

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

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
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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-001

RESOLUTION APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES CONTRACT

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 10:45 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2019 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Brian J. Chabarek, Esq. of the Law Firm of Davison, Eastman, Muñoz, Lederman & Paone, P.A. is hereby appointed Borough Attorney for the calendar year 2019 and is awarded a professional service contract for an amount not to exceed \$66,000 plus reimbursable expenses for professional legal services for the period of January 1, 2019 through December 31, 2019 at the rate of a monthly retainer in the amount of \$5,500 and an hourly rate of \$150 per hour for services outside of the contract.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional legal services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by

law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-002

RESOLUTION APPOINTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2019

WHEREAS, Borough Code §2-3.3 sets forth that that at its annual meeting, the council shall by vote of a majority of its number elect a Council President; and

WHEREAS, in accordance with Borough Code §2-3.3, the Council President shall serve in the place of the Mayor in the event of his absence, disability, or refusal to act.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that _____
_____ is hereby elected Council President for the year 2019 or until the next annual meeting.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-003

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Municipal Auditor were received in the Office of the Municipal Clerk no later than 11:30 am on December 13, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2019 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of, Holman Frenia Allison PC, is hereby retained to provide professional auditing services for an amount not to exceed \$57,950 for a 12-month period to expire December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional audit services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the

Clerk of the Borough of Highlands.

6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-004

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – BOND COUNSEL

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Bond Counsel were received in the Office of the Municipal Clerk no later than 11:00 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2019 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. Megan Bennett Clerk of the that the firm of, Gluck Walrath LLP, is hereby retained to provide professional services – Bond Counsel for an amount not to exceed \$20,000 in a 12-month period to expire December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional Legal Services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the

Clerk of the Borough of Highlands.

6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-005

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – LABOR COUNSEL

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Labor Counsel were received in the Office of the Municipal Clerk no later than 11:00 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2019 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of, Apruzzese, McDermott, Mastro & Murphy, is hereby retained to provide professional services – Labor Counsel for an amount of \$175.00 per hour, not to exceed \$20,000 plus reimbursable expenses for professional labor counsel services for the Borough of Highlands for a 12-month period to expire December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional Legal Services Contract is hereby approved, and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.

5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-006

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – TAX APPEAL & TAX LITIGATION

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Labor Counsel were received in the Office of the Municipal Clerk no later than 10:45 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of, Davison, Eastman, Muñoz, Lederman & Paone, PA is hereby retained to provide professional services – Tax Appeal & Tax Litigation for an amount not to exceed \$15,000 plus reimbursable expenses for professional legal services provided to the Borough, at an hourly rate of \$150 per hour for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional Legal Services Contract is hereby approved, and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.

6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-007

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES CONTRACT

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Municipal Prosecutor were received in the Office of the Municipal Clerk no later than 11:30 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. James N. Butler is hereby appointed Borough Prosecutor for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$15,240.00 for professional legal services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional legal services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.

5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-008

RESOLUTION APPOINTING PUBLIC DEFENDER FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES CONTRACT

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Municipal Public Defender were received in the Office of the Municipal Clerk no later than 11:30 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Kevin P. Wigenton of the Wigenton Law Firm is hereby appointed Public Defender for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$5,000.00 for professional legal services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional legal services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-009

A COUNCILMEMBER APPOINTMENTS (1 year, ending 12/31/2019)

COUNCIL COMMITTEE/DEPARTMENT:	LIAISON:
Board of Education – HES & HHRHS	Rosemary Ryan
Building/Housing	Linda Mazzola
Clam Plant	Carolyn Broullon
Communications & Public Relations	Carolyn Broullon
Substandard Housing	Linda Mazzola
Environmental	Rosemary Ryan
Green Team	Rosemary Ryan
Highlands Business Partnership	Linda Mazzola/Mayor Richard O'Neil
Open Space	Linda Mazzola
Parks & Recreation	Kenneth Braswell/Rosemary Ryan
Public Safety	Mayor Richard O'Neil/Rosemary Ryan
Public Works	Kenneth Braswell
Shade Tree	Carolyn Broullon
Sewer Department	Kenneth Braswell



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-010

RESOLUTION APPOINTING JUVENILE OFFICER

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that George Ruth is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2019.

