

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands July 14, 2021– Meeting Minutes**

**EXECUTIVE SESSION 6:30PM**

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

The Borough Clerk read the public meetings statement.

This is a meeting of the Borough Council July 14, 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.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Absent: None

Also in attendance were Borough Attorney Andrew Ball, Esq., Engineer Gregory Valesi, and Acting Municipal Clerk Michelle Hutchinson

**Certificate of Appreciation/Proclamation**

Mayor read Proclamation Tom Elliot Day

Mayor read letter of Appreciation from Muriel Smith

**Approval of Minutes**

June 16, 2021 Executive Meeting Minutes

June 16, 2021 Regular Meeting Minutes

Offered by Mayor Broullon Seconded by Council President Olszewski to adopt minutes.

Roll Call Vote:

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

Nays: None

Abstention: None

Absent: None

**RESOLUTIONS:**

**RESOLUTION 21-147**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF THE LAND USE BOARD  
CONSISTENCY REPORT FOR ORDINANCE**

**O-21-21**

**WHEREAS**, the Borough of Highlands introduced Ordinance O-21-21, Amending the Land Use Provisions of the Borough Code to Address Prohibited and Conditional Uses for Cannabis Establishments, on May 19, 2021; and

**WHEREAS**, the Borough referred the aforesaid Ordinance to the Land Use Board pursuant to N.J.S.A. 40:55D-26(a); and

**WHEREAS**, the Land Use Board reported its findings by and through the issuance of a Report dated July 1, 2021 and found that the proposed development regulation, revision or amendment thereto is consistent with the Borough's Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council acknowledges receipt of the Land Use Board's Report and has reviewed the said Report which finds the Ordinance to be consistent with the Borough's Master Plan.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution certified by the Borough Clerk to be a true copy be forwarded to the Land Use Board Secretary.

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Motion to Approve R-21-147:

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

**RESOLUTION 21-148  
RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF THE LAND USE BOARD  
CONSISTENCY REPORT FOR ORDINANCE  
O-21-23**

**WHEREAS**, the Borough of Highlands introduced Ordinance O-21-23, Amending Article XVII, Business and Waterfront Zone Districts, Section 21-91, Central Business District (CBD) and Section 21-92.01, Highway Oriented Business, on May 19, 2021; and

**WHEREAS**, the Borough referred the aforesaid Ordinance to the Land Use Board pursuant to N.J.S.A. 40:55D-26(a); and

**WHEREAS**, the Land Use Board reported its findings by and through the issuance of a Report dated July 1, 2021 and found that the proposed development regulation, revision or amendment thereto is consistent with the Borough’s Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council acknowledges receipt of the Land Use Board’s Report and has reviewed the said Report which finds the Ordinance to be consistent with the Borough’s Master Plan.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution certified by the Borough Clerk to be a true copy be forwarded to the Land Use Board Secretary.

Motion to Approve R-21-148:

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

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

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

1. O-21-21 An Ordinance Amending The Land Use Provisions Of The Borough Code To Address Prohibited And Conditional Uses For Cannabis Establishments  
Attorney Andrew Ball explained Ordinance.  
Mayor opened to the public.  
Michele Diebold, 22 Navesink Avenue – Opposes Ordinance. Questioned what zones would be included in this ordinance and asked if Council considered children.  
Claudette D’Arrigo, 12 Seadrift Avenue – Opposes Ordinance. Inquired what would happen if Council did not pass this ordinance at this time. Attorney Ball explained.  
Kim Skorka, Formerly of Shore Drive – Opposes Ordinance. Questioned what streets are included in ordinance.  
Tina Kemper, 164 Linden Avenue – Opposes Ordinance. Feels this is not the right message for our

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town.

Rob Mason, Wedgewood Circle, Belford – Opposed to Ordinance.

Mayor opened to Council.

Councilmember Mazzola read a statement explaining her view opposing ordinance.

