

BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

171 BAY AVENUE
07732
COUNTY OF MONMOUTH
PHONE: 732-872-1224
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FRANK L. NOLAN
MAYOR
TIM HILL
ADMINISTRATOR
CAROLYN M. CUMMINS
BOROUGH CLERK

MAYOR AND COUNCIL REGULAR MEETING WEDNESDAY, MAY18, 2016 7:00 P.M.

Meeting Location: Robert D. Wilson Memorial Community Center, 22 Snug Harbor Avenue, Highlands

Call to Order
Meeting Statement
Roll Call
Executive Session Resolution

EXECUTIVE SESSION: 7:00 p.m. **Introduction of Borough Administrator**

Litigation: **Shore Drive Road Improvement Project, Baymens Litigation, COAH Report**

Contract Negotiation: **Architectural RFP's, Shared Services TOMSA, Mechanical Services**

Real Estate: **19 Bay Ave Lease**

Personnel: **Administrator, DPW Summer Seasonal**

Investigation: Attorney-Client Communications: **Property Assessment Demonstration Program, Grant Writer Update, W/S for Trailers Update, Moving Bldg Dept Update, Tilt up Cost Update, Tax Abatement Sandy Hook Bay Marina**

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING: 8:00 p.m.

**Resolution R-16-120 Resolution Appointing Borough Administrator
Introduction of New Borough Administrator**

Public Portion - Resolutions

Consent Agenda:

1. R-16-119 Resolution Awarding Professional Grant Writing Services
2. R-16-122 Resolution Supporting Click it or Tick it
3. R-16-123 Resolution Authorizing Tree Trimming
4. R-16-124 Resolution Accepting Resignations
5. Payment of Bills
6. Executive & Regular Minutes – April 20, 2016

Other Resolutions:

1. R-16-117 Resolution Approving Removal of Tilt Up Structure
2. R-16-118 Resolution Approving Petition to Extend Licensed Premise
3. R-16-121 Resolution Appointing P/T Recreation Aide
4. R-16-125 Resolution Appointing DPW Summer Seasonal
5. R-16-126 Resolution Opting Out of Property Demonstration Tax Assessment Program
6. R-16-127 Resolution Appointing Substandard Housing Members
7. R-16-128 Resolution Appointing Special Police Officer
8. R-16-129 Resolution Approving Bus Shelter at Huddy Park
9. R-16-130 Resolution Approving Mechanical Shared Service Agreement
- 10.

Ordinances: 2nd Reading, Public Hearing & Adoption

1. O-16-11 Traffic Ordinance

Other Business:

1. Borough Engineers Status Report
2. Monmouth County Open Space Grant
3. Request for Road Repairs on North Street
4. Fort Hancock 21st Century FACA Update
5. Atlantic Highlands Lions Club Event
6. Code Enforcement Officer Revenue Report
7. Genevieve M. Hawley Memorial Scholarship

PUBLIC PORTION: *Please sign up prior to the meeting*

Adjourn:

5/18/2016 11:10 AM

NOTE: Formal Action May Be Taken on Any and All Agenda Items

R-16-117

RESOLUTION APPROVING THE REMOVAL OF THE TILT-UP SANDY MEMORIAL CONCRETE STRUCTURE

WHEREAS, the Borough of Highlands conducted a survey as well as a Town Hall Meeting in order to obtain feedback from the residents to address the Tilt-Up Sandy Memorial Concrete Structure and;

WHEREAS, the governing body has made a determination that it is in the best interests of the residents to have the concrete structure removed from the Community Center Beach;

WHEREAS, the governing body hereby authorizes the Borough's employees and professionals, including, but not limited to, the Borough Administrator, Construction Official, Borough Attorney and Borough Engineer to take whatever action is necessary in order to ensure compliance with any and all regulatory agencies and or requirements prior to the removal of the Concrete Structure otherwise known as the Tilt-Up Sandy Memorial;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands, that the governing body hereby approves the removal of the Tilt-Up Sandy Memorial Concrete Structure.

BE IT FURTHER RESOLVED that the governing body hereby authorizes the Borough's employees and professionals, including, but not limited to, the Borough Administrator, Construction Official, Borough Attorney and Borough Engineer, to take whatever action is necessary in order to ensure compliance with any and all regulatory agencies and or requirements prior to the removal of the Concrete Structure otherwise known as the Tilt-Up Sandy Memorial.

Date: May 18, 2016

R-16-118

**RESOLUTION APPROVING PETITION TO EXTEND LICENSED PREMISES
FOR INLET CAFÉ, INC.**

WHEREAS, the Inlet Café, Inc. located at 3 Cornwall Street has filed an application for a petition to extend licensed premises for an event to be held on June 5, 2016 with a rain date of June 12, 2016; and

WHEREAS, the application has been reviewed and approved by the Chief of Police subject to certain conditions; and

WHEREAS, the Inlet Café, has indicated that they plan to hold the event between the hours of 12 p.m. and 8 p.m. and to utilize a portion of Borough owned property, Cornwall Street; and

WHEREAS, the Inlet Café will cooperate with Public Safety including, but not limited to, the Borough's Police Department, Fire Department and First Aid, in connection with any closing of a portion of Cornwall Street for the event; and

WHEREAS, the Inlet Café will name the Borough as an additional insured on their policy of insurance, with minimum liability limits in the amount of \$1,000,000.00, and provide a Certificate of said insurance to the Borough to the satisfaction of the Borough Administrator; and

WHEREAS, the Inlet Café will certify to the satisfaction of the Borough Administrator that the Windanse Restaurant has no objection to the potential closing of a portion of Cornwall Street for the event; and

WHEREAS, the Inlet Café will agree to clean up any debris left on Cornwall Street as a result of holding the event at their sole cost and expense; and

WHEREAS, the event is subject to approval by the State of New Jersey, Division of Alcoholic Beverage Control, wherein the Inlet Café is filing a Petition to Extend Licensed Premises with the said entity and will furnish a copy of any permit issued to the Borough Administrator.

