nolan called the meeting to order at 7:13 p.m.

Mrs. Cummins read through the following statement: As per requirement of P.L. 1975, Chapter 231. Notice is hereby given that this is a Regular Meeting of the Mayor & Council of the Borough of Highlands and all requirements have been met. Notice has been transmitted to the Asbury Park Press and the Two River Times. Notice has been posted on the public bulletin board.

ROLL CALL:

Present: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan

Absent: None

Also Present: Carolyn Cummins, Borough Clerk

Patrick DeBlasio, Tax Collector

Brian Chabarek, Borough Attorney

Executive Session Resolution

Mayor Nolan offered the following Resolution and moved its adoption:

**RESOLUTION
EXECUTIVE SESSION**

BE IT RESOLVED that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

1. Litigation:

**2. Contract: Professional Architectural Services – Review RFP's
Grant Writer – Review RFP's & Schedule Interviews for May 18th
Sewer Easement Tax Agreement**

3. Real Estate:

4. Personnel Matters: Borough Administrator Position

5. Investigation:

**6. Attorney-Client Privilege: Property Assessment Demo Program
Tilt-Up Update
Municipal Service Agreement
Relocation of Bldg. Dept.
W/S Lines for Trailers
Dogs in Park Ordinance
Summer Kick Off Event
Holly Street Vacation Request**

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; and

BE IT FURTHER RESOLVED that no portion of this meeting shall be electronically recorded unless otherwise stated; and

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

1. Any matter which, by express provision of Federal Law, State statute or rule of court shall be rendered confidential or excluded from public discussion. Rendered confidential by Federal law or that if disclosed would impair receipt of Federal funds.
2. Any matter in which the release of information would impair a right to receive funds from the federal government.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

3. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
4. Any collective bargaining agreement, or the terms and the conditions of which are proposed for inclusion in any collecting bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.
5. Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investments of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.
6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of law
7. **Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.**
8. **Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124, NJ 478 (1991).**
9. Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

BE IT FURTHER RESOLVED that action may be taken after the executive session.

Seconded by Mr. Card and adopted on the following roll call vote:

ROLL CALL:

AYES: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan

NAYS: None

ABSENT: None

ABSTAIN: None

The Governing Body then entered into Executive Session.

Mayor Nolan called the Regular Meeting to order at 8:10 p.m.

Mayor Nolan asked all to stand for the Pledge of Allegiance.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

ROLL CALL:

AYES: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan
NAYS: None
ABSENT: Mr. Card
ABSTAIN: None

Proclamation – Lenore Kingsmore for Outstanding Achievement:

Mayor Nolan spoke highly of Principal Lenore Kingsmore and some of her accomplishments. He then read the proclamation.

Outstanding Achievement

It is a great pleasure to recognize Principal Lenore Kingsmore and honor her outstanding achievement for being chosen as the NJ Visionary & NASSP/MetLife Principal of the year.

Her commitment to attain excellence and success demonstrates her standing as an administrator, educator and role-model for the students of Henry Hudson Regional School as well as the residents of the entire Tri-District.

Principal Kingsmore is representing not just HHRS but the entire state of New Jersey as she will now be included as a finalist in the National Principal of the Year Award along with the principals of the other 49 states.

On behalf of the Highlands Governing Body; I, Mayor Frank L. Nolan do hereby congratulate Principal Kingsmore, our own NJ Principal of the Year and declare May 4th 2016 as Principal Lenore Kingsmore Day.

Frank L Nolan, Mayor

Dr. Compton accepted the proclamation on behalf of Lenore Kingsmore.

Public Comment Period on Consent Agenda Resolutions Only:

Mayor Nolan opened the public comment period.

Kim Skorka of 315 Shore Drive questioned R-16-113. She asked if these are the ones that were to be disposed of last year.

Mayor Nolan responded no and that we will be reutilizing a vehicle and disposing of the rest. He further explained that the list for disposal will be updated in June.

Kim Skorka questioned the vacuum purchase on the payment of bills and how many do we need.

Mayor Nolan said Mr. Hill will address it at the next meeting.

Kim Skorka asked if we can get less expensive vendors on approved lists.

Mr. DeBlasio explained that any vendor can get on the list. They need a NJ Registration.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Andrew Stockton of 31 Grand Tour asked if the town is desperate for money.

Mayor Nolan replied that we are at our limits with spending and bonding.

There were no further questions.

Mayor Nolan closed the public portion.

Consent Agenda:

Mayor Nolan asked if anyone had any items they would like to remove.

**R-16-111
RESOLUTION APPROVING CHANGE ORDER #4
DEFINO CONTRACTING COMPANY
DECREASE
BAY AVENUE AND SHORE DRIVE STREETSCAPE IMPROVEMENTS PROJECT**

WHEREAS, Resolution R-15-159 was adopted on July 23, 2015 awarding a contract to DeFino Contracting Company for the Bay Ave and Shore Drive Streetscape Project as follows:

R-15-159	July 23, 2015	\$1,273,000.00
R-15-229	December 2, 2015	\$ 23.00 – Increase
R-16-60	February 3, 2016	\$ 19.00
R-16-83	March 2, 2016	\$ -114.00 – Decrease
R-16-81	March 2, 2016	\$ 0.00

WHEREAS, change order # 4 dated April 18, 2016 prepared by T & M Associates, professional engineers, sets forth reasons for said change order (Reductions Items 17, 22 and have been reduced to reflect the current as-built quantities and Extra which results in a reduction amount of \$127.00.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands that change order #4 changing the original contract amount by a decrease \$127.000 is hereby authorized for the Bay Avenue and Shore Drive Streetscape Project. The total contract amount is hereby amended to \$1,272,782.00.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA	X		YES		NO	

**R-16-112
RESOLUTION APPROVING CHANGE ORDER #3
LUCAS CONSTRUCTION GROUP
-\$4.90 DECREASE
SHREWSBURY AVE & NORTH STREET ROADWAY IMPROVEMENTS PROJECT**

WHEREAS, Resolution R-15-231 was adopted on December 2, 2015 awarding a contract to Lucas Construction Group for the Shrewsbury Ave & North Street Roadway Improvements Project for the amount of \$859,232.50; and

Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016

R-16-231 December 2, 2015 \$859,232.50 Original Contract
R-16-95 April 6, 2016 -\$2.50 Change Orders 1 & 2

WHEREAS, change order #3 dated April 27, 2016 prepared by T & M Associates sets forth reasons for said change order (reduced to reflect current as-built quantity).