BE IT FURTHER RESOLVED, that the compensation for said position shall be set in the Municipal Salary Ordinance.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-011

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH OF HIGHLANDS

WHEREAS, N.J.S.A 40:53-2 requires that all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall be published in at least one official newspaper published and circulating in the municipality; and,

WHEREAS, N.J.S.A 40:53-1 provides that the governing body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and,

WHEREAS "Official Newspapers" as defined by N.J.S.A. 10:4 means paid, published and circulated in the municipality, and if there be no such newspaper, then in at least one published in the county in which the municipality is located and said newspaper is circulated; and,

WHEREAS P.L. 1975 c.231 provides that a public body may provide electronic notice of any meeting of the public body through the Internet and defines "Electronic Notice" as advance notice available to the public via electronic transmission of at least forty-eight (48) hours, giving the time, date, location and, to the extent, known the agenda of any Regular, Special or Rescheduled Meeting, which notice shall accurately state whether formal action may or may not be taken at such meeting; and,

WHEREAS Nothing in P.L. 1975 c.231 shall be construed as affecting or superseding the adequate notice requirements that are imposed by the "Open Public Meetings Act" and no electronic notice issued pursuant to this act shall be deemed to substitute for, or be considered in lieu of, such adequate notice,

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the **Asbury Park Press, The Two River Times, and The Star Ledger** be designated as the official newspapers for the advertising of ordinances and other public notices, which the municipality may be required by any law to publish, for the year ending December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-012

RESOLUTION SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2019

WHEREAS N.J.S.A. 10:4-18 provides for "ANNUAL NOTICE" which means at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time and location of the meeting. In addition, it shall be mailed, telephoned, telegraphed or hand delivered to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, and State of New Jersey, that Workshop Meetings of the Borough Council will begin at 6:30pm and Regular Meetings of the Borough Council will be held at 8:00pm during the year 2019, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands New Jersey 07732 on the following dates:

1. Regular Meetings shall be held on the following dates:

Regular Meetings	Workshop/Regular Meetings
	January 16 th
February 6 th	February 20 th
March 6 th	March 20 th
April 3 rd	April 17 th
May 1 st	May 15 th
June 5 th	June 19 th
	July 17 th
	August 21 st
September 4 th	September 18 th
October 2 nd	October 23 rd
	November 13 th
December 4 th	December 18 th

Formal action will be taken at all Regular meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will begin at 6:30pm, 7:00pm, or 7:30pm during the year

2019. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular, Workshop or Special meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2020 shall be held at 12:00 noon on January 1, 2020 at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands New Jersey 07732.

3. The Municipal Clerk shall post this "Annual Notice" on the official bulletin board in the Municipal Building, transmit it to the Asbury Park Press and Two River Times, and file this notice in the Office of the Municipal Clerk of the Borough of Highlands, all in accordance with the "Open Public Meetings Law."



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-013

RESOLUTION APPOINTING MEMBERS OF THE GREEN TEAM

WHEREAS, by way of Ordinance 17-02, the Borough of Highlands established a Green Team; and

WHEREAS, be it resolved by the Mayor and the Council of the Borough of Highlands that the following appointments be made the Green Team (Advisory)

Members of the team:

Position:	Name:	Term:	Expiration:
Council Liaison	Rosemary Ryan*	1 Year	12/31/2019
Mayor	Richard W. O'Neil	1 Year	12/31/2019
Resident Member	Nancy Burton	3 Years	12/31/2020
Resident Member	Scott Keller	3 Years	12/31/2020
Resident Member	Martin Rosen	3 Years	Unexpired 12/31/2019
Business Owner	Carla Braswell	3 Years	12/31/2020
Environmental	Rosemary Ryan	3 Years	12/31/2019
Land Use Board	Christian Lee*	3 Years	12/31/2021

*Reappointment

**New Appointment



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-014

RESOLUTION AMENDING R-98-42, R-09-50, R-14-23, R-16-25, R-17-15 & R-18-15 AUTHORIZING CASH MANAGEMENT PLAN

WHEREAS, R-98-42 Authorizing a Cash Management Plan was adopted by the Governing Body of the Borough of Highlands on February 18, 1998; and

WHEREAS, the adopted Case Management Plan included a list of designated depositories of the Borough of Highlands; and

WHEREAS, the Chief Financial Officer has requested that the list of designated depositories be amended as follows:

TD Bank, National Association;

Two River Community Bank;

United Roosevelt; and

Valley National Bank.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that Resolution R-98-42 be amended as stated above.

BE IT FURTHER RESOLVED, that said banks are hereby authorized to honor checks drawn upon said banks, signed by the Mayor, Chief Financial Officer, Administrator and/or the Borough Clerk. All checks require two signatures, one of which may be a facsimile signature. The payroll account checks may utilize two facsimile signatures.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-015

2019 TEMPORARY BUDGET

WHEREAS, N.J.S.A. 40A-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2019 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements fund and public assistance is the sum of:

2018 Municipal Budget	\$9,369,400.47
2018 Sewer Utility Budget	\$ 1,403,112.50

WHEREAS, 26.25% of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2018 budget is the sum of:

2018 Municipal Budget	\$2,459,467.62
2018 Sewer Utility Budget	\$ 368,317.03

THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands, County of Monmouth, State of New Jersey that the temporary appropriations be made and a certified copy of this resolution be transmitted to the Borough's Chief Financial Officer for their records.