NOW, THEREFORE, BE IT RESOLVED that the Mayor & Council of the Borough of Highlands does hereby approve the application for a petition to extend licensed premises Permit for the Inlet Cafe located at 3 Cornwall Street for an event to be held on June 5, 2016 with a rain date of June 12, 2016, subject to the aforementioned conditions.

**RESOLUTION AUTHORIZING THE AWARD OF A "FAIR AND OPEN"
CONTRACT FOR PROFESSIONAL SERVICES – GRANT WRITING &
CONSULTING SERVICES**

WHEREAS, the Borough of Highlands has a need for professional grant writing and consulting services; and

WHEREAS, the Borough has gone through the fair and open process, advertised on its website and in the Asbury Park Press on March 31, 2016, the solicitation for receipt of proposals from professional grant writers for said services and three (3) proposals were received and documented on April 22, 2016; and

WHEREAS, the Borough has reviewed all proposals received and it was determined that T & M Associates, satisfies the requisites contained in the request for proposals to be considered for professional services that the Borough may require during the contract year; and

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

WHEREAS, this contract is to be awarded for an amount not to exceed \$20,000 for the contract year set to expire on December 31, 2016; and

WHEREAS, the governing body of the Borough of Highlands shall select which grants to apply for and will direct T & M Associates accordingly; and

WHEREAS, 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:

Patrick DeBlasio, Chief Financial Officer

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

1. T& M Associates, 11 Tindall Road, Middletown, NJ 07748 is hereby retained to provide professional grant writing and consulting services for an amount not to exceed \$20,000 for the contract year to expire on December 31, 2016.
2. The contract is awarded through the fair and open process as a Professional Service in accordance with N.J.S.A. 19:44A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) 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/proposal shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Date: May 4, 2016

R-16-120

RESOLUTION APPOINTING BOROUGH ADMINISTRATOR

WHEREAS, Tim Hill has served as the Borough Administrator, including on an interim basis, since May 4, 2011; and

WHEREAS, on or about March 15, 2016, Tim Hill informed the Borough that he would be retiring from his position as Borough Administrator effective May 31, 2016; and

WHEREAS, the governing body of the Borough of Highlands has determined that _____ is qualified to serve in the position of Borough Administrator and will be able to perform the duties of Borough Administrator as the successor to Tim Hill.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that _____ is hereby appointed Borough Administrator, beginning June 1, 2016, for a two (2) year term to expire on May 31, 2018 and will serve in that capacity for an annual salary in the amount of _____. Further, _____ shall be paid at an hourly rate of _____, for any transition work performed prior to June 1, 2016.

BE IT FURTHER RESOLVED, that the attached employment contract for said position is hereby approved and the Mayor is authorized to execute the said agreement.

Date: May 18, 2016

R-16-121
RESOLUTION APPOINTING PROVISIONAL
PART-TIME RECREATION AIDE

WHEREAS, due to a vacancy the Borough of Highlands is in need of hiring a part-time Recreation Aide to assist within the Recreation Department; and

WHEREAS, Jennifer Strehl, Recreation Assistant has interviewed applicants for said position and has recommended that Dana Kudrick be appointed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that Dana Kudrick is hereby appointed to the provisional part-time position of Recreation Aide effective May 18, 2016.

BE IT FURTHER RESOLVED that said appointment is to be compensated at an hourly rate of \$10.25 per hour.

ROLL CALL:

AYES:

NAYES:

ABSENT:

ABSTAIN:

DATE: **May 18, 2016**

CAROLYN CUMMINS, BOROUGH CLERK

I hereby certify this to be a true copy of the Resolution adopted by the Governing Body of the Borough of Highlands on May 18, 2016.

BOROUGH CLERK/DEPUTY CLERK

R-16-122
Resolution
Supporting the *Click It or Ticket*
Mobilization of May 23 – June 5, 2016

Whereas, there were 560 motor vehicle fatalities in New Jersey in 2015;
and

Whereas, a large percentage of the motor vehicle occupants killed in
traffic crashes were not wearing a seat belt; and

Whereas, use of a seat belt remains the most effective way to avoid death
or serious injury in a motor vehicle crash; and

Whereas, the National Highway Traffic Safety Administration estimates
that 135,000 lives were saved by safety belt usage nationally between
1975-2000; and

Whereas, the State of New Jersey will participate in the nationwide *Click
It or Ticket* seat belt mobilization from May 23 – June 5, 2016 in an effort
to raise awareness and increase seat belt usage through a combination of
high visibility enforcement and public education; and

Whereas, the Division of Highway Traffic Safety has set a goal of
increasing the seat belt usage rate in the state from the current level of
91% to 93%; and

Whereas, a further increase in seat belt usage in New Jersey will save
lives on our roadways;

Therefore, be is resolved that Borough of Highlands declares it's
support for the *Click It or Ticket* seat belt mobilization both locally and
nationally from May 23 – June 5, 2016 and pledges to increase
awareness of the mobilization and the benefits of seat belt use.