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands that change order #3 is hereby approved changing the original contract amount by - \$4.90 is hereby authorized for the Shrewsbury Ave &North Street Roadway Improvements Project. The contract amount is hereby amended to \$859,225.10.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA			X	YES	NO	

R-16-113
RESOLUTION AUTHORIZING DISPOSAL OF
BOROUGH EQUIPMENT

WHEREAS, the DPW and the Borough Administrator have determined that the Borough of Highlands have vehicles in our inventory which are in disrepair or do not operate and are of no use; and

WHEREAS, the following vehicles may be disposed of, salvaged, or auctioned off as allowable under the law:

1. 2000 Ford F-350 Pick Up (17-43) VIN#FTWF33P04ED36209
2. 2004 Ford Truck (17-42 – modified flatbed) VIN#1FDXF47PX4ED34550

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the above listed equipment will be disposed of, salvaged or auctioned off as stated.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA			X	YES	NO	

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016
R-16-114
RESOLUTION AUTHORIZING THE APPLICATION
FOR THE
2016 SUMMER FOOD PROGRAM**

WHEREAS, the Mayor and Council of the Borough of Highlands have reviewed the material received from the State of New Jersey regarding the 2016 Summer Food Service Program; and

WHEREAS, the Mayor and Council of the Borough of Highlands agree that the Borough’s participation in the Summer Food Program will be of benefit to the Borough and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the Mayor, Borough Administrator, and Recreation Assistant are hereby authorized to make application to the State of New Jersey for the 2016 Summer Food Program in the anticipated amount of **\$11,079.09**

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA X YES NO						

**R-16-115
RESOLUTION APPROVING DISABLED PARKING SPACE**

WHEREAS, an application for a Disabled Parking Designation was submitted to the Highlands Police Department by Carl Tezlaf of 46 Cornwall Street ; and

WHEREAS, the Chief of Police has reviewed the application and recommends the approval of said Disabled Parking Designation;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the application for Disabled Parking Designation for the following is hereby approved:

- 1. Carl Tezlaf. – 46 Cornwall Street
Location: on Cornwall Street going toward Bay Avenue, 16 feet west of Pole #BT40053HB– Placard #P844886.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA X YES NO						

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

**R-16-116
RESOLUTION
APPROVING RAFFLE LICENSE APPLICATION**

WHEREAS, the Highlands Business Partnership has submitted Raffle License Applications No. RA1317-16-07 for a drawing to be held on June 26, 2016, RA#1317-16-08 and RA1317-16-11 for a drawing to be held on August 7, 2016; and

WHEREAS, the Highlands Elementary School PTO has submitted Raffle License Applications RA1317-16-09 and RA1317-16-10 for drawings to be held on May 20, 2016; and

WHEREAS, all paperwork appears to be in order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands does hereby approve Raffle License Applications RA#1317-16-07, RA#1317-16-08, RA1317-16-09, RA1317-16-10and RA1317-16-11 and the Borough Clerk is authorized to sign off on licenses.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA			X	YES	NO	

**RECAP OF PAYMENT OF BILLS
05/04/2016**

CURRENT:		\$	1,245,639.92
Payroll	(04/15/2016)	\$	120,984.87
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	73,265.51
Payroll	(04/15/2016)	\$	3,734.66
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	50,377.30
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	103,641.25
Payroll	(04/15/2016)	\$	10,112.50

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Manual Checks	\$
Voided Checks	\$

UNEMPLOYMENT ACCT-MANUALS \$

DOG FUND \$

GRANT FUND		\$	28,073.86
Payroll	(04/15/2016)	\$	1,091.33
Manual Checks		\$	
Voided Checks		\$	

DEVELOPER’S TRUST	\$
Manual Checks	\$
Voided Checks	\$

**THE COMPLETE PAYMENT OF BILLS IS AVAILABLE IN
THE CLERK’S OFFICE FOR ANYONE THAT WISHES TO REVIEW THE LIST.**

SUPPLEMENTAL BILL LIST

Lucas Construction	Shrewsbury Ave & North Street Roadway Project	\$332,538.60
--------------------	---	--------------

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON			X			
CARD						X
D’ARRIGO			X			
WELLS		X	X			
NOLAN	X		X			
ON CONSENT AGENDA X YES NO						

Minutes Approved on Consent Agenda:

Mayor Nolan offered a motion to approve the April 6th, 2016 Executive and Regular minutes for approval, seconded by Mrs. Wells and all were in favor on the following roll call vote:

ROLL CALL:

AYES: **Ms. Broullon, Ms. D’Arrigo, Mrs. Wells, Mayor Nolan**
NAYES: **None**
ABSTAIN: **None**
ABSENT: **Mr. Card**

Other Resolutions:

R-16-110 – Resolution Amending Temporary Budget:

Mrs. Cummins read the title of Resolution R-16-110.

Mr. DeBlasio explained that this is that this allows us to keep the borough functioning until we adopt the fiscal budget. This is just a temporary spending plan. There are some changes to the budget.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mayor Nolan asked if anyone in the public had questions for the CFO.

Joanne Olszewski of 27 Grand Tour questioned why we are amending the budget at this point of the year.

Mr. DeBlasio explained that the budget runs from January 1st to December 31st. We are waiting now for the State to give approval on how much money they will be giving us in grants.

Mayor Nolan closed public portion.

Mrs. Wells added that the finance committee did a great job along with Mr. DeBlasio.

