

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
Community Center - 22 Snug Harbor Avenue - Highlands
Tuesday, January 1st 2019
12:00pm

As per requirement of Public Law 1975, Chapter 231, notice is hereby given that this is a Regular Meeting of the Borough of Highlands Mayor and Council 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. Formal Action will be taken.

REGULAR MEETING: 12:00pm

Call to Order
Meeting Statement
Pledge of Allegiance

Oath of Office

Carolyn Broullon, Councilmember
Linda Mazzola, Councilmember

Roll Call

Resolution

R-19-040 – Appoint Police Officer

Oath of Office

James Trivett, Police Officer
Joseph Blewett, Fire Chief
Jay Terwilliger, First Aid Captain

Acknowledgement of Service

Claudette D'Arrigo, Councilmember 2016-2018
Jack Serpico Esq., Land Use Board Attorney 2000-2018

Resolutions

R-19-001 – Appoint Municipal Attorney for 2019
R-19-002 – Appoint Council President for the 2019
R-19-003 – Appoint Municipal Auditor for 2019
R-19-004 – Approve Bond Counsel Services
R-19-005 – Appoint Labor Counsel
R-19-006 – Appoint Professional Legal Counsel for Tax Appeals & Tax Litigation
R-19-007 – Appoint Municipal Public Prosecutor
R-19-008 – Appoint Municipal Public Defender
R-19-009 – Councilmember Liaison Appointments
R-19-010 – Appoint Juvenile Officer
R-19-011 – Designating Official Newspapers
R-19-012 – Schedule of Meetings of the Mayor & Council
R-19-013 – Appoint Members of the Green Team
R-19-014 – Authorize Cash Management Plan
R-19-015 – Temporary Municipal Budget
R-19-016 – Appoint Clean Communities Coordinator
R-19-017 – Appoint Special Police Officers
R-19-018 – Appoint Tax Search & Assessment Search Officers
R-19-019 – Appoint Members of the Highlands Business Partnership
R-19-020 – Appoint Fire Police
R-19-021 – Appoint Shade Tree Commission Members
R-19-022 – Appoint Open Space Committee Members
R-19-023 – Establishing Communications Committee
R-19-024 – Appoint Land Use Board Members
R-19-025 – Appoint Community Development Representative
R-19-026 – Designate Public Agency Compliance Officer
R-19-027 – Appoint Environmental Advisory Commission Members
R-19-028 – Appoint Recreation Committee Members
R-18-029 – Renew Shared Service Agreement for Court Services with Atlantic Highlands
R-18-030 – Extend Shared Service Agreement for LUB Secretary with Atlantic Highlands
R-18-031 – Appoint Municipal Court Judge
R-19-032 – Payment of the Bills
R-19-033 – Renew Monmouth County SCAT Agreement
R-19-034 – Appoint Redevelopment/COAH Attorney
R-19-035 – Appoint Borough Engineer

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
Community Center - 22 Snug Harbor Avenue - Highlands
Tuesday, January 1st 2019
12:00pm

- R-19-036 – Appoint Special Project Engineers
- R-19-037 – Appoint Borough Sewer Engineer
- R-19-038 – Appoint Medical Insurance Consultants
- R-19-039 – Appoint Special Environmental Litigation Counsel
- R-19-041 – Appoint Alternative LUB Secretary
- R-19-042 – Appoint Risk Management Consulting Company
- R-19-043 – Appoint Deputy Municipal Clerk
- R-19-044 – Appoint Deputy Registrar
- R-19-045 – Appoint Code Enforcement Officer & Public Officer

Other Business:

Public Comments:

Adjourn

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
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The Meeting was called to order at 12:07pm.

As per requirement of Public Law 1975, Chapter 231, notice is hereby given that this is a Regular Meeting of the Borough of Highlands Mayor and Council 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. Formal Action will be taken.

The Pledge of Allegiance was led by Mayor O’Neil. Mayor O’Neil requested a moment of silence for all who was lost in the previous year.

Oath of Office

Carolyn Broullon, Councilmember

Judge Thomas Smith swore in Carolyn Broullon for a three-year term as Councilmember.

Linda Mazzola, Councilmember

Mayor O’Neil swore in Linda Mazzola for a three-year term as Councilmember.