It was moved by Mayor Broullon and seconded by Councilmember Martin to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: Martin, Melnyk, Olszewski, Mayor Broullon

Nays: Mazzola

Abstention: None

Absent: None

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

2. O-21-22 An Ordinance Creating Section 4-18 Of The Borough Code Regarding Cannabis Retailer Licensing Requirements

Attorney Andrew Ball explained ordinance.

Mayor opened to the public.

No comments.

It was moved by Mayor Broullon and seconded by Councilmember Melnyk to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: Martin, Melnyk, Olszewski, Mayor Broullon

Nays: Mazzola

Abstention: None

Absent: None

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

3. O-21-23 An Ordinance Amending Article XVII, Business And Waterfront Zone Districts, Section 21-91, Central Business District (CBD) And Section 21-92.01, Highway Oriented Business

Mayor opened to the public.

No comments.

It was moved by Mayor Broullon and seconded by Council President Olszewski to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: Martin, Melnyk, Olszewski, Mayor Broullon

Nays: Mazzola

Abstention: None

Absent: None

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

4. O-21-24 An Ordinance Repealing Section 7-3.8 Of The Borough Code Regarding Residents-Only Permit Parking On Certain Streets

Mayor opened to the public.

Bronwyn Link, 11 Central Avenue – Confirmed that Locust was included in this ordinance.

It was moved by Mayor Broullon and seconded by Council President Olszewski to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: None

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

Abstention: None

Absent: None

Acting Borough Clerk Hutchinson stated motion to adopt this ordinance failed on second and final reading.

5. O-21-26 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 Borough

Mayor explained ordinance.

Mayor opened to the public.

No comments.

It was moved by Councilmember Melnyk 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, Mazzola, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent: None

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

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**RESOLUTIONS:**

**RESOLUTION 21-149  
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, July 9, 2021 which totals as follows:

Current Fund	\$ 826,937.59
Sewer Account	\$ 22,328.97
Capital Fund	\$ 23,952.50
Trust-Other	\$ 50,229.37
Federal/State Grants	\$ 3,058.00
<b>Total</b>	<b>\$ 926,506.43</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ 926,506.43 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-21-149:

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

**RESOLUTION 21-150  
RESOLUTION APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR COMMUNITY CENTER RENTAL**

**WHEREAS**, the Borough of Highlands has received an application for rental of the Community Center from a resident seeking to host a “dad”chelor party ; and

**WHEREAS**, the residents have requested a waiver of the alcohol prohibition in order to serve alcohol to the guests of this private event; and

**WHEREAS**, the residents have obtained the necessary insurance coverage required to allow alcohol at the private event.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands, that Jill Russo’s request for a waiver of the alcohol prohibition is approved for the private event to be hosted on July 24, 2021;

**BE IT FURTHER RESOLVED**, that as a condition of this approval the applicant has provided the Borough Clerk with a certificate of insurance coverage naming the Borough of Highlands as an additional insured, subject to the Borough Administrator’s review and approval.

Motion to Approve R-21-150:

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

**RESOLUTION 21-151**

**RESOLUTION FOR APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE "2022 VARIOUS ROAD IMPROVEMENTS" PROJECT**

**NOW, THEREFORE, BE IT RESOLVED** that Borough of Highlands formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2022-2022 Various Road Improvements - 00517 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Motion to Approve R-21-151:

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

**RESOLUTION 21-152**

**RESOLUTION AUTHORIZING THE REFUND OF SUMMER CAMP FEES**

**WHEREAS**, the Recreation Director, of the Borough of Highlands has received a request to refund summer camp fees.

**WHEREAS**, the Recreation Director has determined that the fee is to be refunded and is due and payable by the Borough of Highlands; and

**WHEREAS**, the Recreation Director recommends the immediate refund of the Summer Camp Fees 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 Recreation Director is authorized to immediately refund the Summer Camp Fees to the individual listed below:

<u>INVOICE#</u>	<u>AMOUNT</u>	<u>NAME</u>
37870831	\$240.00	Shana Baker

Motion to Approve R-21-152:

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

**RESOLUTION 21-153  
RESOLUTION AUTHORIZING THE REFUND OF A MERCANTILE LICENSE APPLICATION FEE**

**WHEREAS**, the Borough Clerk, of the Borough of Highlands has received a request to refund a Mercantile License Application Fee.