2019 TEMPORARY APPROPRIATIONS: MUNICIPAL BUDGET

Department	Salaries	Expenses	Total
"IN CAPS"			
General Government:			
Borough Council	\$ -	\$ 13,800.00	\$ 13,800.00
Borough Clerk	17,500.00	10,375.00	27,875.00
Borough Administrator	27,000.00	687.50	27,687.50
Central Services	3,750.00	10,500.00	14,250.00
Financial Administration	36,250.00	4,375.00	40,625.00
Grants Writer	0.00	7,500.00	7,500.00
Audit	0.00	10,500.00	10,500.00

Assessment of Taxes	7,125.00	6,750.00	13,875.00
Collection of Taxes	20,500.00	2,500.00	23,000.00
Legal Services	0.00	57,500.00	57,500.00
Municipal Prosecutor	0.00	4,750.00	4,750.00
Engineering Services	0.00	52,500.00	52,500.00
Public Buildings & Grounds	14,250.00	24,625.00	38,875.00
Municipal Land Use Law:	1,750.00	17,750.00	19,500.00
Master Plan		1,250.00	1,250.00
Shade Tree Commission	0.00	250.00	250.00
Environmental Commission	0.00	125.00	125.00
Insurance:			
Group Insurance	0.00	500,000.00	500,000.00
Group Insurance-Stipend	6,250.00	0.00	6,250.00
General Liability	0.00	100,000.00	100,000.00
Workers Compensation	0.00	100,000.00	100,000.00
Flood Insurance	0.00	20,000.00	20,000.00
Unemployment	0.00	0.00	0.00
Public Safety:			
Fire	0.00	23,860.00	23,860.00
Police	425,000.00	48,500.00	473,500.00
Dispatch	58,800.00	375.00	59,175.00
First Aid	0.00	8,275.00	8,275.00
911 Telecommunications	0.00	3,500.00	3,500.00
Emergency Management	1,025.00	5,612.50	6,637.50
School Crossing Guards	7,000.00	1,250.00	8,250.00
Municipal Court	3,825.00	1,625.00	5,450.00
Public Defender	1,000.00	0.00	1,000.00
Streets and Roads:			
Road Repair & Maintenance	64,537.50	15,750.00	80,287.50
Snow Removal	20,000.00	20,000.00	40,000.00
Health & Welfare:			
Regional Health Commission	0.00	17,250.00	17,250.00
Dog Control	0.00	5,337.50	5,337.50
Substance Abuse Program	0.00	750.00	750.00
P.E.O.S.H.A.	0.00	1,125.00	1,125.00
Recreation & Education:			
Beachfront Maintenance	1,375.00	3,425.00	4,800.00
Parks & Playgrounds	0.00	1,550.00	1,550.00
Public Events	0.00	875.00	875.00
Community Center	26,000.00	6,725.00	32,725.00
Uniform Fire Safety Act	8,750.00	1,250.00	10,000.00
Code Enforcement Officer	19,375.00	4,075.00	23,450.00
Code - Substandard Housing	0.00	18,750.00	18,750.00
Sanitation	1,000.00	10,250.00	11,250.00
Sanitation - Contractual Service	0.00	58,750.00	58,750.00
Monmouth County Reclamation Center	0.00	51,250.00	51,250.00
Mechanical Garage	0.00	2,562.50	2,562.50
Condominium Services	0.00	6,375.00	6,375.00
Construction Code Official	0.00	0.00	0.00
Accumulated Leave	11,250.00	0.00	11,250.00
Utilities:			
Electricity	0.00	15,000.00	15,000.00
Street Lighting	0.00	13,500.00	13,500.00
Telephone	0.00	10,000.00	10,000.00
Water	0.00	3,750.00	3,750.00
Gasoline-Fuel	0.00	13,750.00	13,750.00
Natural Gas	0.00	4,375.00	4,375.00
Telecommunications	0.00	8,000.00	8,000.00
Fire Hydrants	0.00	16,500.00	16,500.00

Deferred Charges:			
PERS	0.00	23,604.35	23,604.35
Social Security System	0.00	34,500.00	34,500.00
PFRS	0.00	84,745.25	84,745.25
DCRP	0.00	750.00	750.00
Contingent	0.00	2,500.00	2,500.00
TOTAL INSIDE "CAP"	783,312.50	1,495,759.60	2,279,072.10
"OUTSIDE CAPS"			
Matching Funds for Grants		3,750.00	3,750.00
LOSAP	0.00	16,500.00	16,500.00
Recycling Tax	0.00	250.00	250.00
Stormwater Management	0.00	12,500.00	12,500.00
Interlocal:			
Atlantic Highlands:			
Garage	0.00	18,375.00	18,375.00
Municipal Court	0.00	20,000.00	20,000.00
Middletown Township:			
UCC Construction		50,000.00	50,000.00
Sea Bright-Life Guards		9,000.00	9,000.00
911 Dispatch		3,500.00	3,500.00
Grants:			
Alliance Grant	0.00	1,997.50	1,997.50
TOTAL OUTSIDE "CAP"	0.00	135,872.50	135,872.50
SUB-TOTAL APPROPRIATIONS	783,312.50	1,631,632.10	2,414,944.60