DATE: May 18, 2016

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R-16-123

RESOLUTION AUTHORIZING TRIMMING OF TREES ON BOROUGH OWNED PROPERTY ADJACENT TO 3 RALPH STREET

WHEREAS, the residents of 3 Ralph Street have requested permission to trim trees on Borough owned property adjacent to their property just above Bayside Drive; and

WHEREAS, the residents of 3 Ralph Street have represented that they will hire a professional tree care company under the supervision of a New Jersey Certified Tree Expert to perform Vista Pruning and/or crown reduction pruning not exceeding 1/3 of the canopy of the subject trees; and

WHEREAS, the residents of 3 Ralph Street are responsible for the cost and expense of such work to be performed; and

WHEREAS, the Borough will authorize such tree services to be performed on Borough owned property under certain conditions; and

WHEREAS, the Borough requires that the professional licensed tree care company, being used by the residents of 3 Ralph Street, send a letter to the Borough Administrator, with a copy to the Tree Commissioner, detailing the specific scope of work to be performed, including photos and a statement that the work to be performed will not fatally damage the trees at issue; and

WHEREAS, the Borough also requires that the professional licensed tree care company represent that all cuttings will be collected and removed from the site; and

WHEREAS, the Borough must approve of the work schedule so that the Shade Tree Commissioner, or another member of the Shade Tree Commission, can be present at the start and completion of the work; and

WHEREAS, upon satisfaction of all of the requirements outlined above, the Borough Administrator may grant permission to the residents of 3 Ralph Street to proceed with the trimming of said trees as outlined above, subject to his discretion that all of the above requirements have been met.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the residents of 3 Ralph Street may be granted permission to trim trees on Borough owned property adjacent to their property just above Bayside Drive, at their sole cost and expense, subject to meeting the required conditions outlined above to the satisfaction of the Borough Administrator.

Date: May 18, 2016

R-16-124

**RESOLUTION ACCEPTING RESIGNATION
BOARD MEMBERS**

WHEREAS, Tim Hill, Planning Board Borough Official Member has submitted a letter of resignation from the Planning Board effective May 31, 2016; and

WHEREAS, Sonya Cashner, Katie Reed and Valerie Browning has submitted letters of resignations from members of the Recreation Committee.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the Borough does hereby accept the resignations of Tim Hill, Sonya Cashner, Katie Reed and Valerie Browning and thanks them for their service to the Community.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA YES X NO						

DATE: May 18, 2016

Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-124 adopted by the Governing Body of the Borough of Highlands at a meeting held on May 18, 2016.

BOROUGH CLERK/DEPUTY CLERK

R-16-125

**RESOLUTION APPOINTING TEMPORARY SUMMER SEASONAL EMPLOYEES
FOR THE BOROUGH OF HIGHLANDS**

WHEREAS, the Borough has the need for temporary summer employees to work with the DPW; and

WHEREAS, Timothy Hill, Borough Administrator has made the following recommendations for appointments to the Governing Body; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following seasonal temporary appointments be and hereby are approved:

DPW	Position	Name	Hrly. Ra
Part-time	Laborer		\$16.00
Part-Time	Laborer		\$16.00
Full-Time	Laborer		\$16.00
Full-Time	Laborer		\$16.00
Full-Time	Laborer		\$16.00

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD						
KANE						
REDMOND						
RYAN						
NOLAN						
ON CONSENT AGENDA		YES		NO		

DATE: **May 18, 2016**

CAROLYN CUMMINS, BOROUGH CLERK

I hereby certify that this is a true copy of the resolution adopted by the Governing Body of the Borough of Highlands at their meeting held on May 18, 2016.

R-16-126

**RESOLUTION ADVISING THE MONMOUTH COUNTY BOARD OF
TAXATION THAT THE BOROUGH OF HIGHLANDS IS OPTING OUT
OF THE MONMOUTH COUNTY ASSESSMENT DEMONSTRATION
PILOT PROGRAM**

WHEREAS, in March 2013, Governor Christie signed into law P.L. 2013, Chapter 15 known as the Assessment Demonstration Pilot Program; and

WHEREAS, Monmouth County elected to participate in this pilot program; and

WHEREAS, the Borough of Highlands was ordered by the Monmouth County Board of Taxation to implement the Assessment Demonstration Program (ADP); and

WHEREAS, the program requires the municipal Assessor to perform annual reassessments; and

WHEREAS, the Monmouth County Board of Taxation approved a resolution on November 30, 2015 authorizing that "any municipality may opt out of the requirement to perform Annual Reassessments within the ADP for 2017 if they did so by 11:59 p.m. on April 29, 2016", now extended to May 31, 2016; and

WHEREAS, the Borough of Highlands has met with representatives of the Monmouth County Board of Taxation; and

WHEREAS, the governing body of the Borough of Highlands believes that opting out of the Monmouth County Assessment Demonstration Program is in the best interest of the taxpayers of the Borough of Highlands.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Highlands hereby approves of the Borough's opting out of the Monmouth County Assessment Demonstration Program.

Date: May 18, 2016

R-16-127
RESOLUTION APPOINTING
SUBSTANDARD HOUSING COMMITTEE MEMBERS

WHEREAS, Section 10-4.3 of the Borough of Highlands General Ordinance provides that there be a committee to be known as Substandard Housing Committee, to consult with and advise the public office. Such committee shall consist of nine members, seven of which shall be the health officer; fire chief or his designee; welfare director, plumbing inspector; building inspector or assistant building inspector; fire inspector; electrical inspector; and two members to be appointed by the mayor as follows: one member of the borough council and one other member; and

WHEREAS, the Mayor and Council of the Borough of Highlands have agreed that there is a need for the committee to be appointed at this time.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointments shall constitute the Substandard Housing Committee:

Health Officer – Monmouth Regional Health Commission

Fire Chief – James Mezey or his designee

Plumbing Inspector – Errol Lamberson

Building Inspector & Electrical Inspector – Paul Vitale

Fire Inspector – Cary Costa

Governing Body Member - _____ Appointed by Mayor

Member - _____ Appointed by Mayor

BE IT FURTHER RESOLVED that these appointments shall be standing appointments with the exception of the Mayors Appointees;

BE IT FURTHER RESOLVED that with the exception of the Mayors appointments these appointments shall be considered to be a part of the job descriptions of those appointed and shall carry no benefits or salary as compensation.