**WHEREAS**, the Borough Clerk has determined that the fee is to be refunded and is due and payable by the Borough of Highlands; and

**WHEREAS**, the Borough Clerk recommends the immediate refund of the Mercantile License Application 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 Borough Clerk is authorized to immediately refund the Mercantile License Application Fee to the individual listed below:

<u>CHECK#</u>	<u>AMOUNT</u>	<u>NAME</u>
Cash	\$50.00	Mel O'Neal

Motion to Approve R-21-153:

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

**RESOLUTION 21-154  
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR IMPROVEMENTS TO KING STREET AND MATTHEWS STREET**

**WHEREAS**, the Borough of Highlands has a need for professional land surveying and engineering services in connection with improvements to King Street and Matthews Street, 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 20, 2021, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal includes the following: Survey and Base Map Services, Design Phase Services, Permit Phase Services, preparation of Bid Documents and Bid Phase Services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$37,700.00, consisting of the following:

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• Survey and Base Map Services	\$ 9,300.00
• Design Phase Services	\$18,400.00
• Permit Phase Services	\$ 3,500.00
• Preparation of Bid Documents	\$ 3,000.00
• Bid Phase Services	<u>\$ 3,500.00</u>
Total	\$37,700.00; and

**WHEREAS**, such professional land surveying and engineering 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 and engineering services in connection with improvements to King Street and Matthews Street as set forth in its proposal; and

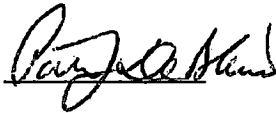
**WHEREAS**, this contract is to be awarded for an amount not to exceed \$37,700.00 for professional land surveying and engineering services as stated in CME Associates' proposal dated January 20, 2021; and

**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:  
Account Number 1-01-20-165-000-244



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

**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 land surveying and engineering services in connection with improvements to King Street and Matthews Street as described above in their proposal dated January 20, 2021, for an amount not to exceed \$37,700.00.
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.

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Motion to Approve R-21-154:

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

**RESOLUTION 21-155**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A SFY21 BODY-WORN CAMERA GRANT FROM THE NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY, OFFICE OF THE ATTORNEY GENERAL, AWARD NUMBER 21-BWC-193**

**WHEREAS**, the State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG) received funds from the SFY21 Budget to administer the Body-Worn Camera Grant Program; and

**WHEREAS**, the Body-Worn Camera Grant Program is designed to provide eligible law enforcement agencies with State funding to aid in the purchase of body-worn cameras, ancillary equipment and storage; and

**WHEREAS**, the Borough of Highlands has been awarded a grant from the New Jersey Department of Law and Public Safety, Office of the Attorney General, U.S.; and

**WHEREAS**, the Grant Program is SFY21 Body-Worn Camera Grant, award number 21-BWC-193, with an award period of January 1, 2021 to December 31, 2025; and

**WHEREAS**, the amount of the grant awarded from the State is \$38,722.00, with no local match required; and

**WHEREAS**, the Borough of Highlands is hereby authorized and does hereby accept the grant award for the purchase of body-worn cameras; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands that it hereby accepts the grant award in the amount of \$38,722.00 for the purchase of body-worn cameras for the period of January 1, 2021 through December 31, 2025.

**BE IT FURTHER RESOLVED** by the Governing Body of the Borough of Highlands that the Mayor and Administrator are hereby authorized to execute the Award Contract with State and take any further action necessary for the acceptance of the grant award.

Motion to Approve R-21-155:

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



**RESOLUTION 21-156**  
**REQUESTING APPROVAL OF INSERTION OF \$165,000 THE 2021 BUDGET REVENUE**  
**AVAILABLE FROM THE NEW JERSEY TRANSPORTATION MUNICIPAL AID PROGRAM**  
**GRANT**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Highlands hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2021 in the sum of \$165,000.00 which item is now available as a revenue from the New Jersey Transportation Municipal Aid Program Grant.

