



BOROUGH OF HIGHLANDS  
42 Shore Drive, Highlands, NJ 07732  
[www.highlandsborough.org](http://www.highlandsborough.org)

**MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS**

<b>WORKSHOP</b>	<b>6:30 P.M.</b>
<b>EXECUTIVE SESSION</b>	<b>7:00 P.M.</b>
<b>REGULAR COUNCIL MEETING</b>	<b>8:00 PM (OR UPON COMPLETION OF THE EXECUTIVE SESSION)</b>

**MEETING DATE: April 1, 2020**

This meeting of April 1, 2020, is called pursuant to the provisions of the Open Public Meetings Law and was included in a list of meetings notice transmitted to the Two River Times and the Asbury Park Press; and posted on the bulletin board in the Municipal Building on March 30, 2020. The meeting notice has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official action may be taken at this meeting. Proper notice having been given, the Municipal Clerk is directed to include this statement in the minutes of this meeting.

**SPECIAL NOTICE REGARDING CONDUCT OF BOROUGH OF HIGHLANDS  
COUNCIL MEETINGS – EXCLUDING GENERAL PUBLIC FROM MEETINGS**

**MEMBERS OF THE PUBLIC MAY ACCESS THE MEETING BY TELEPHONE  
CONFERENCE BY DIALING IN TO 732-410-2300 AND ENTERING PARTICIPANT  
CODE 158311.**

PLEASE BE ADVISED THAT DUE TO THE CURRENT STATE OF EMERGENCY AND PUBLIC HEALTH EMERGENCY DECLARED BY GOVERNOR PHIL MURPHY PURSUANT TO EXECUTIVE ORDER NO. 107 AND IN AN EFFORT TO PREVENT FURTHER SPREAD OF COVID-19, THE GENERAL PUBLIC WILL BE EXCLUDED FROM BOROUGH COUNCIL MEETINGS UNTIL FURTHER NOTICE. THE PUBLIC WILL BE ABLE TO VIEW ALL BOROUGH COUNCIL MEETINGS BY LIVE STREAMING THE COUNCIL MEETING ON YOUTUBE. A LINK FOR THE LIVESTREAM WILL BE POSTED ON THE BOROUGH WEBSITE, [WWW.HIGHLANDSBOROUGH.ORG](http://WWW.HIGHLANDSBOROUGH.ORG). MEMBERS OF THE PUBLIC WILL BE ABLE TO GIVE PUBLIC COMMENT DURING RELEVANT PORTIONS OF THE MEETING BY CALLING THE NUMBER LISTED ABOVE IN THIS NOTICE.

**Workshop Session: 6:30 P.M.**

Architect Settembrino and Associates presenting a review of the new municipal building  
Clifford Moore – Borough of Highlands Economic Development Coordinator

**Executive Session: 7:00 P.M.**

**BE IT RESOLVED** that the following portion of this meeting shall not be open to the public,

**BE FURTHER RESOLVED** that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

1. Pending or Anticipated Litigation: **-MON-L-1838-19**
2. Contract Negotiations: **-NONE**
3. Purchase, Lease or Sale of Real Estate: **-NONE**
4. Matters of Personnel: **-NONE**
5. Attorney/Client Privilege: **-Captain's Cove Marina**

**BE IT FURTHER RESOLVED** that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists.

**Regular Meeting: 8:00 P.M. (Or at the Conclusion of the Executive Session)**

Open Public Meeting Act Notice

Pledge of Allegiance

Roll Call

**Ordinances**

**Public Hearing and Final Adoption**

**O 20 10 An Ordinance Amending Chapter 2 of the Borough Code Concerning Code Enforcement Officer**

**O 20 11 An Ordinance Amending Appendix A to Chapter 21 of the Borough Code Concerning Signage Design Guidelines**

**O 20 12 Calendar Year 2020 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14)**

**Resolutions**

1. R 20 104 A Resolution Authorizing the Payment of Bills
2. R 20 105 A Resolution Authorizing the Budget to Be Read by Title Only
3. R 20 106 A Resolution Authorizing the Award of a Non Fair and Open Contract for Professional Land Surveying & Engineering Services Regarding the Bay Avenue Sanitary and Storm Sewer Upgrades Awarding a Non Fair and Open Contract to
4. R 20 107 A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services Regarding the Municipal Parking Lot Project
5. R 20 108 A Resolution Authorizing the award of a Non-Fair and Open Contract for Professional Services Regarding the Improvements to Mountain Street
6. R 20 109 A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services Regarding the Improvements to Locust Street
7. R 20 110 A Resolution Authorizing the Purchase of a Police Vehicle
8. R 20 111 A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Environmental Services Regarding site Investigation, Snug Harbor Park
9. R 20 112 A Resolution Authorizing the Refund of a Tax Overpayment

