

**Highlands Borough Mayor & Council Meeting Minutes**  
**Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

**REGULAR MEETING: 8:00PM - MEETING STATEMENT:**

**TO ATTEND THIS MEETING PLEASE FOLLOW THE LINK BELOW**

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

<https://zoom.us/j/91069055287?pwd=U1BhQUhhK1VqaThnUnFBOXBaRUlidz09>

To call into the meeting dial: 1- 929- 436- 2866. Enter Meeting ID: 910 6905 5287

Passcode: 2021

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

**EXECUTIVE SESSION 6:30PM**

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: - None
2. Contract Negotiations: - None
3. Purchase, Lease or Sale of Real Estate: - None
4. Matters of Personnel: - None
5. Attorney/Client Privilege: - 60 Matthews St., Block 101, Lot 4  
- Social Media Policy

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.

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

**REGULAR MEETING 8:01PM**

The Borough Clerk read the public meetings statement.

This is a meeting of the Borough Council February 3, 2021. The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2021.

Please be advised that due to the current state of emergency and public health emergency declared by Governor Phil Murphy and pursuant to executive order in an effort to prevent further spread of COVID-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 video conference. Members of the public will be able to give public comment during relevant portions of the meeting.

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

**PLEDGE OF ALLEGIANCE**

Mayor Broullon asked for a moment of silence for Carol Bucco, who passed away.

**ROLL CALL**

Councilmember Martin, Councilmember Mazzola, Councilmember Melnyk, Councilmember Olszewski, and Mayor Broullon were all Present.

Absent: None

Also in attendance were Administrator Michael Muscillo, Borough Attorney Brian Chabarek, Esq., Borough Engineer Bennett Matlack, Acting Municipal Clerk Michelle Hutchinson

**Highlands Borough Mayor & Council Meeting Minutes**  
**Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

**Certificate of Appreciation/Proclamation**

Mayor Broullon read a Proclamation in Memoriam of Ms. Nina Flannery

**Approval of Minutes**

1. January 1, 2021-Regular Meeting Minutes
2. January 20, 2021 Executive Meeting Minutes
3. January 20, 2021 Regular Meeting Minutes

Mayor Broullon motioned to approve minutes, seconded by Council President Olszewski.

Ayes: Martin, Mazzola, Melnyk, Olszewski, Broullon

Nays: None

Abstain: None

Absent:

Motion was carried to move to approve minutes.

**PUBLIC HEARING AND FINAL ADOPTION OF ORDINANCES:**

**Acting Borough Clerk Michelle Hutchinson read the following ordinance by title:**

**O-21-08 AN ORDINANCE DESIGNATING RESTRICTED PARKING IN FRONT OF RESIDENCE OCCUPIED BY PERSON WITH DISABILITIES**

Mayor Broullon opened the meeting for council comments.

Hearing no comments from council.

Mayor Broullon opened the meeting for public comments.

Hearing no comments from the public, it was moved by Mayor Broullon and seconded by Councilmember Mazzola to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: Martin, Melnyk, Mazzola, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent:

Acting Borough Clerk Hutchinson stated motion carried to pass this ordinance on second and final reading.

**INTRODUCTION OF PROPOSED ORDINANCES:**

**Acting Borough Clerk Michelle Hutchinson read the following ordinances by title:**

O-21-09 An Ordinance Amending Chapter 25 Of Borough Code with Regard to Stormwater Management and Control

Mayor explained ordinance.

It was moved by Mayor Broullon and seconded by Councilmember Mazzola to pass this ordinance on first reading.

Roll Call Vote:

Ayes: Martin, Mazzola, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent: None

Acting Borough Clerk Hutchinson stated motion carried to pass this ordinance on first reading with a public hearing to be held on February 17, 2021

O-21-10 An Ordinance Amending Chapter VII, "Traffic," of The Code of The Borough of Highlands Related to Areas of Stop Intersections

Mayor explained ordinance.

It was moved by Mayor Broullon and seconded by Councilmember Martin to pass this ordinance on first reading.

Roll Call Vote:

Ayes: Martin, Mazzola, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent: None

Acting Borough Clerk Hutchinson stated motion carried to pass this ordinance on first reading with a public hearing to be held on February 17, 2021

O-21-11 An Ordinance Amending Chapter VII, Schedule 1 "No Parking" Of the Code of The Borough of Highlands Related to Areas of No Parking in Various Locations Throughout The

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

Borough

Mayor explained ordinance.