**BE IT FURTHER RESOLVED** that a like sum of \$165,000.00 be and the same is hereby appropriated under the caption of:

New Jersey Transportation Municipal Aid Program Grant.

Motion to Approve R-21-156:

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

**RESOLUTION 21-157**  
**REQUESTING APPROVAL OF INSERTION OF \$246,703.78 FOR THE 2021 BUDGET REVENUE**  
**AVAILABLE FROM THE AMERICAN RESCUE PLAN ACT OF 2021.**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Highlands hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2021 in the sum of \$246,703.78 which item is now available as a revenue from the American Rescue Plan Act of 2021.

**BE IT FURTHER RESOLVED** that a like sum of \$246,703.78 be and the same is hereby appropriated under the caption of:

American Rescue Plan Act of 2021.

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Motion to Approve R-21-157:

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

**RESOLUTION 21-158**

**A RESOLUTION JOINING WITH THE COUNTY OF MONMOUTH IN APPLYING FOR A LEAP IMPLEMENTATION GRANT**

**WHEREAS**, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

**WHEREAS**, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

**WHEREAS**, the (COUNTY OF MONMOUTH and the Borough of Highlands) propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

**WHEREAS**, the purpose of this shared services agreement is to provide the technical benefits the County receives through our high resolution aerial imagery service (Nearmap) to all fifty-three (53) municipalities in the County, free of charge for two years, which will benefit the residents of all participating local units; and

**WHEREAS**, this service will provide high resolution, high quality imagery, as well as a complete set of countywide images three times a year through a web-based interface that allows the user to view the most recent images online; and

**WHEREAS**, municipal governments will use this to do the following:

- Measure size and footprints of buildings
- Determine property boundaries, setbacks and buffers
- Evaluate environmental conditions and potential development impacts
- Estimate capital investments
- Post disaster damage assessment
- Hazard mitigation assessments
- Search and rescue; and

**WHEREAS**, the COUNTY OF MONMOUTH has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

**WHEREAS**, upon receipt of grant funding, the County proposes to provide the imagery services to participating municipalities free of charge.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands, that the Borough of Highlands does hereby join with COUNTY OF MONMOUTH in applying for a LEAP Implementation Grant in the amount of \$250,000.00 to support implementation of this shared service.

**BE IT FURTHER RESOLVED** that the Borough Administrator and Mayor are hereby authorized to execute a Shared Services Agreement with the County of Monmouth for imagery services in a form to be reviewed and approved by the Borough Attorney.

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Motion to Approve R-21-158:

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

**RESOLUTION 21-159**

**A RESOLUTION EXTENDING THE THIRD QUARTER PROPERTY TAX PAYMENT GRACE PERIOD**

**WHEREAS**, ordinarily third quarter tax bills were to be mailed by July 15, 2021; and

**WHEREAS**, because of delays beyond the Borough's control, the bills could not be mailed prior to this deadline; and

**WHEREAS**, the third quarter tax bills will be mailed on or about July 30, 2021; and

**WHEREAS**, N.J.S.A. 54:4-66.3(d) provides that when third quarter tax bills cannot be mailed by the above deadline, taxes shall not be subject to interest until at least 25 days after the tax bills are mailed.

**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 August 1, 2021 so that interest shall not accrue if payment is made by August 31, 2021 in accordance with the above statutory provision.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Borough of Highlands hereby extends the property tax payment grace period for third quarter taxes so that interest shall not accrue if payment is made by August 31, 2021.

**BE IT FURTHER RESOLVED** that the Tax Collector is hereby authorized to make corrections and notations upon the Municipal records as may be necessary to effect this Resolution.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Borough Tax Collector and the Borough Chief Financial Officer.

