

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

**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.**

Call to Order  
Meeting Statement  
Roll Call

**WORKSHOP: 6:30PM**

Monmouth County Mitigation Planning Committee – Michael Baker  
Economic Development Officer Cliff Moore  
Recreation Fees

**EXECUTIVE SESSION: 7:00PM**

Attorney-Client Privilege: Form Based Code  
Residential Tax Abatement  
Litigation: Hilltop at Highlands  
Contract Negotiations: TOMSA

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Presentation**

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

**Consent Agenda**

R-19-130 Approve Payment of the Bills  
R-19-131 Authorize Refund of Tax Overpayment  
R-19-132 Approve Request for Waiver of Alcohol Ban for Community Center  
R-19-133 Refund of Recreation Fees

**Resolutions**

R-19-134 Authorize Award of Non-Fair & Open Contract with CME for Improvements to Cornwell Street & John Street  
R-19-136 Authorize Termination of Shared Service for Local Public Health Services with Monmouth County Regional Health Commission #1  
R-19-137 Authorize Purchase of IDEMA LIVESCAN System  
R-19-138 Adopt HBP Budget for 2019

**Ordinances: Second Reading & Public Hearing**

O-19-09 Requiring Citizens be in Good Standing to Serve on a Borough Committee  
O-19-10 Telecommunications Licensing Provisions for Facilities in Rights of Way

**Other Business**

Administrator's Report  
Police Chief's Report

**Public Comments:**

**Adjourn**

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**REGULAR MEETING:**

The Meeting was called to order at 6:37pm.

**Meeting Statement**

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**Roll Call**

  X   Councilmember Braswell  
  X   Councilmember Broullon  
  X   Councilmember Mazzola  
  X   Councilmember Ryan  
 X\*\* Mayor O’Neil

**Also Present:**

  X   Bonnie Brookes, Borough Clerk  
  X   Brian Chabarek, Borough Attorney  
 X\*\* Kim Gonzales, Borough Administer  
  X  \* Cliff Moore, Economic Development Officer

**WORKSHOP:**

**Recreation Fees**

Councilmember Ryan explained that if the Council wanted to change the ordinance they would have to do it as soon as possible. She explained the attendance issue with kids being signed up but not showing up. Councilmember Mazzola discussed some of the proposed themes for the weeks. Councilmember Ryan stated that the Recreation Department would be brainstorming with former counselors and the goal was to expand the kid’s minds. The Council discussed the average cost of summer camps in the county and the average income of the Borough and how it is on the rise.

An unknown resident asked how the Borough’s average income has increased if 50% of the students are receiving free lunches. Councilmember Ryan explained that many residents do not have kids in the school and noted that the Borough was not trying to make a profit off the camp but costs have increased. She further noted that scholarships would be available to families who cannot afford it. The unknown resident inquired why the Borough was doing this so close to the start of camp. He also questioned why we allow non-residents to participate in the camp. Another unknown resident asked if the Borough always subsidized the camp cost? Councilmember Broullon noted that the camp used to be free.

\*Mr. Moore entered the meeting at 6:47pm.

**Economic Development Officer Cliff Moore**

Mr. Moore stated that he had met with Main Street USA to discuss possible grant opportunities. He noted that he created a group called Bayshore 20/20 to have all the Bayshore communities share information and coordinate events. Mr. Moore discussed the upcoming car show.

\*Mayor O’Neil and Ms. Gonzales entered the meeting at 6:58pm.

Mr. Moore listed his plans including working on beautification program, reducing the number of vacant properties, meeting with developers, and advertising the fact Highland’s beaches are free.

**Monmouth County Mitigation Planning Committee**

Craig (Unknown) explained that they were hired by Monmouth County to update the county’s mitigation plan, nothing this was a FEMA requirement to have in place to get funds for a disaster. He stated that they had met with Borough Officials. He reviewed what they do and how it can assist the Borough in receiving grants. He noted the report should be available in the fall.

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

**Recreation Fees Continued**

Councilmember Ryan asked Ms. Gonzales for more information on the summer food grant which she supplied. Ms. Gonzales discussed how tax revenue pays for the camp and noted that tuition doesn't cover the trips which always sell out.