Statutory Additions:			
Capital Improvement Fund:			
Payment of Bond Principal	200,000.00	✓	200,000.00
Interest on Bonds	385,000.00	✓	385,000.00
Payment of Note Principal	180,093.00	✓	180,093.00
Interest on Notes	135,000.00	✓	135,000.00
Loan Principal	85,667.88	✓	85,667.88
Lease Purchase	35,000.00	✓	35,000.00
Principal	58,000.00	✓	58,000.00
Interest	9,550.00	✓	9,550.00
SUB-TOTAL STATUTORY ADDITIONS	0.00	✓	1,088,310.88
TOTAL TEMPORARY MUNICIPAL BUDGET	783,312.50		2,719,942.98
			3,503,255.48

SEWER UTILITY:

	Salaries	Other Expenses	Total
Sewer Operating	30,000.00	259,450.00	289,450.00
Sewer Operator-Atlantic Highlands		0.00	0.00
Group Insurance		7,000.00	7,000.00
Workers Compensation		5,500.00	5,500.00
Insurance Other		7,000.00	7,000.00
PERS		1,578.12	1,578.12
Social Security System		2,000.00	2,000.00
Sub-Total	30,000.00	282,528.12	312,528.12
Statutory Additions:			
Payment of Bond Principal		189,200.00	189,200.00
Interest on Bonds		185,000.00	185,000.00
Principal/ Interest on Notes/Loans		91,074.05	91,074.05
Total Statutory Additions	0.00	465,274.05	465,274.05
Total Sewer Utility Budget	30,000.00	747,802.17	777,802.17

and adopted on the following roll call vote:

Seconded by
ROLL CALL:
AYES
NAYES
ABSENT
ABSTAIN
Date:

Bonnie Brookes, BOROUGH CLERK

I hereby certify the above Resolution was duly adopted by the Borough Council of the Borough of Highlands at a meeting held January , 2019.

BOROUGH CLERK/DEPUTY CLERK



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-016

APPOINTING CLEAN COMMUNITIES COORDINATOR

BE IT RESOLVED by the Governing Body of the Borough of Highlands that David Milmoie be and hereby is appointed Clean Communities Coordinator for the one (1) year term to expire December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-017

RESOLUTION APPOINTING SPECIAL POLICE OFFICERS

WHEREAS, the Borough of Highlands from time-to-time has the need to employ Special Police Officers; and

WHEREAS, the Chief of Police has made recommendations to the Governing Body regarding appointment of said officers;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following persons be and hereby are appointed Special Officers of the Borough of Highlands for a one-year term to expire December 31, 2019:

Special Officer Class I
Special Officer Class II
Special Officer Class II

Diane Alvator
David Osuch
Andrew Mueller



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-018

RESOLUTION APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for the term to expire December 31, 2019:

Tax Search Officer Donna Conrad

Assessment Search Officer Donna Conrad



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-019

RESOLUTION APPOINTING MEMBERS OF THE HIGHLANDS BUSINESS PARTNERSHIP

WHEREAS, Borough Ordinance 17-7(a) provides that members of the Board of Directors of the Highlands Business Partnership shall include a member of the Governing Body selected by the Governing Body and a member of the Planning Board selected by the Governing Body; and

WHEREAS, these members serve at the pleasure of the appointing authority;
and

WHEREAS, the appointing authority (Governing Body) desires to make new appointments at this time;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following persons shall and hereby are appointed to the Highlands Business Partnership:

Governing Body Representative	Linda Mazzola
Governing Body Representative Alternative	Mayor Richard O'Neil
Land Use Board Member Representative	Andrew Stockton

BE IT FURTHER RESOLVED that the above appointments shall be effective immediately and shall serve until replaced by the Governing Body of the Borough of Highlands.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-020

RESOLUTION APPOINTING FIRE POLICE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following persons be and hereby are appointed Fire Police for the year 2019:

Chief	Edward Sulkowski
Officers	Chris Creighton Robin Dowd Martin Hawley Martin Hawley Sr. Pat Mason, Jr. John McKay Charles Roemelle Tom Snow Alexandra Quest



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-021

APPOINT SHADE TREE COMMISSION MEMBERS

WHEREAS, Borough Code §2-21 establishes the Shade Tree Commission (Advisory).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Shade Tree Commission (Advisory):

Position:	Name:	Term:	Expiration:
Council Liaison	Carolyn Broullon	1 Year	12/31/2019
Commissioner	Christian Lee		
Members	Chris Francy		
	Nancy Messina		
	Nancy Valinoti		
	Patrica Japngie		



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-022

RESOLUTION APPOINTING MEMBERS OF THE OPEN SPACE COMMITTEE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for vacancies which exist in the Open Space Committee:

Position:	Name:	Term:	Expiration:
Council Representative	Linda Mazzola**	1 Year	12/31/2019
Resident Member	Greg Wells	3 years	12/31/2019
Resident Member	Megan Ekleberry	3 years	12/31/2019
Resident Member	Bruce Kutosh	3 Years	12/31/2020
Resident Member	Scott Keller	3 Years	12/31/2020
Resident Member	Laurie Salka	3 Years	12/31/2020
Resident Member	Russel Card*	3 Years	12/31/2021

*Reappointment

**New Appointment



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-023

RESOLUTION ESTABLISHING A COMMUNICATIONS COMMITTEE

WHEREAS, by way of Resolution R-16-74, the Borough of Highlands established a Communications Committee that would advise the Governing Body as to email, website, social media, and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Borough of Highlands is desirous of establishing a Communications Committee for the year 2019 for the purpose of advising the Governing Body as to email, website, social media and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Communications Committee shall be advisory in nature and shall consist of not less than five (5) and not more than nine (9) resident members in order to streamline Borough messages to residents, businesses and investors; and

WHEREAS, all appointments shall be for a one-year term to expire on December 31, 2019 and all members shall serve until their respective successors are duly appointed and qualified; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following appointments shall be made to the Communications Committee:

Position:	Name:	Term:	Expiration:
Council Liaison	Carolyn Broullon	1 Year	12/31/2019
Regular Member	Douglas Widman		
	Larry Chesal		
	Greg Wells		
	Miranda Nash		
	Ray Goddard		
	Cody Valkos		
	Vacant		
	Vacant		



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 19-024

RESOLUTION APPOINTING MEMBERS TO THE LAND USE BOARD

WHEREAS, vacancies exist on the Land Use Board as to a Class II member consisting of a Borough Official to be appointed by the Mayor, a Class III member consisting of a member of the governing body to be appointed by it, a Class IV member appointed by the Mayor, and two Alternative Members appointed by that Mayor.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointment be and is hereby confirmed to the Land Use Board:

Position:	Name:	Term:	Expiration:
Mayor – Class I	Richard W. O’Neil	3 Years	12/31/2019
Borough Official – Class II	Robert Burton*	1 Year	12/31/2019
Councilmember – Class III	Linda Mazzola**	1 Year	12/31/2019
Member – Class IV	Andrew Stockton	4 Years	12/31/2019
Member – Class IV	Frank Nolan		Unexpired 12/31/2019
Member – Class IV	Chris Francy		12/31/2019
Member – Class IV	Rob Knox*		12/31/2022
Member – Class IV	Larry Colby*		12/31/2022
Member – Class IV	Art Gallagher		12/31/2019
Alternative 1	Christian Lee	2 Years	12/31/2019
Alternative 2	Frank Montecalvo*		12/31/2020
Alternative 3	Bruce Kutosh		12/31/2019
Alternative 4	Jennifer Compagni*		12/31/2020

* Reappointment **New Appointment



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-025

RESOLUTION APPOINTING COMMUNITY DEVELOPMENT REPRESENTATIVES

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that Kimberly Gonzales be appointed Community Development Representative for the Borough of Highlands for a one year term to expire December 31, 2019.

BE IT FURTHER RESOLVED, that Carla Cefalo Braswell be appointed Alternate Community Development Representative for the Borough of Highlands for a one-year term to expire on December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-026

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (P.A.C.O); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate Bonnie Brookes, Borough Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2019; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that Bonnie Brookes is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-027

RESOLUTION APPOINTING MEMBER OF THE ENVIRONMENTAL ADVISORY COMMISSION

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission; and

WHEREAS, vacancies exist within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill this position with the Environmental Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the following person shall be appointed to the Highlands Environmental Advisory Commission:

Position:	Name:	Term:	Expiration:
Member & LUB	Chris Francy	3 Years	12/31/2020
Member	Peter Mullen*	3 Years	12/31/2021
Member	Steve Szuleki*	3 Years	12/31/2021
Member	Cody Valkos	3 Years	12/31/2020
Council Liaison	Rosemary Ryan*	1 Year	12/31/2019

*Reappointment

**New Appointment



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 19-028

RESOLUTION APPOINTING RECREATION COMMITTEE MEMBERS

WHEREAS, Section 2-23 of the Borough of Highlands General Code creates a Recreation Committee, (Advisory) which states there shall be an advisory recreation committee in the Borough consisting of not less than five nor more than nine members. All appointments shall be for one year and members shall serve until their respective successors are appointed and qualified. The recreation committee shall advise the mayor and council on the recreation program of the Borough; and

WHEREAS, it is the desire of the Governing Body to appoint and implement the Recreation Committee and would appoint the following Members:

Position:	Name:	Term:	Expiration:
Council Liaison	Kenneth Braswell/Rosemary Ryan		
Member	Scott Keller	1 Year	12/31/2019
	Jen Strehl		
	Rebecca Kane-Wells		
	Chris Moran		
	Jacqui Kane		
	Greg Wells		
	Vacant		
	Vacant		
	Vacant		