**R-16-128
RESOLUTION
APPOINTING SPECIAL POLICE OFFICER/CLASS II**

WHEREAS, there exists a need within the Police Department to appoint a part-time Special Law Enforcement Officer, Class II to cover open shifts ; and

WHEREAS, it is the recommendation of the Chief of Police that Adam J. Hubeny be appointed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that Adam Hubeny is hereby appointed as a part-time provisional Special Law Enforcement Officers, Class II effective immediately.

BE IT FURTHER RESOLVED that said provisional appointment be compensated at an hourly rate of \$15.00 per hour.

BE IT FURTHER RESOVLED that said appointment is contingent upon the candidate's completion of a psychological and physical examinations.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD						
REDMOND						
RYAN						
WELLS						
NOLAN						
ON CONSENT AGENDA YES NO						

DATE: **May 18, 2016**

CAROLYN CUMMINS, BOROUGH CLERK

I hereby certify this to be a true copy of Resolution R-16-128 adopted by the Governing Body of the Borough of Highlands at a meeting held on May 18, 2016.

BOROUGH CLERK/DEPUTY CLERK

R-16-129
RESOLUTION APPROVING BUS SHELTER

WHEREAS, NJ Transit has funds for the purchase of bus shelters throughout the State of New Jersey; and

WHEREAS, the Governing Body of a municipality in New Jersey or the Board of Chosen Freeholders of a County may apply to the New Jersey Transit Corporation for the purchase and installation of bus shelters at legally designated bus stops; and

WHEREAS, the Borough of Highlands, in the interest of promoting public transportation, conservation of energy, traffic safety, and for the convenience of the public, endorses the concept providing bus shelters within its jurisdiction.

NOW, THEREFORE, be it resolved, that the application is hereby made by the New Jersey Transit Corporation for the purchase and installation of one bus shelter as set forth in Exhibit A, made a part hereof.

BE IT FURTHER RESOLVED, that the Borough Administrator and Municipal Clerk be authorized to execute an agreement or agreements with NJ Transit to arrange for the purchase and installation of the shelters at Huddy Park.

DATE: May 18, 2016

R-16-130

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN
THE BOROUGH OF ATLANTIC HIGHLANDS AND THE BOROUGH OF
HIGHLANDS FOR THE ROUTINE MECHANICAL REPAIR AND MAINTENANCE
OF HIGHLANDS VEHICLES, EQUIPMENT AND TRUCKS (EXCLUDING FIRE
TRUCKS)**

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands previously entered into a Shared Services Agreement, wherein the Borough of Atlantic Highlands provided routine mechanical repair and maintenance of Highlands vehicles, equipment and trucks (excluding fire trucks); and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands wish to renew their Inter-Local Service Agreement; and

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 Atlantic Highlands has the facility, equipment, manpower and expertise to provide this type of service to the Borough of Highlands; and

WHEREAS, the Administrator of the Borough of Atlantic Highlands and the Borough of Highlands have reached an agreement for said services at the rate of _____ per hour plus the cost of any needed parts; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor is hereby authorized to execute an Interlocal Service Agreement with the Borough of Atlantic Highlands for the routine repair and maintenance of Highlands' vehicles, equipment and trucks (excluding fire trucks) with an effective date retroactive to January 1, 2016 through December 31, 2018; and

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

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON						
CARD						
D'ARRIGO						
WELLS						
NOLAN						
ON CONSENT AGENDA YES NO						

DATE: **May 18, 2016**

Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-130 adopted by the Governing Body of the Borough of Highlands at its meeting held on May 18, 2016.

BOROUGH CLERK/DEPUTY CLERK

Borough of Highlands Public Notice

Please take notice that the following ordinance was introduced and passed upon first reading at a meeting of the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, on April 20, 2016. Notice is hereby given that the following ordinance will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held at the Robert D. Wilson Memorial Community Center located at 22 Snug Harbor Ave, Highlands, NJ 07732, on Wednesday, May 18, 2016 at 8:00 PM. At that time, the public is invited to participate in the discussion of the Ordinance. Copies of the Ordinance are available in the Municipal Clerk's Office located at 42 Shore Drive, Highlands, NJ and are posted on the Display Board at the Municipal Building. Copies are available at no charge to the general public.

BOROUGH OF HIGHLANDS COUNTY OF MONMOUTH O-16-11

AN ORDINANCE AMENDING CHAPTER VII, "TRAFFIC," OF THE CODE OF THE BOROUGH OF HIGHLANDS RELATED TO AREAS OF NO PARKING, ONE-WAY STREETS, STOP SIGN INTERSECTIONS, STREET CLEANING, THROUGH STREETS, AND PERMIT PARKING IN VARIOUS LOCATIONS THROUGHOUT THE BOROUGH

WHEREAS, the Borough has determined to regulate traffic and parking within the jurisdiction of the Borough; and

WHEREAS, the Chief of Police has analyzed and evaluated the Borough Code and has recommended certain changes; and

WHEREAS, the governing body finds that these recommendations should be adopted for the general safety, health and welfare of the Borough.