**EXECUTIVE SESSION**

Attorney-Client Privilege: Form Based Code  
Residential Tax Abatement  
Litigation: Hilltop at Highlands  
Contract Negotiations: TOMSA

**Motion** to Approve the Resolution to Enter into Executive Session:

|          | INTROUCED | SECONDED | AYE | NAY | ABSTAIN | ABSENT |
|----------|-----------|----------|-----|-----|---------|--------|
| BRASWELL |           |          | X   |     |         |        |
| BROULLON |           | X        | X   |     |         |        |
| D'ARIGGO |           |          | X   |     |         |        |
| RYAN     | X         |          | X   |     |         |        |
| O'NEIL   |           |          | X   |     |         |        |

The Resolution to enter into Executive Session was properly approved.

Council entered Executive Session at 7:13pm.

Council exited Executive Session at 8:23pm.

**REGULAR MEETING:**

The Council returned to Public Session at 8:25pm.

**Meeting Statement**

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**Pledge of Allegiance**

Led by Jack Serpico, Esq.

**Roll Call**

  X   Councilmember Braswell  
  X   Councilmember Broullon  
  X   Councilmember Mazzola  
  X   Councilmember Ryan  
  X   Mayor O'Neil

**Also Present:**

  X   Bonnie Brookes, Borough Clerk  
  X   Brian Chabarek, Borough Attorney  
  X   Patrick DeBlasio, CFO  
  X   Kim Gonzales, Borough Administer  
  X   Cliff Moore, Economic Development Officer

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

Mayor O'Neil spoke highly of Mr. Serpico's service to the Borough and presented him a plaque. Mr. Serpico announced his future plans for retirement.

**Consent Agenda**

R-19-130 Approve Payment of the Bills  
R-19-131 Authorize Refund of Tax Overpayment  
R-19-132 Approve Request for Waiver of Alcohol Ban for Community Center  
R-19-133 Refund of Recreation Fees

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Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

**Motion** to Approve the Consent Agenda:

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

The Consent Agenda was properly approved.

**Resolutions**

**R-19-134 Authorize Award of Non-Fair & Open Contract with CME for Improvements to Cornwell Street & John Street**

Mayor O'Neil explained the project to the public.

**Motion** to Approve Resolution 19-134:

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

Resolution 19-134 has been properly approved.

**R-19-136 Authorize Termination of Shared Service for Local Public Health Services with Monmouth County Regional Health Commission #1**

**Motion** to Approve Resolution 19-136:

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

Resolution 19-136 has been properly approved.

**R-19-137 Authorize Purchase of IDEMA LIVESCAN System**

**Motion** to Approve Resolution 19-137:

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

Resolution 19-137 has been properly approved.

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

**R-19-138 Adopt HBP Budget for 2019**

Mayor O’Neil opened the meeting to the public.

**Name:** Kim Skorka

**Address:** Shore Drive

Stated that the waste of time and money spent on this has exasperated her. Ms. Skorka informed the Council that the HBP still has not responded to OPRA requests from the previous year. She said that she hoped the Mayor would vote ‘no’ and added by her calculations the HBP only needed \$31,000 from the Borough to operate. She pointed out that the HBP was a 501C3 who can get donations and asked the Council the justification for ignoring the facts.

**Motion to Approve Resolution 19-0138:**

|          | INTROUCED | SECONDED | AYE | NAY | ABSTAIN | ABSENT |
|----------|-----------|----------|-----|-----|---------|--------|
| BRASWELL |           |          |     |     | X       |        |
| BROULLON | X         |          | X   |     |         |        |
| MAZZOLA  |           |          |     | X   |         |        |
| RYAN     |           | X        | X   |     |         |        |
| O’NEIL   |           |          | X   |     |         |        |

Resolution 19-138 has been properly approved.

**Ordinances: Second Reading & Public Hearing**

**O-19-09 Requiring Citizens be in Good Standing to Serve on a Borough Committee**

Mayor O’Neil opened the meeting to the public on Ordinance 19-09. Seeing no one from the public wishing to speak, Mayor O’Neil closed the meeting to the public.