**R-16-110
AUTHORIZING AMENDMENT TO THE 2016 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 2016;

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, 2016 and the adoption of the Local Budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the fiscal Year 2016:

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
20-100	Administration	\$ 27,000.00	\$ 1,000.00
20-110	Mayor and Council	0.00	16,500.00
20-120	Municipal Clerk	17,000.00	9,000.00
20-130	Finance	31,000.00	5,000.00
20-135	Annual Audit		0.00
20-145	Tax Collection	15,500.00	2,500.00
20-150	Assessment of Taxes	6,000.00	10,000.00
20-152	Central Services	8,000.00	8,000.00
20-155	Legal Services and Costs		70,000.00
20-165	Engineering Services & Costs		60,000.00
21-180	Planning Board	0.00	5,000.00
21-185	Zoning Board of Adjustment	0.00	5,000.00
21-190	Affordable Housing	0.00	0.00
22-195	Construction Official	33,000.00	0.00
22-200	Code Enforcement	20,000.00	1,000.00
22-201	Code Substandard Housing		8,000.00
23-210	Insurance-Other		5,000.00
23-215	Workers Compensation Insurance		0.00
23-220	Medical-Surgical Insurance		0.00
23-230	Unemployment Compensation		0.00
25-240	Police	500,000.00	35,000.00
25-250	Police Dispatch	42,000.00	500.00
25-251	911 Telecommunications		3,500.00
25-252	Emergency Management	1,000.00	5,000.00
25-260	First Aid Contribution		7,500.00
25-262	PEOSHA		1,000.00
25-263	Fire Department		15,000.00
25-265	Uniform Fire Safety	7,000.00	1,000.00

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

25-275	Municipal Prosecutor	5,000.00	
26-290	Streets & Roads	57,000.00	12,500.00
26-292	Snow Removal	0.00	0.00
26-294	Stormwater Management		17,500.00
26-300	Mechanical Garage		2,000.00
26-305	Sanitation	1,000.00	10,000.00
26-306	Sanitation-Contractual		55,000.00
26-308	Recycling Tax		0.00
26-309	Monmouth County Reclamation		50,000.00
26-310	Public Building & Grounds	10,000.00	25,000.00
26-312	Shade Tree Commission		300.00
26-325	Condo Services Act		7,000.00
27-335	Environmental Health		300.00
27-337	Monmouth County Regional Health		20,750.00
27-340	Dog Control		4,000.00
27-350	Substance Abuse		2,000.00
28-360	Community Center	26,000.00	6,000.00
28-375	Parks & Playgrounds		3,000.00
28-376	Beachfront Maintenance	20,000.00	6,050.00
28-385	Public Events		1,350.00
30-415	Accumulated Time	59,000.00	
30-420	LOSAP		15,000.00
31-430	Utilities-Electric		12,000.00
31-435	Street Lighting		13,000.00
31-440	Telephone		7,000.00
31-445	Utilities-Water		5,000.00
31-446	Utilities-Natural Gas		5,000.00
31-450	Telecommunications		10,000.00
31-460	Utilities-Fuel		20,000.00
31-463	Utilities-Fire Hydrants		15,000.00
36-471	Public Employees Retirement System		0.00
36-472	Social Security System		40,000.00
36-475	Police & Fire Retirement		0.00
36-477	DCRP		2,000.00
41-708	Grants Budgeted		295,918.21
42-490	Shared Agreement-Court		39,500.00
42-717	Interlocal-A.H.-Garage		36,500.00
43-490	Municipal Court	3,000.00	1,000.00
43-495	Public Defender	500.00	
44-901	Capital Improvement		400,000.00
45-910	Debt Service		0.00
			0.00
	TOTALS	<u>\$889,000.00</u>	<u>\$1,414,168.21</u>

SEWER UTILITY

<u>A/C #</u>	<u>CURRENT FUND</u>	<u>Salaries</u>	<u>Other Expenses</u>
55-501	Operating	\$ 22,000.00	\$ 500,000.00
55-502	Shared Service-Operator		100,000.00
55-502	Insurances		25,000.00
55-502	Social Security		2,000.00
55-502	PERS		0.00
	TOTALS	<u>\$ 22,000.00</u>	<u>\$ 627,000.00</u>

10	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
----	------------	----------	-----	-----	---------	--------

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

BROULLON			X			
CARD						X
D'ARRIGO			X			
WELLS	X		X			
NOLAN		X	X			
ON CONSENT AGENDA			YES	X	NO	

R-16-117 – Resolution Approving Removal of Tilt-Up Monument :

Mrs. Cummins read the title of Resolution R-16-117.

Mayor Nolan explained that generally the council does not add items to the agenda after it has been posted on Friday. This was added on after the fact. We are still waiting for other agencies to weigh in. We spoke of doing meetings and adding to the referendum. We will follow the procedures that we said we were going to do.

Mrs. Wells asked if we are going to referendum.

Mayor Nolan explained that no one felt comfortable about voting on it tonight.

Mrs. Wells spoke of this being added on by Mr. Card after Friday and not having all the information. She is concerned about this being paid for by the tax payers.

Ms. D’Arrigo added that we are waiting for accurate demo proposals. It will not affect the tax payers at all. We have the money to cover it.

Ms. Broullon stated that we also need to make sure we are in compliance with all of the agencies such as CAFRA and Freehold Soil.

Joe Kalleen of 17 Ocean Street asked why the council rushed to put this on the agenda while they are waiting to complete their investigation.

Mayor Nolan replied stated that we have a recreation program that starts in June/July. If we a situation as a liability we have to address it.

Nina Flannery of 100 Navesink Avenue would like the council to allow use of the monument for the summer for various groups.

Mayor Nolan spoke of liability.

John Urbanski 2 North Street stated that he would rather see the money that will be spent on the monument used for street flooding issues. We need to get priorities straight. He is against spending any money to take it down.

Mayor Nolan stated that he said he wants it on a referendum. He wants to have a majority make the decision.

Carla Cefalo-Braswell of 62 Gravelly Point Road feels we should just leave it. It’s free. Taking it down will cost money and we need to think about the spending cost.

Ms. Broullon stated the private residents have offered to put up money to take it down.

Carla Cefalo-Braswell questioned liability issues and there is not one at Veteran’s Park.

Mr. Chabarek stated that there is always a potential for injury. It is covered under insurance. He further explained.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mary Saltzman of Snug Harbor asked if it is insured.

Ms. Broullon replied yes.

Mary Saltzman spoke about her view being blocked. She questioned a gentleman in the audience about the construction of the monument.

Unidentified man replied that he is not the contractor.

Mary Saltzman spoke negatively of the construction of the monument and feels that there was a lack of respect in this process. She further stated that she does not understand the rationale to wait until November. She will have to hire an attorney.