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

SECTION I. The following sections of Schedule I, "No Parking," of Chapter VII, "Traffic," of the Code of the Borough of Highlands shall be amended and supplemented as follows: (underscores represent additions; ~~strikethroughs~~ represent deletions):

SCHEDULE I NO PARKING

<i>Name of Street</i>	<i>Sides</i>	<i>Location</i>
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Atlantic Street	North	Both sides from intersection at Bay Avenue.
Bay Avenue	East	Highlands - Sea Bright Bridge to eastern corner of Veteran's Park-Shrewsbury Avenue.
Fifth Street	North <u>South</u>	Cedar Street to <u>Valley</u> Miller Street.
Fifth Street	North	Miller Street to Valley Street
Fourth Street	South	Entire length
Hillside Avenue	North	South Bay Avenue to Portland Rd.
Marine Place	North	Entire length
Miller Street	Both	From Navesink Avenue (Route 36) to Shore Drive
Miller Street	East	From Highland Avenue to Navesink Avenue (Route 36)
South Street	West	50 feet from intersection with Bay Avenue
South Bay Avenue	North	Highlands Sea Bright Bridge to Hillside Avenue.
Twinlights Terrace	North	From the intersection of Twinlights Terrace and Light House Road to a point 204 feet west. Beginning 204 feet west of the intersection with Light House Road to South Peak Street
Waterwitch Avenue	East	Linden Avenue to Shore Drive
Woodland Street	East	Prospect Street to Highland Avenue

Any sections or roadways not referenced in this Section shall remain as stated in the Borough Code.

SECTION II. The following sections of Schedule IA, "No Parking During Certain Hours," of Chapter VII, "Traffic," of the Code of the Borough of Highlands shall be amended and supplemented as follows: (underscores represent additions; ~~strikethroughs~~ represent deletions):

SCHEDULE IA NO PARKING DURING CERTAIN HOURS

<i>Name of Street</i>	<i>Sides</i>	<i>Hours</i>	<i>Location</i>
Bay Avenue	Both	6:00 p.m. to 6:00 a.m.	From Waterwitch Avenue to Snug Harbor Avenue.
Marine Place	North	7:00 a.m. to 8:00 p.m.	From the westerly curb line of Snug Harbor Avenue to the westerly side of Huddy Avenue.
Marine Place	North	7:00 a.m. to 8:00 p.m.	From the westerly curb line of Washington Avenue to the easterly

~~curb line of Sea Drift Avenue.~~

Shore Drive	Eastbound	9:00 a.m. to 10:00 a.m. on last Friday of the month	Entire length.
Shore Drive	Westbound	10:00 a.m. to 11:00 a.m. on last Friday of the month	Entire length.
Shore Drive	Eastbound	7:00 a.m. to 7:00 p.m. — one hour parking limit	From Marie Street to Waterwitch Avenue
South Second Street		No parking 3:00 a.m. to 6:00 a.m. — Vehicles over 5,000 lbs. are prohibited. All others will be towed.	Municipal Parking Lot*

—*Said lot is reserved exclusively during said hours for ferry service commuters with valid permits who may use said lot pursuant to agreement between Fast Ferry Inc. and the Borough of Highlands.

Any sections or roadways not referenced in this Section shall remain as stated in the Borough Code.

SECTION III. The following sections of Schedule II, “One-Way Streets,” of Chapter VII, “Traffic,” of the Code of the Borough of Highlands shall be amended and supplemented as follows: (underscores represent additions; ~~strikethroughs~~ represent deletions):

SCHEDULE II ONE-WAY STREETS

In accordance with the provisions of section 7-4, the following described streets or parts of streets are hereby designated as one-way streets in the direction indicated:

<i>Name of Street</i>	<i>Direction</i>	<i>Limits</i>
Matthew Street	North	Entire length of street. <u>From Bayside Drive to Shore Drive</u>
<u>S. Shore Drive</u>	<u>Northwest</u>	<u>From Bay Avenue to South Street</u>

Any sections or roadways not referenced in this Section shall remain as stated in the Borough Code.

SECTION IV. The following sections of Schedule III, "Stop Intersections," of Chapter VII, "Traffic," of the Code of the Borough of Highlands shall supplemented to include the following:

SCHEDULE III STOP INTERSECTIONS

Riker Street:

- a. STOP sign installed at intersection with Portland Road

Thompson Street

- a. STOP sign installed at intersection with Portland Road

Valley Street

- a. STOP sign shall be installed at intersection with Fifth Street

Any sections or roadways not referenced in this Section shall remain as stated in the Borough Code.

SECTION V. The following sections of Schedule VI, "Street Cleaning," of Chapter VII, "Traffic," of the Code of the Borough of Highlands shall supplemented to include the following:

SCHEDULE VI STREET CLEANING

<i>Name of Street</i>	<i>Side</i>	<i>Hours</i>	<i>Days</i>	<i>Location</i>
Shore Drive	East	9:00 a.m. to 10:00 a.m.	Fridays	Entire length
Shore Drive	West	10:00 a.m. to 11:00 a.m	Fridays	Entire length.

Any sections or roadways not referenced in this Section shall remain as stated in the Borough Code.

SECTION VI. The following sections of Schedule III, "Through Streets," of Chapter VII, "Traffic," of the Code of the Borough of Highlands shall supplemented to include the following:

Bay Avenue: Entire length

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

SECTION IX. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

Carolyn Cummins
Borough Clerk



Monmouth County Park System

Providing Open Space, Parks, and Recreation

Board of Recreation Commissioners

805 Newman Springs Road, Lincroft, NJ 07738-1695 732-842-4000
monmouthcountyparks.com

Fred J. Rummel,
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May 10, 2016

Mayor
Highlands Borough
171 Bay Avenue
Highlands, NJ 07732

**Re: MONMOUTH COUNTY MUNICIPAL OPEN SPACE GRANT PROGRAM
– 2016 FUNDING AVAILABLE**

Dear Mayor:

Funding for the 2016 Monmouth County Municipal Open Space Grant Program is currently available. It is our pleasure to forward to you a Policy and Procedures Manual, including an application form, for the Program. A Frequently Asked Question (FAQ) sheet has also been enclosed for your reference.