Roll Call

- Councilmember Braswell
- Councilmember Broullon
- Councilmember Mazzola
- Councilmember Ryan
- Mayor O’Neil

Also Present:

- Bonnie Brookes, Clerk
- Brian Chabarek, Borough Attorney
- Kim Gonzales, Borough Administer
- Rosa Pace, Deputy Clerk

Resolution

R-19-040 – Appoint Police Officer – James Trivett

Motion to Approve Resolution 19-040:

	INTROUCED	SECONDED	AY	NAY	ABSENT
BRASWELL		x	x		
BROULLON			x		
MAZZOLA			x		
RYAN	x		x		
O’NEIL			x		

Oath of Office

James Trivett, Police Officer

Mayor O’Neil swore in James Trivett as Police Officer.

Joseph Blewett, Fire Chief

Mayor O’Neil swore in Joseph Blewett as Fire Chief.

Jay Terwilliger, First Aid Captain

Not present.

Mayor O’Neil discussed the importance of the Oath of Office and explained how anyone who takes this Oath is a servant of the people.

Acknowledgement of Service

Claudette D’Arrigo, Councilmember 2016-2018

Ms. D’Arrigo was not present. Mayor O’Neil read the plaque into the record.

Jack Serpico Esq., Land Use Board Attorney 2000-2018

Mr. Serpico was not present. Mayor O’Neil reviewed Mr. Serpico’s role in the Borough and how important he was in his service to the Land Use Board.

Mayor O’Neil introduced the new Borough Engineer to the residents.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

Resolution

R-19-040 – Appoint Police Officer – James Trivett

MOTION to approve Resolution 19-040:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-040 has been properly approved.

Oath of Office

James Trivett, Police Officer **administered by Mayor O'Neil**

Joseph Blewett, Fire Chief **administered by Mayor O'Neil**

Jay Terwilliger, First Aid Captain **not present**

Mayor O'Neil discussed the importance of Oath of office.

Resolutions

R-19-001 – Appoint Municipal Attorney for 2019

MOTION to approve Resolution 19-001:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-001 has been properly approved.

R-19-002 – Appoint Council President for the 2019

Councilmember Boullon nominated Rosemary Ryan to be the Council President.

MOTION to approve Resolution 19-002:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL			X			

Resolution 19-002 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-003 – Appoint Municipal Auditor for 2019

MOTION to approve Resolution 19-003:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA	X		X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-003 has been properly approved.

R-19-004 – Approve Bond Counsel Services

MOTION to approve Resolution 19-004:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-004 has been properly approved.

R-19-005 – Appoint Labor Counsel

MOTION to approve Resolution 19-005:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-005 has been properly approved.

R-19-006 – Appoint Professional Legal Counsel for Tax Appeals & Tax Litigation

MOTION to approve Resolution 19-006:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-006 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-007 – Appoint Municipal Public Prosecutor

MOTION to approve Resolution 19-007:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-007 has been properly approved.

R-19-008 – Appoint Municipal Public Defender

MOTION to approve Resolution 19-008:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-008 has been properly approved.

R-19-009 – Councilmember Liaison Appointments

MOTION to approve Resolution 19-009:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-009 has been properly approved.

R-19-010 – Appoint Juvenile Officer

MOTION to approve Resolution 19-010:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-010 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-011 – Designating Official Newspapers Ledger

MOTION to approve Resolution 19-011:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-011 has been properly approved.

R-19-012 – Schedule of Meetings of the Mayor & Council

MOTION to approve Resolution 19-012:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-012 has been properly approved.

R-19-013 – Appoint Members of the Green Team

MOTION to approve Resolution 19-012:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-013 has been properly approved.

R-19-014 – Authorize Cash Management Plan

MOTION to approve Resolution 19-014:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-014 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-015 – Temporary Municipal Budget

MOTION to approve Resolution 19-015:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-015 has been properly approved.

R-19-016 – Appoint Clean Communities Coordinator

MOTION to approve Resolution 19-016:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-016 has been properly approved.

R-19-017 – Appoint Special Police Officers

MOTION to approve Resolution 19-017:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-017 has been properly approved.

R-19-018 – Appoint Tax Search & Assessment Search Officers

MOTION to approve Resolution 19-018:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-018 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-019 – Appoint Members of the Highlands Business Partnership

MOTION to approve Resolution 19-019:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-019 has been properly approved.

R-19-020 – Appoint Fire Police

MOTION to approve Resolution 19-020:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-020 has been properly approved.

R-19-021 – Appoint Shade Tree Commission Members

MOTION to approve Resolution 19-021:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-021 has been properly approved.

R-19-022 – Appoint Open Space Committee Members

MOTION to approve Resolution 19-022:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-022 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-023 – Establishing Communications Committee

MOTION to approve Resolution 19-023:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-023 has been properly approved.