It was moved by Mayor Broullon and seconded by Councilmember Mazzola to table this ordinance on first reading.

Roll Call Vote:

Ayes: Martin, Mazzola, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent: None

Acting Borough Clerk Hutchinson stated motion carried to table this ordinance on first reading on February 3, 2021.

**RESOLUTIONS:**

**Resolution 21-47**

**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 15, 2021, which totals as follows:

Current Fund	\$ 1,677,497.58
Sewer Account	\$ 9,308.37
Capital Fund	\$ 116,081.24
Trust-Other	\$ 63,051.99
Federal/State Grants	\$
Total	\$ 1,865,939.18

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ 1,865,939.18 to 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.

Motion to Approve R-21-47:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin		X	X			
Mazzola			X			
Melnyk			X			
Olszewski			X			
Broullon	X		X			

**RESOLUTION 21-48**

**RESOLUTION AUTHORIZING PARTICIPATION AND ACCEPTANCE OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FFY20 HMEP PROGRAM SUBAWARD, CFDA NO. 20.703**

**WHEREAS**, the Borough of Highlands, as Subrecipient, has been awarded a subgrant from the Department of Law and Public Safety, Office of the Attorney General, U.S. Department of Transportation, PHMSA; and

**WHEREAS**, the Federal Grant Program is FFY20 HMEP Planning and Training and the project is titled FY20 Hazardous Materials Emergency Preparedness Grant Program; and

**WHEREAS**, the subaward number is 693JK31940030HMEP, the performance period is September

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

30, 2020 through September 30, 2021 and the Federal award is \$11,050.00 with no in-kind or cash match, or local matching funds (hereafter Subaward); and

**WHEREAS**, Subrecipient Borough of Highlands does hereby accept the Subaward; and

**WHEREAS**, the Subrecipient is accepting the Subaward for the purpose of training employees to respond to accidents and incidents involving hazardous materials and/or develop emergency hazardous incident plans.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands that it hereby accepts the Subaward in the amount of \$11,050.00 for the performance period of September 30, 2020 through September 30, 2021 for the purpose of training employees to respond to accidents and incidents involving hazardous materials and/or develop emergency hazardous incident plans.

**BE IT FURTHER RESOLVED**, that the Borough Administrator is hereby designated as the official representative of the Borough in connection with this Hazardous Materials Emergency Preparedness Grant and is hereby directed and authorized to act on behalf of the Borough and shall provide any additional information to the State or such other agency as may be required.

Motion to Approve R-21-48:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA			X			
MELNYK		X	X			
OLSZEWSKI			X			
BROULLON	X		X			

**RESOLUTION 21-49**

**A RESOLUTION APPOINTING FULL-TIME EMPLOYEES IN THE DEPARTMENT OF PUBLIC WORKS FOR THE BOROUGH OF HIGHLANDS**

**WHEREAS**, the Borough has the need to hire full-time employees to work with the DPW due to openings in the department; and

**WHEREAS**, Ronald Boyce, Public Works Superintendent, has made the following recommendations to the Governing Body for appointments.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that the following appointment be and hereby is approved:

DPW	Position	Name	Salary
Full-time	Laborer I	Tyler Alvares	\$15/hourly
Full-time	Laborer I	Anthony Cavallo	\$15/hourly
Full-time	Laborer I	Dominick Direda	\$15/hourly

**BE IT FURTHER RESOLVED** that the aforesaid appointment is effective February 3, 2021.

\*Pending background check.

Motion to Approve R-21-49

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Martin			X			
Mazzola			X			
Melnyk		X	X			
Olszewski			X			

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

Broullon	X		X			
----------	---	--	---	--	--	--

**RESOLUTION 21-50  
RESOLUTION DECLARING ACCEPTANCE OF THE CONTRACT FOR MISCELLANEOUS  
CONTRACT WORK WITHIN THE BOROUGH**

**WHEREAS**, by way of Resolution No. 20-155, duly adopted June 17, 2020, the Borough awarded a contract to S. Batata Construction, Inc. for Miscellaneous Contract Work within the Borough in the amount of \$10,000; and

**WHEREAS**, the Borough Engineer has by way of correspondence, dated January 19, 2021, advised that the project is complete at this time, including all previously issued punch list items; and

**WHEREAS**, the Borough Engineer has recommended payment in the amount of \$10,000 for the work completed by S. Batata Construction, Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Highlands that based upon the above recommendation, that the Borough accepts the project for Miscellaneous Contract Work within the Borough and authorizes final payment be made in the amount of \$10,000 to S. Batata Construction, Inc.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Borough Engineer and S. Batata Construction, Inc.