**Motion to Adopt Ordinance 19-09:**

|          | INTROUCED | SECONDED | AYE | NAY | ABSTAIN | ABSENT |
|----------|-----------|----------|-----|-----|---------|--------|
| BRASWELL |           |          | X   |     |         |        |
| BROULLON | X         |          | X   |     |         |        |
| MAZZOLA  |           | X        | X   |     |         |        |
| RYAN     |           |          | X   |     |         |        |
| O’NEIL   |           |          | X   |     |         |        |

Ordinance 19-09 has been properly adopted.

**O-19-10 Telecommunications Licensing Provisions for Facilities in Rights of Way**

Mr. Chabarek explained that this was a requirement by the FCC. Mayor O’Neil opened the meeting to the public on Ordinance 19-10. Seeing no one from the public wishing to speak, Mayor O’Neil closed the meeting to the public.

**Motion to Adopt Ordinance 19-10:**

|          | INTROUCED | SECONDED | AYE | NAY | ABSTAIN | ABSENT |
|----------|-----------|----------|-----|-----|---------|--------|
| BRASWELL |           |          | X   |     |         |        |
| BROULLON | X         |          | X   |     |         |        |
| MAZZOLA  |           | X        | X   |     |         |        |
| RYAN     |           |          | X   |     |         |        |
| O’NEIL   |           |          | X   |     |         |        |

Ordinance 19-10 has been properly adopted.

**Other Business**

**Administrator’s Report**

Ms. Gonzales provided additional detail on the Monmouth County Mitigation meeting. She stated that the Borough would be going to the Monmouth County Health Department, which will save the Borough

**Highlands Borough Mayor & Council Meeting Minutes**  
**Community Center, 22 Snug Harbor Avenue, Highlands**  
**Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

money. She updated the Council on several projects including Waterwitch, Valley Street, Veteran's Park electronic. Ms. Gonzales invited everyone to Park Fest and noted that donations would be paying for the music.

**Police Chief's Report**

Chief Burton was not present at the meeting.

**Other**

Councilmember Ryan announced he upcoming Borough yard sale.

Mayor O'Neil stated that Ms. Gonzales and the Borough Engineer did a good job securing funds for the Borough.

**Public Comments:**

Mayor O'Neil opened the meeting to the public.

**Name:** Karen Neil

**Address:** Bay Avenue

Stated that her property borders Holly Street and she was concerned with the new "no Parking" signs on Cedar and the recent surveying of Holly Street. Mayor O'Neil explained that it was being surveyed to locate the boundaries and did not rule out improvements in the future such as paving. Ms. Neil questioned the suddenness of it and the need to have it paved. Ms. Gonzales explained that for public safety the signs were installed and noted that people were parking on private property. Ms. Neil noted that residents are unable to park there now when there is flooding. Ms. Gonzales offered to meet Ms. Neil the following day at the location to discuss further.

**Name:** Kimberly Monroe

**Address:** Unknown

Questioned what was going on with the Recreation summer program. Councilmember Ryan noted that it was discussed earlier and would be discussed again later in the meeting.

**Name:** Kim Skorka

**Address:** Shore Drive

Pointed out that the Borough has other roads that need to be paved prior to Holly Street. Mayor O'Neil stated that there are no current plans to pave Holly Street.

Ms. Skorka inquired what would happen if the HBP is not renewed in October and if the businesses get a tax refund. Ms. Skorka announced that the Council should have included the Land Use Board in Ordinance 19-09 and also stated that the Council should reconsider the Shore Drive parking permits.

**Name:** Patty Catalano

**Address:** Private Drive

Discussed with the Council the port potty at Miller Beach. She explained that when the porta potty was on the previous location, left of the gazebo, it caused issues and the smell bothered the neighbors. She requested that the porta potty be kept on the street side of the parking lot. Mayor O'Neil explained all the different things that needed to be considered in this decision. Councilmember Mazzola noted that ADA compliance has a major impact on where it could be put.

**Name:** Unknown

**Address:** South Linden Avenue

Stated that there are street lights out and it is very dark on South Linden Avenue. Councilmember Ryan asked the resident to call Ms. Gonzales on this issue.

Mayor O'Neil closed the meeting to the public.

**Other Business**

**Recreation Fees Continued**

Councilmember Ryan updated Ms. Gonzales on the earlier discussion at the workshop meeting.