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the above-named persons are appointed to the Recreation Committee for a one-year term to expire December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-029

RESOLUTION EXTENDING SHARED SERVICES AGREEMENT WITH THE BOROUGH OF ATLANTIC HIGHLANDS FOR MUNICIPAL COURT SERVICES

WHEREAS, by way of Resolution R-16-235, duly adopted December 7, 2016, the Borough of Highlands approved an extension of the Shared Services Agreement with the Borough of Atlantic Highlands for Municipal Court Services for a two (2) year period through December 31, 2018; and

WHEREAS, in accordance with the terms of the said Shared Services Agreement, the Borough of Atlantic Highlands provides the Borough of Highlands with space in the Atlantic Highlands Municipal Building within which to conduct Municipal Court hearings and the Municipalities share facilities, equipment and staff pursuant to N.J.S.A. 2B:12-1(c) in accordance with the terms and conditions set forth therein; and

WHEREAS, the aforesaid Shared Services Agreement was for an initial term of three (3) years, beginning December 1, 2013 through November 30, 2016; and

WHEREAS, the aforesaid Shared Services Agreement set forth that the Agreement may be extended for a period of up to five (5) additional years with resolutions of both municipalities; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interests of the Borough to extend the aforesaid Shared Services Agreement with the Borough of Atlantic Highlands for an additional two (2) year period through December 31, 2020; and

WHEREAS, the Borough of Highlands has notified the Borough of Atlantic Highlands of its intention to extend the terms of the Shared Services Agreement for a period of two (2) years through December 31, 2020; and

WHEREAS, in accordance with the terms of the extension of the aforesaid Shared Services Agreement, the Borough of Highlands will pay the Borough of Atlantic Highlands the following amounts for the dates referenced:

January 1, 2019 for the one (1) year period through December 31, 2019 - \$79,500.00
January 1, 2020 for the one (1) year period through December 31, 2020 - \$79,500.00

WHEREAS, a certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:

Account #:

Amount:

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Council of the Borough of Highlands that the Borough of Highlands hereby approves an extension of the Shared Services Agreement for Municipal Court Services for a period of two (2) years for the period January 1, 2019 through December 31, 2020, in an amount not to exceed \$159,000.00 (for the two-year period beginning January 1, 2019 through December 31, 2020) and the Mayor and Borough Administrator be and are hereby authorized to execute any and all documents necessary in order to effectuate the same.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be forwarded to the Chief Financial Officer and the Borough of Highlands Administrator as well as the Borough of Atlantic Highlands Administrator and Municipal Clerk for the Borough of Atlantic Highlands.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-030

RESOLUTION AUTHORIZING EXTENSION OF SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF ATLANTIC HIGHLANDS FOR USE OF LAND USE BOARD SECRETARY

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in this agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands wish to encourage inter-municipal cooperation; and

WHEREAS, by way of Resolution 18-214, duly adopted October 3, 2018, the governing body of the Borough of Highlands authorized execution of a Shared Services Agreement with the Borough of Atlantic Highlands, for the use of a Land Use Board Secretary through December 31, 2018, due to a vacancy which occurred in the position, wherein the cost for the said services equated to \$6,500 per year on a pro rata basis; and

WHEREAS, the Borough of Atlantic Highlands continues to have the staffing and personnel to provide the Borough of Highlands with a Land Use Board Secretary for the period beginning January 1, 2019 through December 31, 2019; and

WHEREAS, the Borough of Highlands wishes to extend the terms of the aforesaid Shared Services Agreement for the use of a Land Use Board Secretary for the period beginning January 1, 2019 through December 31, 2019, under the same terms and conditions, wherein the cost for said services will equate to \$6,500 per year and any meeting time over one (1) per month will be billed at the rate of \$20.00 per additional hour; and

WHEREAS, the Borough of Atlantic Highlands will provide such services to the Borough of Highlands pursuant to a mutually agreeable/flexible schedule, with a maximum of two (2) hours of service per week to be provided on site in the Borough of Highlands, one (1) meeting monthly and service as needed in the Atlantic Highlands Municipal offices.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor and Borough Administrator be and are hereby authorized to execute an extension of the Shared Services Agreement with the Borough of Atlantic Highlands, for the use of a Land Use Board Secretary for the period beginning January 1, 2019 through December 31, 2019, wherein the cost for the said services will equate to \$6,500 per year on a pro rata basis and any meeting time over one (1) per month will be billed at the rate of \$20.00 per additional hour.