Motion to Approve R-21-50:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA		X	X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

**RESOLUTION 21-51  
AUTHORIZING PURCHASE OF FACILITY CLEANING SERVICES**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), the Borough may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Borough of Highlands has the need for facility cleaning services using New Jersey State Contract # 1028818, from Cintas Corporation; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are available using budget # 1-01-26-310-000-294 in an amount not to exceed \$13,097.24 annually.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Highlands authorizes the purchase of facility cleaning services through a three-year contract in the amount not to exceed \$13,097.24 annually.

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021– Meeting Minutes**

Motion to Table R-21-51:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA		X	X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

**OTHER BUSINESS:**

None

**REPORTS:**

**Committee Reports:**

Councilmember Melnyk reported that the two communications committee meetings went well. They are focusing on continuing to improve the means of communication through multiple modes of communicating Borough business. Councilmember Melnyk also spoke on improvements made to website.

Councilmember Martin gave a report for environmental committee went well. Would like to improve lines of communication with council.

Councilmember Martin stated the green team did not meet due to lack of members. Mayor Broullon made a statement that there are openings for the green team committee.

Open space did not meet due to scheduling confusion. Has been corrected. Councilmember Melnyk stated there is an opening for the open space committee.

Councilmember Melnyk gave report on the shade tree committee meeting. Recapped issues that were already on table working on a policy to make this a sustainable committee going forward. Thanked DPW.

Mayor thanked DPW for their hard work during the storm.

Mayor asked if any comments from council. No comments.

**Administrators report:**

Mr. Muscillo thanked DPW for their hard work during the storm. Mr. Muscillo gave an update on the Waterwitch pumpstation. Work will commence shortly, and he advised residents to please stay away from the site.

Mayor opens public portion.

**PUBLIC PORTION:**

Chris Francy 36 5<sup>th</sup> Street-concerned about Valley Street pump and its functionality. Ronald Boyce, DPW Superintendent answered stating that the pump is working.

Ronald Boyce, DPW Superintendent gave a report on the areas most affected by the storm. Snug harbor had minimal flooding. There was flooding from Captains Cove area. He will send pictures and video that he took to Mayor and council. Several areas in bulkhead that need to be addressed. Veterans park needs some work done to build seawall. Bay Avenue-North Street pump not cycling correctly has been addressed. Temporary fencing will be put up around North Street pump until work can commence.

Kim Skoraka, 315 Shore Drive- thanked DPW for their work during the storm. Opposed to ordinance O-21-07 and the appointing of the land use board liaison. Questioned what the commercial vacancy rate is. Mayor Broullon responded with the number of vacant parcels on Bay Avenue.

Claudette D'Arrigo, 12 Seadrift Avenue-questioned the HBP's connection to the Borough. Mayor Broullon explained that they are a private entity.

Jim Smith, 380 Holly Springs, Mississippi-stated his disapproval of the handling of soil sampling at Captains Cove. Borough Engineer Mr. Matlack explained.

Michael Cannon-10 Central Ave-Would like flooding plan addressed to increase drainage during rainfall.

**Highlands Borough Mayor & Council Meeting Minutes**  
**Community Center, 22 Snug Harbor Avenue, Highlands February 3, 2021- Meeting Minutes**

Jeffrey King, 24 Elizabeth Parkway, Eatontown-would like town to reconsider ordinance and the importance of medical marijuana.

Tricia Rivera, 31 Waterwitch Avenue - questioned why Doug Rohmeyer was no longer the Borough Engineer. Would like to know why JCP&L is cutting trees in town. Mayor explained.

Edward Grimes, 84 Hanover Road - East Hanover-questioned ban on cannabis. Mayor explained that the ordinance is being reviewed by the land use board and will be heard at a later date.


Melissa Pedersen, 17 Bay Street- opposed to ordinance O 21-07.

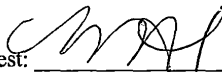
Mayor Broullon closed public portion.

Mayor Broullon made a closing statement regarding the pandemic.

**ADJOURN:**

Upon motion by Mayor Broullon, seconded by Councilmember Melnyk, motion carries to adjourn at 9:10PM. All in Favor.

Approve:   
Carolyn Broullon

Attest:   
Michelle Hutchinson, Acting Borough Clerk