Motion to Approve R-21-159:

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

**RESOLUTION 21-160**  
**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR**  
**PROFESSIONAL SERVICES FOR ELECTRICAL**  
**UPGRADES TO THE NORTH STREET PUMP STATION**

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

**WHEREAS**, Colliers Engineering & Design, Inc. (DBA Maser Consulting) has set forth its proposed services in a written proposal dated June 22, 2021, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal includes the following: Survey Services, Engineering Design Services, Construction Administration Services and Reimbursables; and

**WHEREAS**, the proposed amount of the contract with Colliers Engineering & Design, Inc. (DBA Maser Consulting) is \$49,750.00, consisting of the following:

• Survey Services	\$ 4,500.00
• Engineering Design Services	\$28,250.00
• Construction Administration Services	\$16,250.00
• Reimbursables	\$ 750.00
Total	\$49,750.00; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc. (DBA 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 Colliers Engineering & Design, Inc. (DBA Maser Consulting) for the proposed engineering services in connection with electrical upgrades to the North Street Pump Station as set forth in its proposal; and

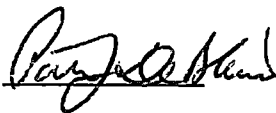
**WHEREAS**, this contract is to be awarded for an amount not to exceed \$49,750.00 for professional engineering services as stated in Colliers Engineering & Design, Inc.'s (DBA Maser Consulting) proposal dated June 22, 2021; and

**WHEREAS**, Colliers Engineering & Design, Inc. (DBA Maser Consulting) 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 Colliers Engineering & Design, Inc. (DBA Maser Consulting) from making any reportable contributions through the term of the contract; and

**WHEREAS**, Colliers Engineering & Design, Inc. (DBA 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: Account # 1-01-20-165-000-244



Patrick DeBlasio, Chief Financial Officer

**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. Colliers Engineering & Design, Inc. (DBA Maser Consulting) is hereby retained to provide professional engineering services in connection with electrical upgrades to the North Street Pump Station as described above in their proposal dated June 22, 2021, for an amount not to exceed \$49,750.00.

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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.

Motion to Approve R-21-160:

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

**RESOLUTION 21-161**

**RESOLUTION APPOINTING MICHELLE HUTCHINSON, RMC TO SERVE IN THE POSITION OF MUNICIPAL CLERK**

**WHEREAS**, by way of Resolution 20-181 duly adopted on August 19, 2020 and Resolution 20-212 duly adopted on October 7, 2020, Michelle Hutchinson was appointed to serve in the position of Acting Municipal Clerk due to a vacancy; and

**WHEREAS**, N.J.S.A. 40A:9-133 provides that, “Within 90 days of the occurrence of a vacancy in the office of municipal clerk by reason of the departure of a registered municipal clerk, the governing body may appoint a person who does not hold a registered municipal clerk certificate as acting municipal clerk for a period not to exceed one year and commencing on the date of the vacancy; and

**WHEREAS**, N.J.S.A. 40A:133.3 provides that, “Upon the successful completion of the examination by the applicant, a certificate shall be issued to the applicant as a registered municipal clerk.”; and

**WHEREAS**, Michelle Hutchinson has successfully completed the examination for a registered municipal clerk; and

**WHEREAS**, in accordance with N.J.S.A. 40A:9-133(a), in every municipality there shall be a municipal clerk appointed for a three-year term by the governing body of the municipality; and

**WHEREAS**, Michelle Hutchinson is certified in this position and qualified in the operations of the Municipal Clerk’s Office; and

**WHEREAS**, the Borough wishes to appoint Michelle Hutchinson, RMC to serve as the Municipal Clerk for a three (3) year term effective July 14, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands that Michelle Hutchinson, RMC is hereby appointed to serve as Municipal Clerk for a three (3) year term effective July 14, 2021.

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Motion to Approve R-21-161:

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

**OTHER BUSINESS:**

Mayor Broullon had two items to address. Would like Council to consider possibly changing the starting time of Council meetings to begin at 7pm as opposed to 8pm. Would also like Council to consider repealing the no dogs in the park section of the Ordinance, noting beaches are considered parks.

**REPORTS:**

**Administrator's Report**

Mayor read Administrator's report.