10. R 20 113 A Resolution Increasing the Contract Amount for Special Counsel with Regard to Litigation
11. R 20 114 A Resolution Authorizing Execution of an Agreement between the PBA Local 48 and the Borough of Highlands due to current State of Emergency and Public Health Emergency
12. R 20 115 A Resolution Authorizing Memorandum of Understanding between John F. Kennedy Medical Center Emergency Medical Services and the Borough of Highlands

**Reports:**

None

**Public Portion:**

BY TELEPHONE CONFERENCE CALL: PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD BEFORE MAKING YOUR STATEMENT. THANK YOU.

Time may be allotted for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Council shall be recognized by the presiding officer and shall give their name, address, and the group, if any, they represent. Although the Council encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. The Council will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee.

**Adjournment**



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**ORDINANCE O-20-10**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE BOROUGH CODE  
CONCERNING CODE ENFORCEMENT OFFICER**

**WHEREAS**, the Borough has established the position of Code Enforcement Officer at Chapter 2, Section 2-12.2 of the Borough Code; and

**WHEREAS**, the governing body of the Borough of Highlands has determined that it cannot limit the term of a Civil Service position and therefore must amend Chapter 2, Section 2-12.2, Code Enforcement Officer, to remove the term limitation and bring it into compliance with Civil Service Act, N.J.S.A. 11A:1-1 et seq., and Civil Service Regulations, N.J.A.C. 4A:1-1.1 et seq.

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

**SECTION I.**

Chapter 2, Section 2-12.2, Code Enforcement Officer shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers~~ ***in bold italics.***)

**2-12.2 Code Enforcement Officer.**

Within the Department of Building and Housing there shall be a Code Enforcement Officer.

It shall be the duty of the Code Enforcement Officer to enforce all the ordinances of the Borough pertaining to land and buildings, including but not limited to the Zoning Ordinance, the standard of living ordinance and all such duties as may from time to time be assigned to the officer by the Governing Body.

The Code Enforcement Officer shall be appointed by the Mayor, with the advice and consent of the Council ~~for the term of one year, and until his successor shall have been appointed and qualified.~~

The Code Enforcement Officer may be a part-time or full-time position.

The hours constituting such services shall be as hereinafter fixed by resolution of the Governing Body of the Borough.

The annual salary for the Code Enforcement Officer shall be established by resolution of the Governing Body, consistent with the Borough's Salary Ordinance.

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION IV. EFFECTIVE DATE.** This Ordinance shall take effect immediately after final passage.

Introduction and Set Public Hearing Date

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN		X	X			
VALKOS			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.  
DATE OF VOTE: March 18, 2020

---

Matthew Conlon, RMC, Municipal Clerk

Public Hearing and Final Adoption

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.  
DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**ORDINANCE O-20-11**

**AN ORDINANCE AMENDING APPENDIX A TO CHAPTER 21 OF THE BOROUGH  
CODE CONCERNING SIGNAGE DESIGN GUIDELINES**

**WHEREAS**, the Borough established signage design guidelines at Chapter 21, Land Use Appendix A to Section 21-102C.4 of the Borough Code; and

**WHEREAS**, the governing body of the Borough of Highlands has determined that the scope of said signage design guidelines as pertaining to murals requires clarification and that references to committees no longer in existence should be updated.

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

**SECTION I.**

Section 21-102C.4, Land Use Appendix A Signage Design Guidelines shall be amended as follows: (All additions are shown in ***bold italics with underlines***. The deletions are shown as ***strikeovers in bold italics.***)

**LAND USE APPENDIX A SIGNAGE DESIGN GUIDELINES**

**(Section 21-102C.4)**

5. ~~*Exterior Historic*~~ Murals

~~*Historic pictorial murals depicting events that occurred in Highlands are encouraged on appropriate commercial building walls in public access view.*~~

Design concepts for exterior ***historic*** murals must be submitted to the ~~*Building/NPP Office*~~ ***Economic Development Review Board*** for review prior to the start up of a project.

The ~~*Design/Theme Review Committee*~~ ***Economic Development Review Board*** will evaluate the proposed project for ~~*historical content and*~~ utilization of building surface wall space.

Commercial properties are encouraged to install exterior historic murals, which have been linked to impact and promote tourism and economic development.