Mayor Nolan stated that he does not feel it is right to vote on something tonight since we do not have all of the information.

Mary Saltzman added that it would be wrong to plan events there while this is still going on.

Chris Francy of 36 Fifth Street hopes we are taking Tilt-Up up on their offer to get thru the permit process and have a meeting with the DEP and CAFRA.

Mayor Nolan stated that we will have an update when Mr. Hill returns from vacation.

Rachel Stockton of 31 Grand Tour asked if the Tilt-Up is brought up to compliance would it still be a liability.

Mr. Chabarek stated that yes; there could always be a liability issue.

Rachel Stockton asked about the survey results and how many people answered the survey.

Ms. Broullon replied 226. She stated that 75% voted to get rid of it.

Rachel Stockton continued to question Ms. Broullon on the accuracy of the survey. She spoke against using Borough money for the demo. She feels it should go to a referendum.

Ms. D'Arrigo stated that people have offered to pay for the demo.

Rachel Stockton feels that it is irresponsible for the council to introduce a resolution when you don't have the dollar amount or construction plans. You are taking down a perfectly good structure. She continued to express her opinions on other needs for the town that the money should be spent on. She feels a referendum is the fairest way to vote on it.

Maureen Welsh of 50 Valley Street is concerned with this process. She feels we should write a policy and process. We need to have checks and balances. She offered to help.

Mayor Nolan spoke about plans for updating our ordinances for policy and procedures. We have been working on this project a lot. He further explained.

Mrs. Wells agreed with Maureen Welsh. She wants to be sure we are compliant as well.

Kim Skorka of 315 Shore Drive she thanked the council for doing their due diligence. She does not feel this should wait until a referendum. Once we have all the information it should be voted on. Discuss again after we have all of the options. She continued to question expenses on the Tilt-Up and being in compliance.

Tom Reed of Snug Harbor he wants to see the town come back. He feels we can't have 1-3 people making decisions that affect the entire town. He feels the project was handled secretly and irresponsibly.

Mayor Nolan replied that some information that we do not have tonight could affect the cost of

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

removing it drastically.

Anton-last name unknown of Ocean Township questioned why we are saying that the structure is unsafe.

Mayor Nolan explained that our attorney advised us of liability. It is not unsafe. It's for possible litigation.

Mr. Chabarek added that it is constructed on unapproved property.

Christa Phair of 51 4th Street stated that she teaches art at Henry Hudson Regional High School. She gave her opinion on the structure and understands why some residents are upset. She stated that if we keep it she could have the art students make it beautiful.

Ms. D'Arrigo stated that we can't just draw on someone's creation. That must be approved.

Mayor Nolan spoke of a local artist who did murals thru out the town and has offered to do a mural on it with the artist's permission.

Michelle – last name unknown – of 90 Portland Road stated that she is an artist. She likes the structure. She further explained what she feels was the intent of the artist. Maybe a different location could have made for positive opinions.

Lori Ann Nolan of 65 Snug Harbor stated that we need to have all the facts first. When we have a vendor get everything in writing before this is put back on the agenda. She does not support the structure but feels that the council needs to do their due diligence before it's removed. We can then inform the tax payers. Make sure we have all of the paperwork in order.

Mayor Nolan stated that we are going to talk about it at the May 18th meeting. He hopes to have all of the information by Monday, May 16th. If we do not have all of the facts, it will not be on the agenda. He will make sure he has all of his facts.

Scott Kelly of 8 Huddy Avenue stated that his big objection is how it got there. He is on the Recreation Committee and two people resigned because of this. He feels that it is an illegal structure. You can't have programs under it. He feels this cost us two members.

Andrew Dano of 118 Miller Street feels that this drove wedge between the town residents. The issue is how the structure got here. He continued to speak about the process and how it was not followed.

Andrew Stockton of Grand Tour also feels we should be seeking the CAFRA permit and NJDEP. The permit process takes 30 to 90 days. He commended the council for tabling the resolution tonight. The true process has not been fully vetted yet. He continued to speak of the survey and that it underestimated the demo cost and overestimated engineering costs.

Ms. Broullon stated that we have the actual dollar amounts from the RFP's that came from Dale Luebner and Rob Keady of T&M Engineers.

John Urbanski of North Street feels that the engineers should cover the cost of permits.

John Digaleto of 8 Central Avenue stated that he doesn't understand how this structure got here without going thru the process. He wants to know who is responsible.

Mayor Nolan replied that he can't speak on it because there are people present that are threatening litigation. He said he is the sitting Mayor, blame him. He continued to explain.

John Digaleto spoke of lack of transparency and hates to have this divide the community.

Mary Saltzman of 43 Snug Harbor Avenue feels there was secrecy about the structure. She continued to speak about lack of communication.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mrs. Wells stated that did answer her a few times. She spoke of putting procedures in place and it should have been communicated more.

Mary Saltzman continued to speak of the original resolution.

John Digaleto asked what would normally be the process to build a larger gazebo.

Mr. Chabarek replied it would depend on the specific facts and circumstances. He further explained.

Lori Ann Nolan of 65 Snug Harbor Avenue stated that there are other things going on at other parks such as Veteran's Park. She has not heard any input from the council. For the future we need to have a process in place.

Mayor Nolan stated that we will have this conversation again at the May 18th meeting.

Mayor Nolan offered a motion to table Resolution R-16-117 to the May 18th meeting, seconded by Ms. Broullon and approved on the following roll call vote:

ROLL CALL:

AYE: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan
NAY: None
ABSENT: Mr. Card
ABSTAIN: None

R-16-118 – Resolution Approving Extended License Premises for Inlet Cafe:

Mrs. Cummins read the title of Resolution R-16-118. Mrs. Cummins stated that she spoke with the Chief of Police. He has some issues with the resolution and asked for it to be tabled to the May 18th meeting.

Mayor Nolan offered a motion to table Resolution R-16-118 to the May 18th meeting, seconded by Mrs. Wells and approved on the following roll call vote:

ROLL CALL:

AYE: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan
NAY: None
ABSENT: Mr. Card
ABSTAIN: None

2016 Municipal Budget – Public Hearing:

Mrs. Cummins stated that we can now open the public hearing.

Mayor Nolan opened the public hearing.

There were no questions.

Mayor Nolan closed the public hearing.