**Calendar**

- June 22 – Meeting with Middletown Twp re: Portland Road
- June 23 – Conference Call re: Cannabis Legislation
- June 24 – Meeting with Valley Bank – Ownership of Land
- June 28 – Meeting with Insurance Carrier – Coverages
- June 29 – Personnel Hearing
- June 30 – Attended webinar – NPP Program
- July 1 – Meeting with Atl Highlands & Sea Bright – Regionalization
- July 2 – Shadow Lawn Redevelopment meeting with Planner
- July 6 – Meeting with Cooperative Communications – Borough Phone Services
- July 7 – Affordable Housing regulations meeting
  - Meeting with Engineer – Snug Harbor
  - Conference call with Monmouth County OEM – TS Elsa

**Status Updates**

- Received \$246,703.78 from American Rescue Plan Act
- New Borough Hall work progressing – should be going out to bid soon
- Met with Risk Manager to update all insurance policies
- Redevelopment agreements in process
- Parks meeting held, progressing on upgrading facilities
- Safe Routes to Schools Grant, submitting required paperwork
- Recycling tonnage grant information submitted
- Cannabis Ordinance review returned from LUB
- Submitting NJDOT Grant for road improvements for South Bay
- Cement basin (Jones Creek) cleaned out by Monmouth County
- Received surplus Dodge Charger from Monmouth County
- In discussions with Valley National Bank about property issue
- Acceptance of Body Worn Camera Grant resolution (July 14, 2021) \$38K

**Ongoing Projects**

- Municipal Complex
  - o Town Hall Meeting completed on March 2, 2021
  - o Bond ordinance approved (June 2021)
  - o Meeting w/ FEMA on additional funding
  - o RFP for Construction Manager (8/2021)
- Waterwitch Storm and Sanitary – initial survey work completed, plans are progressing through Monmouth County
- King/Matthews Street Road Improvements
- Cedar & Jones Bulkhead – substantially completed, only punch list items remain (3/2021)
- Improvements to Locust Street – substantially completed, paying to be done this spring (4/2021)
- North Street Pump Station – Engineering (Colliers) to be awarded July 14, 2021

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- Snug Harbor Park – soil analysis completed, grant extension approved on 2/3/2021, received proposal for final design (3/2021)
  - o Playground equipment ordered
- Jones Creek Dredging

**Proposed Projects**

- 2018 NJ Safe Routes to Schools – met with planner (GPI) and NJDOT on project design (4/2021)
- Ederle Park Improvements
- Marine Place Bulkhead Restoration

**Engineer's Report**

Greg Valesi gave report. Phase 1 sanitary sewer project waiting for authorization to go out to bid to proceed with project. Also awaiting authorization to begin with the King and Matthews Street project.

**PUBLIC PORTION:**

Mayor opened public portion.

Rosemary Flannery, 1 Central Avenue – Thanked Mayor for follow up on problem with racoons. Has gotten worse since hurricane Sandy. Suggested starting a campaign for awareness regarding pet owners curbing animals.

Claudette D'Arigo, 12 Seadrift – Requested Councilmembers explain their votes pertaining to the Cannabis Ordinances. Melnyk, Olszewski, Mayor, and Martin explained their votes.

Kim Skorka, Formerly of Shore Drive – Expressed concern regarding operations of the Borough and announced she had moved out of the area.


Mike Cannon, 10 Central Avenue – Requested status of Snug Harbor sewer project. Questioned if we are being reimbursed for the repaving of county roads. Also questioned how long residents will go without access due to the construction on Central and Beach Avenue. Engineer Greg Valesi explained.

Tara White, 18 Central Avenue – Expressed concern regarding flooding on Central Avenue. Supports skate park requested an update on the status of the project. Mayor explained.

**ADJOURN:**

Upon motion by Mayor Broullon, seconded by Councilmember Martin, motion carries to adjourn at 9:11 P.M. All in Favor.

Approve:   
Carolyn Broullon

Attest:   
Michelle Hutchifson, Acting Borough Clerk