Highlands artists have brainstormed with local commercial property owners to create a historic mural program (suggested themes – Rum running, fishing, clamming, native Americans, Waterwitch, etc., military events) that will promote tourism and business development for Highlands central business district. ***Historic pictorial murals depicting events that occurred in Highlands are encouraged on appropriate commercial building walls in public access view.***

Exterior stenciling of facades with appropriate designs are encouraged.

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION IV. EFFECTIVE DATE.** This Ordinance shall take effect immediately after final passage.

Introduction and Set Public Hearing Date

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN	X		X			
VALKOS		X	X			
BROULLON			X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: March 18, 2020

---

Matthew Conlon, RMC, Municipal Clerk

Public Hearing and Final Adoption

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**ORDINANCE O 20 12**

**CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET  
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Borough Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$81,188.96 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Mayor and Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Borough of Highlands shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$284,161.36, and that the CY 2020 municipal budget for the Borough of Highlands be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Introduction and Set Public Hearing Date

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN			X			
VALKOS		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: March 18, 2020

---

Matthew Conlon, RMC, Municipal Clerk

Public Hearing and Final Adoption

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-104**

**A Resolution Authorizing the Payment of Bills**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated April 1, 2020, which totals as follows:

Current Fund	\$ 646,005.51
Sewer Account	\$ 24,427.33
Capital Fund	\$ 23,618.17
Trust-Other	\$ 78,495.07
Federal/State Grants	\$ -
<b>Total</b>	<b>\$ 772,546.08</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$772,546.08 be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

Motion to Remove Cleary Alfieri et al from the  
Bill Pay List  
Date of Vote: April 1, 2020

\_\_\_\_\_  
Matthew Conlon, RMC

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

Vote to Approve the Cleary Alfieri et al Bill  
Date of Vote: April 1, 2020

---

Matthew Conlon, RMC

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

Vote to Approve the Bill Pay List without the  
Cleary Alfieri et al bill.  
Date of Vote: April 1, 2020

---

Matthew Conlon, RMC



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-105**

**A Resolution Authorizing the Budget to Be Read by Title Only**

**WHEREAS**, N.J.S.A. 40A:4-8 sets forth that the budget may be read by title only at the time of the public hearing, if a resolution is passed by not less than a majority of the full governing body, provided that at least one (1) week prior to the date of hearing and at the hearing, a complete copy of the approved budget:

- (a) shall be made available for public inspection, and
- (b) shall be made available to each person upon request.

**WHEREAS**, the conditions of N.J.S.A. 40A:4-8(1)(a) and (b), as set forth above, have been met.

**NOW THEREFORE BE IT RESOLVED**, by a majority of the full membership of the governing body that the Budget for 2020 shall be read by title only at the hearing currently scheduled for April 15, 2020.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**RESOLUTION 20-106**

**A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Land Surveying & Engineering Services Regarding the Bay Avenue Sanitary & Storm Sewer Upgrades**

**WHEREAS**, the Borough of Highlands has a need for Professional Land Surveying and Engineering Services in connection with the Bay Avenue Sanitary and Storm Sewer Upgrades, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2020, copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the Proposal includes the following: Funding Application Phase, Survey and Base Map Phase Services, Preliminary Design Phase Services, Permit Phase Services, Final Design Phase Services, Preparation of Bid Documents and Bid Phase Services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$392,400.00, consisting of the following:

Funding Application Phase	\$ 16,500.00
Survey and Base Map Phase Services	\$ 63,200.00
Preliminary Design Phase Services	\$211,600.00
Permit Phase Services	\$ 31,600.00
Final Design Phase Services	\$ 48,000.00
Preparation of Bid Documents	\$ 9,400.00
Bid Phase Services	<u>\$ 12,100.00</u>
Total:	\$392,400.00

; and

**WHEREAS**, such professional land surveying and engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed land surveying and engineering services in connection with the Bay Avenue Sanitary & Storm Sewer Upgrades as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$392,400.00 for professional land surveying and engineering services as stated in the CME Associates proposal dated March 25, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

---

Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide professional land surveying and engineering services in connection with the Bay Avenue Sanitary & Storm Sewer Upgrades as described above in their proposal dated March 25, 2020, for an amount not to exceed \$392,400.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-107**

**A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services Regarding the Municipal Parking Lot Project**

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with the Municipal Parking Lot Project, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2020, copy of which is available at the office of the Borough Clerk; and

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

**WHEREAS**, the proposed amount of the contract with CME Associates is \$27,600.00, consisting of the following:

Survey and Base Map Services	\$ 5,000.00
Design Phase Services	\$14,100.00
Permit Phase Services	\$ 3,000.00
Preparation of Bid Documents	\$ 2,500.00
Bid Phase Services	<u>\$ 3,000.00</u>
Total:	\$27,600.00

; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with the Municipal Parking Lot Project as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$27,600.00 for professional engineering services as stated in the CME Associates proposal dated March 25, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the

contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

---

Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide engineering services in connection with Municipal Parking Lot Project as described above in their proposal dated March 25, 2020, for an amount not to exceed \$27,600.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-108**

**A Resolution Authorizing the award of a Non-Fair and Open Contract for Professional Services Regarding the Improvements to Mountain Street**

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

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2020, copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, said Proposal includes the following: Survey and Base Map Services, Design Phase Services, Preparation of Bid Documents and Bid Phase Services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$13,000.00, consisting of the following:

Survey and Base Map Services	\$ 5,500.00
Design Phase Services	\$ 2,500.00
Preparation of Bid Documents	\$ 2,000.00
Bid Phase Services	<u>\$ 3,000.00</u>
Total:	\$13,000.00

; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with the improvements to Mountain Street as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$13,000.00 for professional engineering services as stated in the CME Associates proposal dated March 25, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

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

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide engineering services in connection with the improvements to Mountain Street as described above in their proposal dated March 25, 2020, for an amount not to exceed \$13,000.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.  
DATE OF VOTE: April 1, 2020

\_\_\_\_\_  
Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
Resolution 20-109**

**A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Services Regarding the Improvements to Locust Street**

**WHEREAS**, the Borough of Highlands has a need for professional land surveying and engineering services in connection with the improvements to Locust Street, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2020, copy of which is available at the office of the Borough Clerk; and

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

**WHEREAS**, the proposed amount of the contract with CME Associates is \$29,700.00, consisting of the following:

Survey and Base Map Services	\$ 5,400.00
Design Phase Services	\$15,300.00
Permit Phase Services	\$ 3,000.00
Preparation of Bid Documents	\$ 2,500.00
Bid Phase Services	<u>\$ 3,500.00</u>
Total:	\$29,700.00

; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed land surveying and engineering services in connection with the improvements to Locust Street as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$29,700.00 for Professional Land Surveying and Engineering Services as stated in the CME Associates proposal dated March 25, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the

contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

---

Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide land surveying and engineering services in connection with the improvements to Locust Street as described above in their proposal dated March 25, 2020, for an amount not to exceed \$29,700.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-110**

**A Resolution Authorizing the Purchase of a Police Vehicle**

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

**WHEREAS**, the Borough of Highlands has the need to replace a 2019 Chevrolet Tahoe 4WD (Fleet) 4 Door police vehicle using New Jersey State Cooperative Contract # ESCNJ 17/18-44, from Mall Chevrolet; and

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

Account: 0-01-20-155-000-251 Amount: \$23,634.50

Account: 0-01-25-240-000-298 Amount: \$20,115.50

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Highlands authorizes the purchase of a police vehicle for the Police Department in the amount of \$43,750.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

\_\_\_\_\_  
Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-111**

**A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Environmental Services Regarding site Investigation, Snug Harbor Park**

**WHEREAS**, the Borough of Highlands has a need for Professional Environmental Services in connection with the Site Investigation, Snug Harbor Park, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2020, copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, said Proposal includes the following: Site Investigation and Letter Report of Findings and Recommendation; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$15,100.00, consisting of the following:

Site Investigation	\$11,600.00
Letter Report of Findings and Recommendations	<u>\$ 3,500.00</u>
	\$15,100.00

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed environmental services in connection with the Site Investigation, Snug Harbor Park; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$15,100.00 for Professional Engineering Services as stated in the CME Associates proposal dated March 25, 2020; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

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

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide environmental services in connection with the Site Investigation, Snug Harbor Park, as described in their proposal dated March 25, 2020 for an amount not to exceed 15, 100.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF VOTE: April 1, 2020

\_\_\_\_\_  
Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-112  
A Resolution Authorizing the Refund of a Tax Overpayment**

**WHEREAS**, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

**WHEREAS**, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to the individuals named herein,

**NOW, THEREFORE, IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed herein:

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
100	26.74	2019/20	\$4247.86	BANK OF AMERICA CORP.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
RESOLUTION 20-113**

**A Resolution Increasing the Contract Amount for Special Counsel with Regard to  
Litigation**

**WHEREAS**, by way of Resolution 19-218, the Borough retained Richard Gantner, Esq., of the law firm of Cleary, Giacobbe, Alfieri & Jacobs, LLC. to serve as Special Counsel with regard to a litigation matter pending in the Monmouth County Superior Court, Docket No. MON-L-1838-19; and