Mr. DeBlasio stated that we will carry the adoption until we received approval from the State. We will then go ahead and make amendments. He will meet with the Finance Committee as well.

Ordinances: Introduction & Setting of a Public Hearing Date for June 1st:

O-16-12 Snow Removal Ordinance

Mrs. Cummins read the title of Ordinance O-16-12 on for introduction and setting of a public hearing date of June 1st, 2016.

Mr. Chabarek explained that we did not change the last one. There were questions and concerns from the residents regarding liability which was discussed.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mayor Nolan spoke of issues with the highway residents getting plowed in and the school issues. He will not vote for it as it is constructed now.

Council continued to discuss various problems and how they would be addressed.

Ms. Broullon stated that she reached to Atlantic Highlands. They have tried to have their DPW help out after the State and the County has plowed. Their Code Enforcer also gives the residents on State and County roads more time to clear the sidewalks.

Mayor Nolan added that the council needs to make the ordinance clear and not open to interpretation.

Mrs. Wells stated that we only have three DPW workers to help with the affected areas.

Discussion continued.

Mayor Nolan wants to table this ordinance for a meeting after June.

Mr. Chabarek will bring ordinances from other towns to help with concerns.

Kim Skorka of 315 Shore Drive said she had emailed the council some compromises and asked if the Mayor will forward it to Mr. Chabarek.

Mayor Nolan will forward it to Mr. Chabarek.

Mayor Nolan offered a motion to table Ordinance O-16-12 indefinitely, seconded by Ms. Broullon and all were in favor on the following roll call vote:

ROLL CALL:

AYE: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan

NAY: None

ABSENT: Mr. Card

ABSTAIN: None

Ordinances: Public Hearing & Adoption:

Ordinance O-16-10 – CAP Bank Ordinance

Mrs. Cummins read the title of Ordinance O-16-10 on for 2nd reading and public hearing. This was published in the April 14th edition of the Two River Times and may now open the public hearing.

Mr. DeBlasio gave a brief explanation. It enables us to raise our budget. He spoke of health care increases as well as salary increases in the police department.

Mayor Nolan opened the public hearing.

Maureen Welch – address not stated – asked if we are looking for ways to bring in new revenue. She would like an update on revenues and compliance with Code Enforcement.

Mr. DeBlasio stated that it is usually addressed in the Administrator's reports.

Mayor Nolan will have the report for the next meeting.

Ms. Broullon read the number of tickets issued from Mr. Hill's report.

Maureen Welch would like a formal Sub Standard Housing committee formed.

Mayor Nolan directed Mrs. Cummins to email the requirements and ordinance to the council and Mr. Chabarek.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mayor Nolan closed the public hearing.

Mrs. Cummins read the title of O-16-10 on for 3rd and final reading and adoption.

Mayor Nolan offered the following Ordinance pass final reading and moved on its adoption:

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
O-16-10
CALENDAR YEAR 2016
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Borough Council hereby determines that a 3.5% increase in the budget for said year, amounting to \$214,729.29 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor and Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Borough of Highlands shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$214,729.29, and that the CY 2016 municipal budget for the Borough of Highlands be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Seconded by Ms. Broullon and adopted on the following roll call vote:

ROLL CALL:

AYE: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan

NAY: None

ABSENT: Mr. Card

ABSTAIN: None

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Committee Reports:

Finance

Mr. DeBlasio thanked the Budget Committee. They did a great job. Taxes are due from May 1st to May 10th. The Auditors began the 2015 audit yesterday. It is to be completed by June 30th. The completed report will then be made available.

Public Safety

Ms. D'Arrigo stated that she did not have a report from the Fire Department or the First Aid. The Police Report was submitted and is listed below and was made available to all. She added that Chief Blewett informed her that we did receive the Click it or Ticket Grant for \$5,000.00.

POLICE DEPARTMENT
BOROUGH OF HIGHLANDS



JOSEPH R. BLEWETT
CHIEF



171 BAY AVENUE HIGHLANDS, N.J. 07732



TEL: 732-872-1158
FAX: 732-872-9240

***Report to Council
May 2016***

- * On March 24, 2016, an off-duty Highlands police officer observed a narcotics transaction taking place near the Highlands Recreation Center. The officer immediately notified on-duty officers who were able to locate the involved individuals. As a result of their investigation, Anthony Franson, 29 years of age, Highlands and [REDACTED], 20 years of age, Atlantic Highlands, along with a 17 year old juvenile were placed under arrest. Anthony Franson was charged with possession of a controlled dangerous substance, possession of drug paraphernalia, distribution of a controlled dangerous substance to a juvenile, distribution of a controlled dangerous substance within a park, endangering the welfare of a child and using a juvenile to commit a criminal offense. Bail was set at \$52,000.00 by Municipal Court Judge Thomas Smith, III and Mr. Franson was subsequently transported to the Monmouth County Correctional Institution, Freehold in lieu of bail. [REDACTED] was charged with conspiracy to distribute a controlled dangerous substance and released pending a future court appearance. The juvenile was released to a guardian. The vehicle used by Anthony Franson and [REDACTED] was also seized during the investigation.
- * As the result of officers investigating a suspicious vehicle on March 26, 2016; Richard C. Johnson, Jr, 44 years old, of Middletown, was arrested and charged with possession of a controlled dangerous substance (heroin), and possession of paraphernalia.
- * This department is investigating several thefts in which unknown person(s) obtained credit card information and fraudulently charged over \$4,000.00 without the victim's knowledge.
- * On April 3, 2016, officers investigating a suspicious vehicle found the driver to be in possession of more than (30) oxycodone pills. As a result, Anthony Mongelli, 45 years old, of Monroe, was arrested and charged with possession of a controlled dangerous substance and possession of paraphernalia.
- * During a routine motor vehicle stop on April 15, 2016; a 17 year old Whippany juvenile was found to be in possession of a controlled dangerous substance (marijuana) and

Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016

possession of drug paraphernalia. The juvenile was processed and released to the custody of a guardian.

- * As the result of motor vehicle stops, the following individuals were arrested and charged with driving while intoxicated. Jeffrey Arslanian, 45 years old, of Fair Haven, on March 20, 2016, Christopher Norman, 48 years old, of Atlantic Highlands, on March 24, 2016 and Charles R. Kelly, 33 years old, of Highlands on April 3, 2016.