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Atlantic Highlands Administrator.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-031

RESOLUTION APPOINTING MUNICIPAL COURT JUDGE

WHEREAS, N.J.S.A. 2B: 12-1 et seq requires that every municipality to establish a Municipal Court, and therefore exists a need for the Borough to contract for the services of a Municipal Court Judge for the Borough of Highlands; and

WHEREAS, Attorneys who are New Jersey residents and have practiced law for at least five years may be appointed to the position of Municipal Court Judge by the Mayor with the advice and consent of the Council; and

WHEREAS, as per Resolution 15-65, Thomas Smith, Esq. has served in the role of Highlands Borough Municipal Court Judge since April 1st of 2015; and

WHEREAS, after reviewing all applicants the Borough wishes to reappoint Thomas Smith, Esq. as he meets all the qualifications of Municipal Court Judge and the Mayor recommends that Thomas Smith, Esq. be appointed to that position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, that they appoint Thomas Smith, Esq. to a term of three years as Municipal Court Judge ending December 31st 2021, is hereby confirmed.

BE IT FURTHER RESOLVED that the Borough hereby appoints Thomas Smith as Municipal Court Judge in accordance with the Borough's salary ordinance.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-032

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 27, 2018, which totals as follows:

Current Fund	\$ 47,112.21
Sewer Account	\$ 4,237.19
Capital Fund	\$ 261.81
Trust-Other	\$ 22,662.92
Federal/State Grants	\$ 573.85
Total	\$ 74,847.98

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$74,847.98** 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 and on file in the Municipal Clerk's office for reference.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-033

AUTHORIZING EXECUTION OF TRANSPORTATION AGREEMENT WITH THE COUNTY OF MONMOUTH [SCAT]

WHEREAS the Board of Chosen Freeholders of the County of Monmouth has established the Special Citizens Area Transportation System (hereinafter referred to as SCAT); and,

WHEREAS the Borough of Highlands has requested that the County provide services to eligible residents; and,

WHEREAS, it is necessary to set forth the responsibilities of both parties in a written agreement outlining the mutual covenants and conditions for consideration;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Highlands in the County of Monmouth State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized to execute the 2019 Transportation Agreement with the County of Monmouth.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-034

RESOLUTION APPOINTING REDEVELOPEMNT/COAH ATTORNEY FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES CONTRACT

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Redevelopment/COAH Attorney were received in the Office of the Municipal Clerk no later than 10:45 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. The Law Firm of Pashman Stein Walder Hayden P.C. is hereby appointed Borough Redevelopment/COAH Attorney for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$15,000 for professional legal services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional legal services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-035

RESOLUTION APPOINTING BOROUGH ENGINEER FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Borough Engineer were received in the Office of the Municipal Clerk no later than 11:40 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2019 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Doug Rohmeyer P.E. of CME Associates is hereby appointed Borough Engineer for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$100,000.00 for professional engineering services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional engineering services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.

5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-036

RESOLUTION APPOINTING SPECIAL PROJECT ENGINEERS FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Special Project Engineer were received in the Office of the Municipal Clerk no later than 11:40 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Abbington Engineering LLC, CME Associates, H2M Architects & Engineers, Maser Consulting P.A., Mott McDonald, Najarian Associates Inc., Suburban Consulting Engineers LLC & T&M Associates are hereby appointed as Borough Special Project Engineers for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$(Cost as per project approved by Mayor & Council) for professional engineering services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional engineering services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-037

RESOLUTION APPOINTING BOROUGH SEWER ENGINEER FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Borough Sewer Engineer were received in the Office of the Municipal Clerk no later than 11:40 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. H2M Architects & Engineers is hereby appointed Borough Sewer Engineer for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$40,000.00 for professional engineering services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional engineering services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-038

RESOLUTION APPOINTING BOROUGH MEDICAL INSURANCE CONSULTING FIRM FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL MEDICAL INSURANCE CONSULTING SERVICES

WHEREAS, the Borough of Highlands has a need for professional medical insurance consulting services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Insurance Consultants were received in the Office of the Municipal Clerk no later than 11:00 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Dominick Cinelli of Brown & Brown Metro, Inc. is hereby appointed Borough Medical Insurance Consulting for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$ _____ for professional insurance consulting services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional medical insurance consulting services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-039

RESOLUTION APPOINTING SPECIAL COUNSEL FOR THE CONTINUED REPRESENTATION OF THE BOROUGH OF HIGHLANDS WITH REGARD TO ENVIRONMENTAL LITIGATION AND AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands previously awarded a contract to the law firm of Scarinci Hollenbeck, LLC to provide professional legal services for environmental litigation concerning a matter which arose with the Atlantic Highlands/Highlands Regional Sewerage Authority, in connection with damages claimed related to the installation of a replacement sewer force main along Navesink Avenue and Monmouth Avenue in and around 2013; and

WHEREAS, in accordance with Resolution R-16-108, duly adopted April 20, 2016, Patrick J. McNamara, Esq. of the law firm of Scarinci Hollenbeck, LLC was retained to provide professional specialized legal services for the aforesaid environmental litigation; and

WHEREAS, the Borough of Atlantic Highlands and the Borough of Highlands have a cost sharing arrangement, wherein the Borough of Highlands is responsible for 55.05% of the costs and the Borough of Atlantic Highlands is responsible for 44.95% of the costs, in connection with the legal services referenced above; and