R-19-024 – Appoint Land Use Board Members

MOTION to approve Resolution 19-024:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-024 has been properly approved.

R-19-025 – Appoint Community Development Representative

MOTION to approve Resolution 19-025:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL					X	
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-025 has been properly approved.

R-19-026 – Designate Public Agency Compliance Officer

MOTION to approve Resolution 19-026:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-026 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-027 – Appoint Environmental Advisory Commission Members

MOTION to approve Resolution 19-027:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-027 has been properly approved.

R-19-028 – Appoint Recreation Committee Members

MOTION to approve Resolution 19-028:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-028 has been properly approved.

R-19-029 – Renew Shared Service Agreement for Court Services with Atlantic Highlands

MOTION to approve Resolution 19-029:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON			X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-029 has been properly approved.

R-19-030 – Extend Shared Service Agreement for LUB Secretary with Atlantic Highlands

MOTION to approve Resolution 19-030:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-030 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-031 – Appoint Municipal Court Judge - Thomas Smith, Esq.

MOTION to approve Resolution 19-031:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL		X	X			

Resolution 19-031 has been properly approved.

R-19-032 – Payment of the Bills

MOTION to approve Resolution 19-032:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-032 has been properly approved.

R-19-033 – Renew Monmouth County SCAT Agreement

MOTION to approve Resolution 19-033:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-033 has been properly approved.

R-19-034 – Appoint Redevelopment/COAH Attorney

MOTION to approve Resolution 19-032:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-034 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-035 – Appoint Borough Engineer

MOTION to approve Resolution 19-035:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-035 has been properly approved.

R-19-036 – Appoint Special Project Engineers

MOTION to approve Resolution 19-036:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON			X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-036 has been properly approved.

R-19-037 – Appoint Borough Sewer Engineer- H2M Architects & Engineers

MOTION to approve Resolution 19-037:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL			X			

Resolution 19-037 has been properly approved.

R-19-038 – Appoint Medical Insurance Consultants

MOTION to **TABLE** Resolution 19-038:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

Resolution 19-012 was properly tabled.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-039 – Appoint Special Environmental Litigation Counsel

MOTION to approve Resolution 19-039:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-039 has been properly approved.

R-19-041 – Appoint Alternative LUB Secretary

MOTION to approve Resolution 19-041:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL			X			

Resolution 19-041 has been properly approved.

R-19-042 – Appoint Risk Management Consulting Company

MOTION to **TABLE** Resolution 19-042:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON			X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL	X		X			

Resolution 19-042 has been properly tabled.

R-19-043 – Appoint Deputy Municipal Clerk

MOTION to approve Resolution 19-043:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

Resolution 19-043 has been properly approved.

Highlands Borough Mayor & Council Reorganizational Meeting Minutes
 Community Center - 22 Snug Harbor Avenue - Highlands
 Tuesday, January 1st 2019
 12:00pm

R-19-044 – Appoint Deputy Registrar

MOTION to approve Resolution 19-044:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL		X	X			

Resolution 19-044 has been properly approved.

R-19-045 – Appoint Code Enforcement Officer & Public Officer

MOTION to approve Resolution 19-045:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON	X		X			
MAZZOLA			X			
RYAN			X			
O'NEIL			X			

Resolution 19-045 has been properly approved.

Other Business:

Public Comments:

Mayor O'Neil opened the meeting to the public. Seeing no one from the meeting wishing to speak, Mayor O'Neil closed the meeting to the public.

Adjourn

MOTION to adjourn the meeting:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN			X			
O'NEIL	X		X			

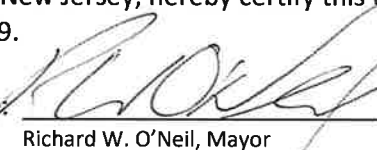
The meeting was properly adjourned at 12:45pm.

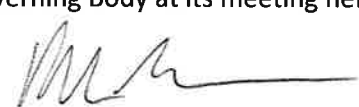
Approval of the Minutes

A motion to approve the Minutes of January 1st 2019 was made by Councilmember Ryan and seconded by Councilmember Broullon.

- AYE:** Councilmembers Brawell, Broullon, Mazzola, Ryan & Mayor O'Neil (5)
- NAY:** None (0)
- ABSENT:** None (0)
- ABSTAIN:** None (0)

I, Bonnie Brookes, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be the action of the Governing Body at its meeting held June 19th 2019.

Approve: 
 Richard W. O'Neil, Mayor

Attest: 
 Matthew Conlon RMC, Clerk