- * **Administration:**

- Ordinances
 - At the Council's request, I am in the process of reviewing all General Police Regulations in the Ordinance book, as well as, all ordinances enforceable by police department for updating.
 - Monmouth County Special Needs Registry
 - As of April 19, 2016 you can register by visiting <https://www.mcsnrnj.org>
 - (1) resident is already signed up
- Equipment
 - SwiftReach Notification System
 - The system has been expanded to allow residents to receive notifications regarding Mayor & Council Notices, Town Events, and Recreation Events.
 - You can receive texts, emails or voice recordings for any notification.
 - There have been complaints of residents receiving multiple messages. Since the system will send notifications to ALL numbers and emails listed, it is imperative for residents to update their accounts.
 - To sign up or update resident information please visit the highlandsnj.com website
- Traffic
 - Linden Avenue
 - Road Closure
 - During construction road is open to residents only
 - Project started April 18, 2016 and will last approximately 3 weeks
 - Shore Drive
 - No Parking
 - May 2, 2016 through May 6, 2016 from 7am-7pm
 - Vehicles will be towed at owners expense
 - Notifications – The Highlands Police Department provides notice prior to construction through SwiftReach notifications, Facebook announcements and signage.
- Grants
 - Capt. Burton is currently working with the Highlands Elementary School Board of Education and Council Liaisons in an effort to submit the State Safe Route to School Grant in the future and to create a safer route to school around the Highlands Elementary School through signage and targeted enforcement.
 - State Division of Highway Traffic and Safety
 - 2016 Distracted Driving Statewide Crackdown
 - The Highlands Police Department participated in the campaign from April 1st through April 21st, 2016. Although, monies were not awarded to assist with this campaign participation can lead to future traffic safety grant opportunities.
 - Applications submitted
 - 2016 Click It or Ticket

Borough of Highlands

Mayor & Council

Regular Meeting

May 4, 2016

- ✓ Provides funding that would cover the cost of hiring off-duty officers for the enforcement of seat belt laws.
- ✓ Campaign period: May 23, 2016 through June 5, 2016

- Grants (continued)

- 2016 State Pedestrian Safety Enforcement and Education Fund
 - ✓ Provides funding that would cover the cost of hiring off-duty officers at pedestrian hot spots, as well as, educational outreach throughout the community.
 - ✓ Grant = \$15,000.00
- 2016 Federal Pedestrian Safety Enforcement and Education
 - ✓ Provides funding that would cover the cost of multi-officer details and education that promote pedestrian safety.
 - ✓ Grant = \$16,000.00
- 2017 Saturation Patrol Grant
 - ✓ Provides funds to cover the cost of hiring off-duty officers for the enforcement of driving while intoxicated laws during peak hours on weekends and holidays.
 - ✓ Campaign period: October 1, 2016 through September 30, 2017

*

Investigations:

During this period the detective bureau handled **(12)** new initial investigations which included sexual assault, juvenile incidents, narcotics and thefts that required additional follow up including witness interviews/statements, referrals/meetings with other agencies (Monmouth County Prosecutor's Office/Division of Youth and Family Services) and is in addition to investigations that were handled by other officers but does not include routine calls handled on a daily basis or carry over investigations from previous months.

- Closed – 8
 - 4 by arrests
- Active – 4

*

Patrol:

- Crisis Calls
 - March 23, 2016, the Highlands Police Department was notified of a suicide threat made by individual with an extensive mental history. Based on the reported information and the individuals actions officers had to force entry into the residence in order to transport the individual to a local hospital for medical treatment.
 - April 3, 2016, officers responded to a report of an individual threatening to harm himself. After conducting an assessment of all the criteria; the individual was transported to a local hospital for medical treatment.
 - April 11, 2016, officers responded to assess the mental status of an individual at the family's request and after conducting an assessment of all the criteria the individual was transported to a local hospital for medical treatment.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

* **Training:**

- Warrant Execution Course
 - April 19 – 22, 2016
 - Ptl. Riker
 - Ptl. Clark
- Firearms Laws and Applicant Investigations
 - April 21, 2016
 - Chief Blewett
 - Ptl. Hartsgrove
 - Disp. Kane
- Missing and Exploited Children
 - March 29 – 30, 2016
 - Det. George Ruth

* **Community Policing:**

- Explorers
 - Training
 - Water Rescue – March 30, 2016
 - Both the police explorers and cadets participated in water rescue scenarios at Dosil's, Middletown.
 - Pride in Highlands – Earth Day Community Clean Up – April 23, 2016
 - Participants volunteered during Community Clean Up.
 - Fundraising
 - Members are planning to hold a Pasta Dinner in order to raise funds for the program to cover the cost of uniforms, explorer academy training, and activities. Further information to be announced as finalized.

* Total Calls for Service: 450

* Arrests: Adults: 19 (5 for possession of CDS)
 JV: 2 (2 for possession of CDS)

* Summons: Total: 112

Moving Violations: 43
Non-Moving: 42
DWI: 3
Boro Ordinance: 24

(Statistical Information is from March 16, 2016 through April 15, 2016)

Administration

Mr. Hill was not present. He did submit a report listed below and made available to all.

BOROUGH ADMINISTRATOR'S REPORT – MAY 4, 2016

Submitted by T. Hill April 29, 2016

1. DEPT. OF PUBLIC WORKS / SEWER / SANITATION
 - Continue removal of trash / debris from parks, roadways and right-of-ways
 - Performed Bulk pickups as scheduled (special permit)
 - Brush pick-up scheduled for May (see web site for Zone)
 - Cleaned additional catch basins and following up with pot hole repairs.
 - Responded to sewer calls and follow up with property owners.
 - Clean up after special events.
 - M&S Waste reports daily to Borough Hall on issues related to non-pick up of trash or recycling: (blocked dumpsters, non-placement of cans at curblines, construction debris.)
 - Bulk Pick Up next scheduled for June (see web site for Zone)

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

2. BUILDING AND HOUSING (INFO TO BE PROVIDED BY VARIOUS DEPARTMENTS)

Construction Office: February 2016

New Permits: 43 Permit Updates 25 Technical sub-code inspections 157

Fees: \$56,041 Total Cost of Construction:

\$3,213,494

Code Enforcement:

Inspections: 73 Passed: 5 Failed: 40 COs: 28

Summonses: 29 issued for property maintenance & Ordinance

Zoning Official:

Approvals: 17 Denials: 0 Mercantile: 0 Letter of Consistency: 1

Flood Plain:

Approvals: 12 Letters of Comp: 7 Sub Damage / Elevation Letters: 3

3. EMERGENCY SERVICES

Fire Department: Submitted to CA

First Aid: Submitted to CA

OEM: Submitted to CA

4. COMMUNITY CENTER / RECREATION DEPT. (Submitted to RK)

5. ADMINISTRATION

- Working with all council liaisons regarding specific departmental matters
- Continue Budget review.
- Seasonal Employment opportunities – Applications were due 4/29.
- Various meetings: TOMSA, Special Event Review, FEMA Updates, Essential Services Grant Meeting, FEMA Jonas Kick-off meeting, DCA Housing Demo. Meeting, Gateway National Park FACA Meeting, Planning Board, MEL/JIF Training & Update, NJRPA Public Affairs Meeting, and AED Implementation session.
- Grant Writer RFP responses (3) – to be reviewed by M/C.

Board of Education

Mrs. Wells stated that some board members were present. The school is looking to make a safer environment for walking students to get to school. She further explained.

Rob Burton, of the Police Department explained that the safe routes to school grant would address the needs the school is seeking. This grant could yield a significant amount of money. It would help with signage and ADA compliant sidewalks just as an example. We would need professionals on board to help with all necessary information so we can submit this grant.

Mayor Nolan stated that our Borough Engineers have a Grant Department. We can have them pursue it.

Rob Burton stated that the grant is due June 30th.

Highlands Business Partnership

Carla Cefalo-Braswell gave a brief summary of her report listed below.

**HIGHLANDS BUSINESS PARTNERSHIP, INC.
District Management Corporation, Highlands Business Improvement District (BID)
Post Office Box 375, Highlands, NJ 07732
email: HBP@highlandsnj.com website: www.highlands.com
Phone 732.291.4713 ~ Fax 732.872.1031**

May 4, 2016 – Council Report

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Marketing & Events

Pride in Highlands – Earth Day Community Clean-Up – Pride in Highlands’s community clean-up day took place on Saturday, April 23rd, 9AM. There were 80 volunteers that participated. The PBA donated food, cooked hamburgers and hot dogs for the volunteers. The projects included, general clean up in Huddy Park, Community Center playgrounds, lot next to bank, Veterans Park, Miller Beach, South Bay Beach and the Shore Drive hillside. Volunteers also painted the skate park equipment, Veterans Park benches, and worked on the boardwalk. A heartfelt thanks to all of the residents, Council people, volunteers, Girl Scout Troop 60820, Cub Scout Pack 22, Community of Hope, the Highlands Garden Club and the Highlands Police Explorers.

The 16th Annual Seaport Craft Show will take place rain or shine on Sunday, May 29th, 10AM-4PM at Huddy Park. The show is juried by where we only accept handmade merchandise and local art. There will be live acoustic music in the gazebo. We have also invited local artists via the Highlands Borough Art Council to participate at a discounted fee.

A very special announcement, HBP would like to acknowledge Councilwoman Claudette D’Arrigo for her assistance in introducing HBP to her colleagues at the Cayman Islands Tourism Council. They have graciously signed on as a sponsor and donated a trip to the Cayman Islands. We will raffle the trip at the Clam Fest to benefit the Highlands Police Explorers, Learning for Life Program. The tourism rep is a Monmouth County resident and was supportive of the Explorers Program and the sponsor opportunities provided by HBP. The Highlands Police Explorers assist HBP with all events and their program operates mostly from fundraising dollars, so when you see them selling tickets, please be sure to take a chance.

On April 25th, HBP attended the Twin Lights ribbon cutting celebration for the grand opening, of the newly renovated Twin Lighthouse of Navesink Museum. Currently there is a special exhibition “Seeing Stars – Every Flag Tells a Story” which is dedicated to telling the history of the Pledge of Allegiance. The Pledge of Allegiance was given as America’s national oath of loyalty for the first time, on April 25, 1893 in Highlands at the Twin Lighthouse of Navesink. The exhibit will remain open throughout the rest of the year. The Freeholders gave a proclamation and Senator Joe Kyrillos attended along with other area dignitaries and county officials. The Highlands Business Partnership plans to promote the exhibit at all of our events and on social media outlets.

The 5th Annual Taste of Highlands will take place June 25th, 12-5PM. Tickets are \$40.00 per person and will be available online at www.highlandsnj.com, or the day of the event at Huddy Park or Veterans Park until 2PM. Price of admission will include samplings scrumptious food & cocktails from nearly 20 Highlands restaurants, eateries & establishments, a map, keepsake tote bag and transportation on a party limo bus. All proceeds to benefit public area improvements. This year, immediately following Taste of Highlands we will be featuring a “Last Stop at Seastreak” Free Beach Concert with the Moroccan Shepherders 20th Anniversary celebration. The concert will take place from 4-9PM and you do not have to attend Taste of Highlands to enjoy the concert. All are welcome.

Visual Improvement - HBP partnered with the Clean Communities Program and work includes spring clean-up, mulch and herbicide application at various town parks and public spaces. The Vets Park boardwalk railings have been completed and we will be purchasing solar light caps to put on the top of the posts. We will work with members of the Highlands Fire Dept., and other volunteers to add the remaining screws to the boards for completion of the projects. We are coordinating the sea grass plantings with Garden Club members, Barbara Iannucci and Donica Basinger. HBP will plan a dedication ceremony and sponsor acknowledgement in early July when the planting is complete.

Economic Development - HBP will continue to support the Master Plan Sub-Committee for business recruitment and business retention plans. We will also continue to work with our Liaison to implement a business friendly planning guide.

Special Announcements – Tara Ryan was an amazing friend to the Highlands Business Partnership. Long before her many board positions and Council seat, she was a loyal volunteer to

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

our organization. We have truly lost a great friend. In her memory, HBP has ordered two benches through the Adopt-A-Bench program and two Little Free Library's. We will have a ceremony dedicating them in her honor on May 21st, at 11:00am. A Bench with a Little Library will be installed at Veterans Park and at Snug Harbor Beach. We will have plants arranged around the post of the little libraries. Logistics will be coordinated with the Borough Administrator.