Since 2003, the Board of Chosen Freeholders has allocated \$2 million from the Monmouth County Open Space Trust Fund each year for cooperative projects with Monmouth County municipalities. Over \$26 million has been awarded to 171 projects in 48 towns over the life of the program. Both land acquisition and development for park, recreation, and open space purposes are eligible for funding; please note that the emphasis of the program is land acquisition with additional priority given to State-designated Urban Aid Communities.

The Monmouth County Municipal Open Space Grant Program is a competitive program. The project eligibility and evaluation criteria are described in the Policy and Procedures Manual. **All applications must be submitted no later than 4pm on Wednesday, September 14, 2016** The Board of Chosen Freeholders is expected to announce the projects selected for funding in December 2016. Please note that **only complete applications will be considered for funding**. Applicants are encouraged to schedule a pre-application meeting with the Program Administrator to review the eligibility of the project, assess its competitiveness, and identify any deficiencies in the application.

The Program is administered by the Monmouth County Park System on behalf of the Board of Chosen Freeholders. Questions and correspondence should be addressed to the Monmouth County Park System, Acquisition and Design Office, Attn: Municipal Open Space Grant Program, 805 Newman Springs Road, Lincroft, NJ 07738. You may also telephone us at 732-842-4000, Ext. 4472 or contact us by e-mail at municipal.grants@monmouthcountyparks.com. A copy of the Policy and Procedures manual is also available on the Park System website www.monmouthcountyparks.com.

Parks and open space contribute to the quality of life enjoyed by Monmouth County residents. We encourage you to submit an application on behalf of your municipality.

Sincerely,

Fran Varacalli
Program Administrator

pc: w/enc: Clerk
Administrator

FAQs

Monmouth County Municipal Open Space Grant Program

The Municipal Open Space Grant Program is a program of the Monmouth County Board of Chosen Freeholders. The Monmouth County Park System administers the program on behalf of the Freeholders. This Frequently Asked Questions Sheet has been prepared to answer basic questions about the program.

Who and what are eligible for program funding?

Monmouth County municipalities are the only eligible applicants. The governing body must adopt a resolution authorizing the application. Municipalities may submit only one application per funding cycle. Both acquisition and development projects for park, recreation and open space purposes are eligible.

How much money is available?

The Freeholders have allocated a total of \$2 million per year for the grant program. Monmouth County will fund up to 50% of eligible project costs. In State-designated Urban Aid Communities, the County will increase its maximum share to 75%. County funding is limited to \$250,000 per project.

What costs are eligible?

Acquisition funding will cover the purchase price of the title in fee-simple interest for land and structures, or the purchase price of public access easements for land. For development projects, the direct cost of facility construction, demolition, renovation, and/or stabilization are eligible. No indirect or soft costs are eligible including, but not limited to, professional and in-kind services. Any costs incurred prior to the filing of the application are considered ineligible; the issuance of a purchase order or the award of a contract constitutes the incurrence of costs.

What is the application and funding cycle?

The round of funding is formally announced in May through a mailing to Municipal Mayors, Administrators and Clerks. The filing deadline for the round is in September. All applications must be postmarked or delivered to the Acquisition and Design Office of the Monmouth County Park System at Thompson Park in Lincroft on or before the deadline. **The deadline for 2016 is 4pm on Wednesday, September 14.**

Applications are accepted throughout the year and are reviewed for completeness upon receipt. Formal evaluation takes place annually, after the deadline for the round. Incomplete applications and those received after the filing deadline may be considered for the next funding cycle.

How are projects selected for funding?

This is a competitive grant program. All applications are reviewed for conformance with the eligibility requirements and the project evaluation criteria (see the Program Manual for details). A complete, well-written and well-organized application that is responsive to the project evaluation criteria and application requirements will be more likely to receive funding. In accordance with established program priorities, land acquisition projects will generally be favored over development projects, applications for projects that diversify or expand recreation opportunities will be favored over applications that replace aged or substandard facilities or address issues of maintenance, and additional priority will be given to State-designated Urban Aid Communities.

What are the requirements for a public hearing?

A public hearing on the grant application must be held within a twelve (12) month period prior to filing of the application. Notice of the hearing must be published as a legal notice or display advertisement at least ten (10) days prior to the hearing in a newspaper providing local circulation in the municipality in which the project is located. The notice must state the time, place and purpose of the hearing and identify the project by name, street address, block and lot. An affidavit that the notice was published and a certified copy of the minutes from the public

hearing must be included with the application for it to be considered complete and eligible for funding in the current funding cycle.

Who should the municipality name as its municipal contact person?

All program correspondence and communication will be directed to the municipal contact person designated in the Municipal Resolution authorizing the application. For ease of communications and continuity over the life of the project, it is recommended that a responsible full-time employee of the municipality available during regular business hours in the municipal offices be named as the municipal contact person, rather than a consultant or appointed or elected official.

How soon must a town complete its project after the award of funding?

Once the project is selected for funding, the municipality has six months to execute a grant agreement with the County. The municipality must obtain the services of an environmental consultant and conduct a Preliminary Assessment and Site Inspection (PASI) of the property to identify any areas of concern before the grant agreement can be executed. The project must be completed within thirty months of the application selection.

Can the project scope change after the application is selected for funding?

It is the philosophy of the County's program that the grant is funding a portion of a total project, whose scope is described in the grant agreement based on plans, cost estimates, and other statements included in the grant application. The program procedures provide for requests for minor changes in scope (see the Program Manual for details). No major changes are permitted and all changes must be approved in advance in writing. Changes that negatively impact the fundamental merits of the project that resulted in its selection for funding will not be approved. Unauthorized changes may result in the loss of all or a portion of the County funding.

Can the project be developed in phases?

Municipalities have funded separate phases of park development projects under the grant program. Applicants should consider phasing larger projects, in order to complete an initial phase under one round of grants and seeking additional funding for subsequent phases under subsequent rounds. Project phasing must be proposed with the initial project proposal and subsequent grant applications are not guaranteed funding in subsequent rounds.