WHEREAS, any recovery of costs and expenses by the Borough of Atlantic Highlands and the Borough of Highlands, in connection with the said environmental litigation, is subject to the same percentage of allocation as noted above; and

WHEREAS, a Complaint was filed in the Superior Court of New Jersey, Monmouth County, in connection with the aforesaid litigation and the said matter is currently pending; and

WHEREAS, in light of the aforesaid continued litigation, the governing body wishes to award a contract to the law firm of Scarinci Hollenbeck, LLC to continue with the said environmental litigation; and

WHEREAS, the law firm of Scarinci Hollenbeck, LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c271; and

WHEREAS, this amended contract is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 for an amount not to exceed

\$65,000.00 for the aforesaid Professional Legal Services at an hourly rate of \$150.00 per hour; and

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.

WHEREAS, a certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:

Account: _____ Amount: _____

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body as follows:

1. The law firm of Scarinci Hollenbeck, LLC is hereby retained to provide professional legal services as described above for an amount not to exceed \$65,000.00.
2. This 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)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-040

APPOINTING JAMES TRIVITT AS POLICE OFFICER IN THE BOROUGH OF HIGHLANDS

WHEREAS, the Highlands Police Department, has need to hire an additional police officer; and

WHEREAS, Chief Robert Burton recommends James Trivett as police officer with a salary set in accordance with the terms and conditions of the collective bargaining agreement between the Borough of Highlands and the PBA and as per Borough Salary Ordinance; and

WHEREAS, Mr. Trivett I shall start on January 1st 2019; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, County of Monmouth in the State of New Jersey, that James Trivett is hereby appointed to the position of Police Officer in the Borough of Highlands, effective January 1st 2019 subject to the successful completion of the appropriate background, medical and psychological tests.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-041

RESOLUTION APPOINTING AN ALTERNATE LAND USE BOARD SECRETARY

WHEREAS, the Borough of Highlands has a need for an alternate Land Use Board Secretary and wishes to fill this position; and

WHEREAS, the Borough wishes to appoint Rosa Pace to serve as the alternate Land Use Board Secretary for the term beginning January 1, 2019 through December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that Rosa Pace is hereby appointed to serve as the alternate Land Use Board Secretary for the term beginning January 1, 2019 through December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-042

RESOLUTION APPOINTING BOROUGH RISK MANAGEMENT CONSULTING FIRM FOR THE CALENDAR YEAR 2019 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL RISK MANAGEMENT CONSULTING SERVICES

WHEREAS, the Borough of Highlands has a need for professional risk management consulting services to be provided to the Borough of Highlands for the calendar year 2019 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services – Risk Management Consultants were received in the Office of the Municipal Clerk no later than 11:00 am on November 20, 2018; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. _____ is hereby appointed Borough Risk Management Service for the calendar 2019 and is awarded a professional service contract for an amount not to exceed \$_____ for professional risk management services provided for the period of January 1, 2019 through December 31, 2019.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The attached Professional engineering services Contract is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign the contract.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-043

RESOLUTION APPOINTING DEPUTY MUNICIPAL CLERK

WHEREAS, by way of Resolution 18-133, Rosa Pace has served as Deputy Municipal Clerk, receiving a stipend for such for a term ending 12/31/2018.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that Rosa Pace be and is hereby reappointed to the position of Deputy Municipal Clerk.

BE IT FURTHER RESOLVED that as set forth above, Rosa Pace shall serve as Deputy Municipal Clerk for a term ending 12/31/2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-044

RESOLUTION APPOINTING DONNA CONRAD TO SERVE IN THE POSITION OF DEPUTY REGISTRAR

WHEREAS, per Resolution 17-137 approved on July 19th 2017, Donna Conrad was appointed to the position of Deputy Registrar of Vital Statistics; and

WHEREAS, in accordance with N.J.S.A. 26:8-17, there exists a need for the appointment of a Deputy Registrar for the Borough of Highlands; and

WHEREAS, the Borough has determined that Donna Conrad is the most qualified candidate to serve in the position of Deputy Registrar and to assume all of the duties thereto; and

WHEREAS, the Borough wishes to reappoint Donna Conrad to serve as the Deputy Registrar.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands that Donna Conrad is hereby reappointed to serve as Deputy Registrar for a term expiring December 31, 2019.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 19-045

RESOLUTION APPOINTING A CODE ENFORCEMENT OFFICER & PUBLIC OFFICER

WHEREAS, the Borough of Highlands has a need for an Code Enforcement Officer and Public Officer and wishes to fill this position; and

WHEREAS, the Borough wishes to appoint William Brunt to serve as the Code Enforcement Officer and Public Officer for the term beginning January 1, 2019 through December 31, 2019.

WHEREAS, Mr. Brunt will receive \$35.00 per hour in his position as Code Enforcement Officer and Public Officer; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that William Brunt is hereby appointed to serve as the Code Enforcement Officer and Public Officer for the term beginning January 1, 2019 through December 31, 2019.