Ms. Gonzales stated that she was tasked with recreating the summer camp. She noted the importance of keeping the kids' brains engaged in the summer months. Additionally, she pointed out, that as being a single mother at one point in her life she understood all sides of the issue and confirmed there would be scholarships. Ms. Gonzales explained that the camp had a major issue with kids signing up and not

**Highlands Borough Mayor & Council Meeting Minutes**  
**Community Center, 22 Snug Harbor Avenue, Highlands**  
**Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

attending, taking the place of others who really wanted to go. She also listed the many increased costs the camp is facing. Council discussed the raising costs.

Ms. Gonzales pointed out all the things the Highland's camp offers that other local camps don't including the fact it is not weather based, additional hours, and the Counselor in Training program. She informed the Council that the new ordinance would need to be introduced at the next Council meeting to be adopted in time.

Councilmember Broullon noted that 53% of Highland's children receive free or reduced cost lunches. She noted that the room can only hold 120 people with the camp counselors. She expressed her concern that this was being done too late in the season and should wait until next year.

Council discussed the advantages of having the sign-ups for camp on a weekly basis, the number of non-residents allowed, and potential fees.

**Name:** Unknown

**Address:** Unknown

Expressed concern over the large increase from \$35 for two kids all summer to a weekly rate with such little warning.

Mayor O'Neil explained that goal was to make the camp self sufficient. Councilmember Mazzola pointed out that it was the tax payer money and they are asking the whole town to pay for these kids to go to camp.

**Name:** Unknown

**Address:** Unknown

Asked for information on scholarships.

Councilmember Broullon and Mayor O'Neil discussed the scholarships program.

**Name:** Claudette D'Arrigo

**Address:** Sea Drift Avenue

Proclaimed that she assisted in getting the initial fee adopted for the camp and residents hated her for it. She listed all the things that are part of the camp that need to be paid for and listed the cost of the Monmouth County Park System. Ms. D'Arrigo pointed out that everyone loves the Highlands' camp because it is practically free. She pointed out that the special trips always had a wait list and cost \$30-\$40 each.

Councilmember Mazzola listed the costs of many local summer camps.

Council discussed the amount that would need to be changed to make the camp self sufficient vs. what was reasonable for the residents.

Ms. Gonzales explained how they would be hiring differently this year.

**Name:** Kim Skorka

**Address:** Shore Drive

Questioned if the kids that did attend were asked why. Ms. Gonzales explained that there was a survey and discussed the results. Ms. Skorka questioned if the camp rate could be on a sliding scale based on income.

**Name:** Steve Solop

**Address:** Bay Avenue

Stated that he was single father and made sure his kids were always able to go to camp in the summer. He also noted that kids are more important than the HBP and this discussion should have been started in October.

The Council continued to discuss the fees and agreed on:

\$20 per Highlands child per week for camp

\$60 per non-Highlands child per week for camp

\$5 per Highlands child per week for extended care

\$15 per non-Highlands child per week for extended care

\$10 per Highlands child per week for late registration after June 20<sup>th</sup>

\$30 per non-Highlands child per week for late registration after June 20<sup>th</sup>

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
Wednesday, May 1<sup>st</sup> 2019 – 6:30 p.m.**

**Name:** Unknown

**Address:** Unknown

Pointed out that the Borough is cutting it very close. The resident also questions how many scholarships would be available. Mayor O'Neil stated that there is no limit.

**Name:** Unknown

**Address:** Unknown

Asked if there were any private donors that pay for the scholarships.

**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 adjourned at 10:00 pm.

**Approval of the Minutes**

A motion to approve the Minutes of May 1<sup>st</sup> 2019 was made by Councilmember Broullon and seconded by Councilmember Mazzola.

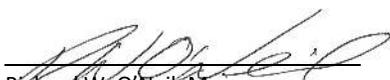
**AYE:** Councilmembers Braswell, Broullon, Mazzola & Ryan (5)

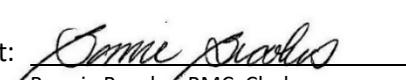
**NAY:** None (0)

**ABSENT:** None (0)

**ABSTAIN:** Mayor O'Neil (1)

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 19<sup>th</sup> 2019.

Approve:   
Richard W. O'Neil, Mayor

Attest:   
Bonnie Brookes RMC, Clerk