What are the most common problems with applications?

• Missing information • Failure to complete the application checklist • Application narrative does not follow prescribed outline • Inclusion of ineligible costs • Faulty public notice or hearing process • Property not on or eligible for the State's Recreation and Open Space Inventory or ROSI • Vague or unrealistic project timetable or budget • Inconsistencies between the application cover page, application narrative, project budget, and the authorizing resolution • Authorizing resolution does not follow the form provided • Hearing not conducted prior to filing • Less than whole park identified as project site.

How can I get more information?

Questions and correspondence regarding the Monmouth County Municipal Open Space Grant Program should be addressed to the Monmouth County Park System, Acquisition and Design Office, Attn: Municipal Open Space Program, 805 Newman Springs Road, Lincroft, NJ 07738, by telephone at 732-842-4000, Ext. 4472 or by e-mail to municipal.grants@monmouthcountyparks.com. Prospective applicants are encouraged to contact the Program Administrator before beginning the application process; pre-application meetings can be scheduled.

Current information regarding the program, including a copy of the Program Policies and Procedures Manual, is posted on the Monmouth County Park System website, www.monmouthcountyparks.com, under the heading Municipal Open Space Grant Program.

Monthly Bulletin
Atlantic Highlands Lions Club
P.O. Box 215
Atlantic Highlands, New Jersey 07716-0215



LIONISM
People
Caring
For People

April 13, 2016

Ref: Pancake Breakfast Place Mat Ad

Dear Ad Contributor:

We appreciate your willingness to contribute to the Atlantic Highlands Lions Club Pancake Breakfast by placing your Ad on our Place Mat for \$ 50.00.

We will have 2 Pancake Breakfasts this year and your AD will be used for the June 5, 2016 and again in September 2016. We hope you will be able to attend one or both of these events. Please make out your check for \$ 50.00 to the "Atlantic Highlands Lions Club" and send to:

Atlantic Highlands Lions Club
PO Box 215
Atlantic Highlands, NJ 07716

Any questions or wish to have check picked up call and leave a message at 732-291-3808.

Thanks again,

Robert Brooks

Robert Brooks
Ad Committee

Tax ID # 461930359

5/11/16
cc -
Request For
ADD
[Signature]



Genevieve M. Hawley Memorial Foundation

219 East Highland Avenue
Atlantic Highlands, New Jersey 07716

RECEIVED MAY 16 2016

Dear Friends,

On Saturday, June 4, 2016, we will be celebrating our fifteenth annual luncheon. This annual event raises money for the Genevieve M. Hawley Memorial Scholarship and Community Service Awards. Additionally, we will be honoring this year's award recipients at the luncheon. This popular event will be held at the Copper Canyon Restaurant located at 51 First Avenue in Atlantic Highlands, NJ. The luncheon begins at 12:00 noon. Tickets for the event are \$30.00 per person and there is no charge for children 10 years of age and under.

We are more than happy to report that over the past fifteen years, the Genevieve M. Hawley Memorial Foundation has awarded over \$75,000 in scholarships and community service awards to local students, donated funds to both Atlantic Highlands and Highlands elementary schools to establish National Elementary Honor Society chapters, donated window treatments to the Highlands Community Center, provided summer camp scholarships for needy children, purchased police dog vests for the Highlands and Holmdel Police Departments, and continues to donate candy canes to the communities of Atlantic Highlands and Highlands for their annual holiday celebrations. Because of successful fundraising events, such as this luncheon, our Foundation was able to expand its scholarships and community service awards to other schools in Monmouth County.

As part of the luncheon event, we will have our annual silent auction and door prizes will be available. We will be publishing the 2016 Ad Journal to give you the opportunity to promote your business or firm while remembering Mr. and Mrs. Hawley, as well as their son Joseph, for their long legacy of community service. Attached you will find this year's rate schedule for placing an advertisement in our journal. You will also find an order form for tickets to the event so that you, your employees, and their families can enjoy a day along the shore. Please come and help us celebrate our fifteenth anniversary of helping students and communities.

Thank you for your continued support of our organization.

Sincerely,

The Genevieve M. Hawley Memorial Foundation Luncheon Committee

Code Enforcement Revenue Report

Certificates of Occupancy 2015 - \$27,965.00

Certificates of Occupancy 2016 - \$9,095.00

Landlord Registration – 2015 \$19,925.00

Container permits – 2015 \$1,000.00

Container permits – 2016 \$560.00

Vacant Property Registrations \$11,010.02

Court fines 2016 - \$5,074.00

SUMMER KIDFEST 2016

July 5th to August 12th

8:30 a.m. – 1:30 p.m.

For children ages 6 to 14



REGISTRATION

Begins May 16th at the COMMUNITY CENTER
22 Snug Harbor Ave. between the hours of 9:00 a.m. – 4:30 p.m.