**WHEREAS**, by way of Resolution 19-218, the aforesaid Special Counsel was awarded a non-fair and open contract to provide such professional legal services for an amount not to exceed \$5,000 per year at an hourly rate of \$150 per hour; and

**WHEREAS**, by way of Resolution 20-062, the aforesaid contract for Special Counsel was amended to allow for an increase for an amount not to exceed \$12,500; and

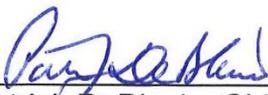
**WHEREAS**, by way of Resolution 20-088, the aforesaid contract for Special Counsel was amended to allow for an increase for an amount not to exceed \$17,500; and

**WHEREAS**, the aforesaid litigation is still pending in the Monmouth County Superior Court thereby requiring an additional increase in the contract amount; and

**WHEREAS**, the Borough Administrator recommends an additional increase in the contract in an amount not to exceed \$\_\_\_\_\_ ; and

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

Account: 0-01-20-155-000-251 Amount: \$

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

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands that the Contract awarded to Richard Gantner, Esq. of Cleary, Giacobbe, Alfieri & Jacobs, LLC. to provide professional legal services with regard to the litigation matter pending in the Monmouth County Superior Court, Docket No. MON-L-1838-19 be and is hereby increased to an amount not to exceed \$\_\_\_\_\_.

**BE IT FURTHER RESOLVED**, that the Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH  
**Resolution 20-114**

**A Resolution Authorizing Execution of an Agreement between the  
 PBA Local 48 and the Borough of Highlands due to current State of Emergency and Public  
 Health Emergency**

**WHEREAS**, due to the current State of Emergency and Public Health Emergency, the Borough of Highlands and the PBA Local 48 ("PBA") have reached an agreement which allows for a work schedule for all officers and superiors, other than the Chief of Police, Captain and Detective, which will improve coverage and allow flexibility in operations; and

**WHEREAS**, it is the intention of the Borough and PBA that the agreed upon schedule will be in force for the duration of the pandemic emergency, however given the uncertainties associated with the same, the said schedule will be evaluated every thirty (30) days following implementation; and

**WHEREAS**, if either the Borough or the PBA do not agree to continue with the aforesaid work schedule at each such thirty (30) day evaluation, it shall end within seven (7) days of the evaluation and the Police Department shall revert to the current schedule for all officers.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands, that the aforesaid Agreement between the PBA and the Borough of Highlands with regard to scheduling of officers during the State of Emergency and Public Health Emergency, as memorialized in an Agreement between the PBA Local 48 and the Borough of Highlands, dated March 28, 2020, be and is hereby approved.

**BE IT FURTHER RESOLVED**, that the Mayor and/or Borough Administrator are hereby authorized to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**Resolution 20-115**

**A Resolution Authorizing Memorandum of Understanding between John F. Kennedy Medical Center Emergency Medical Services and the Borough of Highlands**

**WHEREAS**, due to the current State of Emergency and Public Health Emergency, the Borough of Highlands has determined that the Highlands First Aid Squad may need to temporarily supplement the services that they provide in their primary response area of the Highlands; and

**WHEREAS**, John F. Kennedy Medical Center Emergency Medical Services (“JFK EMS”) is a licensed provider of Basic Life Support (BLS) and Advanced Life Support (ALS) Services by the New Jersey Department of Health and Human Services Office of Emergency Medical Services; and

**WHEREAS**, JFK EMS has a long history of supporting municipal BLS agencies by way of providing primary, dedicated back-up, or mutual aid BLS assistance; and

**WHEREAS**, effective April 1, 2020 through May 30, 2020, JFK EMS agrees to provide the Borough a dedicated BLS ambulance on an “as needed” basis, as determined by the Borough or the Highlands First Aid Squad, as more specifically set forth in the Memorandum of Agreement; and

**WHEREAS**, JFK EMS will not bill the Borough of Highlands for dedicating a BLS ambulance, however, will bill patients for any transports that it completes, wherein JFK EMS billing is conducted through JFK University Medical Center which is contracted with most common insurers including Medicare, Medicaid and many private insurers.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands, that the aforesaid Memorandum of Understanding between JFK EMS and the Borough of Highlands, with regard to providing the Borough with a dedicated BLS ambulance on an “as needed” basis as more specifically set forth in the Memorandum of Agreement, be and is hereby approved.

**BE IT FURTHER RESOLVED**, that the Mayor and/or Borough Administrator be and are hereby authorized to execute the aforesaid Memorandum of Agreement by and between JFK EMS and the Borough of Highlands and to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL						
MAZZOLA						
RYAN						
VALKOS						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: April 1, 2020

---

Matthew Conlon, RMC, Municipal Clerk