A Ribbon Cutting Celebration for Yunique Yoga is planned for June 4th at noon.

A mercantile has been issued to Barks on Bay and a Ribbon Cutting will be planned.

Leo Cervantes book has been published, *Chilangos In The House*. We will have a book launch on May 7th from 3:00 – 6:00 pm. We look forward to seeing you all.

Carla Cefalo-Braswell thanked the students who painted local storefront windows for Paint the Town Pink.

Recreation

Mrs. Wells gave a brief overview of programs.

- 43 - Children registered for the Kids on the Move program.
- 27 - Adults registered for the Open Gym Volleyball
- 22 – Building Bricks Club
- 5 - Participants in Middle School Teen Night
- 4 – Participant in High School Teen Night
- 1 – Group Use for Kavookjian Field

She added that they are accepting applications for lifeguards. We have advertised in many places as well as social media.

Grant Writing

Mayor Nolan stated that we received three responses for the RFP. We hope to appoint the company at the next meeting.

Communications Committee Recommendations

Ms. Broullon gave an update. The Committee recommends that we go out for a new RFP. They also recommend that Mrs. Wells gets a Borough email address. She continued to explain google apps for work and prices. They also spoke of a feature that would send pictures or events to social media to get information out. She explained how Middletown uses it. It can be for information purpose only. It will not allow for comments but it can be shared. They have put signs up for Swift Reach Program thru out the town. They are looking at creating an information calendar to be sent to all residents and have a nominal fee for advertising to help with the costs. This will be discussed further with the committee. They are also discussing a Communication Committee Log in so they will be able to update the web calendar. They will also be exploring a welcome letter from the Mayor with town information to be sent to new residents.

Other Business:

Summer Kick Off Event:

Mrs. Wells explained that this is an event that the Recreation Committee recommended. They would like to have the Fire and First Aid Departments along with the Boy and Girls Scouts involved as well as the community. She sent an email to the council for support of this. It will be on Friday, June 3rd at the Community Center beach. We will need the Community Center for bathroom facilities.

Ms. D'Arrigo stated that the Tilt-Up will be fenced off.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Mayor Nolan offered a motion to approve the Summer Kickoff Event with the caveat that the Tilt-Up is fenced off, seconded by Ms. Broullon and all were in favor on the following roll call vote:

ROLL CALL:

AYE: Ms. Broullon, Ms. D'Arrigo, Mrs. Wells, Mayor Nolan

NAY: None

ABSENT: Mr. Card

ABSTAIN: None

H.E.S. School Zone Designation

Mayor Nolan stated that we are going to go forward with this. Rob Keady and Mrs. Wells will work with the grant writer to get it started.

Public Portion:

John Urbanski of North Street spoke of his house on the corner of North and Shrewsbury. The contractors installing pipes have cracked his foundation. He doesn't want the bond released until his building is repaired. He also mentioned that the curb is not finished and it will need to be painted yellow.

Mayor Nolan will contact Rob Keady of T&M tomorrow about this.

John Urbanski spoke of sewer backups by the Inlet Café and the need for a better repair. The backup happens several times a year and cost the town a lot of money.

Mayor Nolan stated that he will have a conversation with T&M tomorrow.

Christian Lee of 2 Navesink Avenue thanked the council for acknowledging the hardships with property owners on the highway in regards to the snow ordinance. He feels the only solution is to prevent the snow from being plowed onto the sidewalks.

Mayor Nolan appreciated the comment.

Trisha Riveria of 31 Waterwitch Avenue has concerns with snow removal. It's very hard to remove wet snow. She also asked if the town would consider putting a one way sign on the corner of Bay and Waterwitch.

Mayor Nolan stated that we are considering everything.

Lori Nolan of 65 Snug Harbor asked if we could have the corners at Waterwitch and Bay painted yellow for safety. Cars are parked very close to the corners and it is hard to see. She also asked when the deadline is for applications for lifeguards and when we will be able to report if beaches will be guarded or not.

Ms. Broullon stated that Mr. Hill reported that classes for lifeguards are ongoing for the month of May. We may just concentrate on Snug Harbor beach. We are not giving up.

Discussion continued.

Ms. D'Arrigo said that she spoke with Mr. Hill about going out to a private service.

Mayor Nolan directed Ms. D'Arrigo to get a cost proposal for the next meeting.

Carla Cefaloi-Braswell of Gravelly Point Road spoke about the snow ordinance. The Borough doesn't always clear snow from sidewalks along borough properties. She requested the council to consider that when discussing the ordinance and issuing summonses.

Cynthia Fair of 73 Navesink Avenue thanked the council for supporting their plans for a school safety zone. She also asked Ms. Broullon about the website and how photos will be posted.

**Borough of Highlands
Mayor & Council
Regular Meeting
May 4, 2016**

Ms. Broullon replied that not everyone will be able to post pictures. There will also be a photo release form.

Mrs. Wells added that Mr. Chabarek is working on the language of the form.

Chris Francy of 36 5th Street spoke about a request he received to trim trees on borough property on Bayside. He explained that it is consistent with taking care of the trees. He cannot give permission for a resident to trim trees on borough property. He recommends that we approve this request.

Mr. Chabarek stated that we need detailed scope of work and that all debris will be removed by the resident. The governing body will then consider it for resolution and will then properly approve the request.

Unidentified woman spoke of a report she created regarding the use of the parking lot at the community center. She feels there is a lot of drug activity in the parking lot and it is unsafe. She feels that a solution would be to restrict parking. She added that port-a-john needs to be moved closer to Bay Avenue. She will give Mayor Nolan her report.

Trisha Riviera recommended getting surveillance cameras.

Mayor Nolan stated that this report will be discussed with the Chief of Police and Councilwoman D'Arrigo.

There were no further questions.

Mayor Nolan offered a motion to close the public portion and for council to enter back into Executive Session, seconded by Ms. D'Arrigo and all were in favor.

The Meeting adjourned at 10:53 p.m.

Debby Dailey, Deputy Clerk