*Weekly Special
Events*



**A Nutritious
Breakfast and
Lunch**



*Trips, Games,
Arts & Crafts*

***** Please register by June 17th *****

**Please Note: This year's program will be held at the
Robert D. Wilson Memorial Community Center**

For further information please call the
Highlands Recreation Dept. at 732-872-1959 or via email at
communitycenter@highlandsnj.us



Highlands / Atlantic Highlands Municipal Alliance &

Highlands Recreation Department

Presents



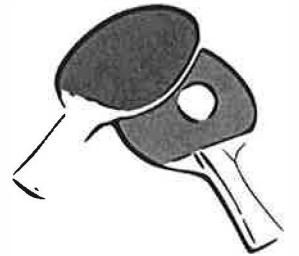
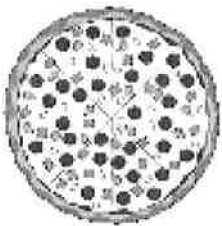
HIGH SCHOOL TEEN NIGHT

*** Grades 9 - 12 ***

May 20, 2016

7:00 pm – 9:30 pm

FREE



Location: Robert D. Wilson Memorial Community Center

Pizza and Soda will be served

For more information, contact Heather DiBlasi (908) 601 – 5091

The Borough of Highlands Recreation Dept.
is offering the following Open Gym Program

Adult Volleyball

Dates: April 5, 2016 – May 24, 2016
Tuesday evenings

Time: 7:30 pm – 9:00 pm



Place: Henry Hudson Regional School Gym



**All participants must register with the
Highlands Recreation Department in order to play.**
(You can register on-site the night you attend)

Sportsmanship and Respect of the Facility and other participants is Mandatory

You must be at least 18 years old to participate
Program slots may be limited.



For further information, please contact the
Highlands Recreation Dept. at 732-872-1959



Parks and Recreation, The Benefits are Endless...



The Borough of Highlands Recreation Department is now accepting applications for the following



Full Time / Part Time
Seasonal Positions:



- Head Lifeguard / Lifeguard Trainer
- Lifeguards (Open Water)

1. Must possess current Lifeguard / CPR / First Aid Certification **OR**
2. Complete the required certifications prior to being hired.
3. In addition, all lifeguards must successfully complete our Open Water Training which is specific to our Public Bathing Beaches.

The Borough may reimburse successful candidates 50% of the certification course or up to \$200. In order to be eligible for this incentive you must be hired by the Borough and be able to work through Labor Day Weekend.

Applications are available at the Community Center, 22 Snug Harbor Avenue, Highlands or download an application at www.highlandsnj.us (Municipal Forms Button / Municipal Clerk Forms / click on Application for Employment.)

Please return applications to the Community Center by May 20th
(If you are in the process of being certified, you may still apply but hiring will be contingent upon completing the certifications.)

For more information, please contact the Highlands Recreation Department at 732-872-1224 ext. 232 or via email at communitycenter@highlandsnj.us

The Highlands Senior Citizen Group's

Memorial Program

Date: Thursday ~ May 26, 2016

Time: 12:00 Noon



Place: Robert D. Wilson Memorial
Community Center
22 Snug Harbor Ave.



Lunch will include:



Sandwiches, Macaroni Salad, Pickles,
Soda, Cake and Coffee / Tea



All are welcome to attend

You must register in advance by May 19th

Please contact Rose Pinho at 732-291-7512 to register



BAYSHORE ITALIAN ICE SOCIAL Kickoff to Summer Celebration!

Rita's or Ralph's?

Try them both and pick your favorite!

Bring the entire family to the
Highlands Community Center for our
unofficial Italian ice taste-off!

All are welcome.



Thursday, June 2 | 6:00 p.m.

Highlands Community Center | 22 Snug Harbor Avenue | Highlands, NJ

Registration is required!

Please contact 732.497.3811 or familysuccess@cymca.org.

THE COMMUNITY YMCA

BAYSHORE FAMILY SUCCESS CENTER | Henry Hudson Trail Activity Center

945 State Highway 36

Leonardo, NJ 07737

P: 732.497.3811

familysuccess@cymca.org

TheCommunityYMCA.org/bfsc



The Y. So much more™

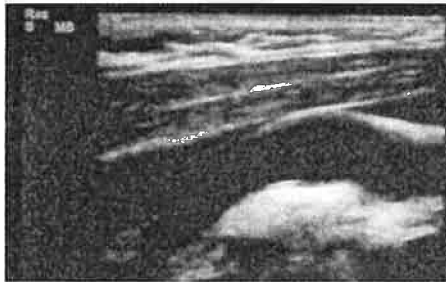
516-3009-BFSC

A Proactive Way to Stay Healthy & Active

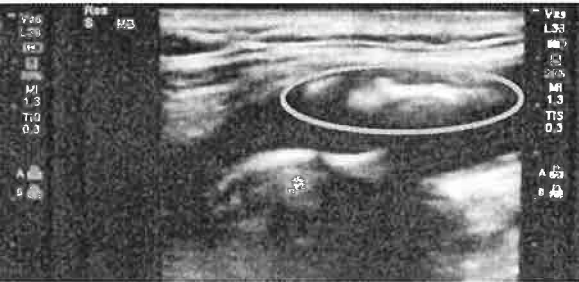
Life Line Screenings go beyond regular checkups to provide a more thorough look at your health.

Be Smart: Do More For Your Cardiovascular Health

No Plaque Buildup



Plaque Buildup



Advanced ultrasound technology looks inside your arteries for signs of plaque buildup

That's why **9 out of 10 cardiovascular doctors** support preventive screenings for those with key risk factors*

All 5 Screenings for \$149

Carotid Artery/ Plaque Screening

Ultrasound scan of the carotid arteries that screens for plaque buildup.

Heart Rhythm Screening (Atrial Fibrillation)

Screens for irregular heart beat.

Abdominal Aortic Aneurysm Screening

Screens for an aneurysm in the abdominal aorta, which could rupture.

Peripheral Arterial Disease Screening

Screens for peripheral arterial disease in the lower extremities.

Osteoporosis Risk Assessment

Ultrasound screen the heel bone to determine abnormal bone mass density.

*Key Risk Factors include Age 55+, High Blood Pressure, High Cholesterol, Diabetes, Obesity, tobacco usage, family history of CVD or stroke

We are coming to your neighborhood.

**Where: Highlands -
Robert D Wilson Memorial Community Center**
When: Wednesday, June 22, 2016

Please call **888-653-6450** to register for your screening
and to receive a \$10 discount or visit www.LifeLineScreening.com/community-partners