

Highlands Borough Mayor & Council Meeting Agenda
Community Center
22 Snug Harbor Avenue, Highlands
Wednesday, June 6th 2018, 6:30 p.m.

As per requirement of Public Law 1975, Chapter 231, notice is hereby given that this is a Regular Meeting of the Borough of Highlands Mayor and Council and all requirements have been met. Notice has been transmitted to the Asbury Park Press and the Two River Times. Notice has been posted on the public bulletin board. Formal Action will be taken.

Call to Order
Meeting Statement
Roll Call

WORKSHOP: 6:30PM

Marijuana Update
Parking Meters
Prohibiting Smoking on Borough Property

EXECUTIVE SESSION: 7:00PM

Attorney-Client Privilege: Form Based Code
Parking Lot Lease, B56 L13
Contract Negotiations: Shared Services Study
Wireless Telecommunications Consulting Service

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

R-18-125 Authorize Payment of the Bills
R-18-126 Appoint Full-Time Building Maintenance Worker
R-18-127 Shared Service Agreement with Monmouth County
R-18-128 Approval of Insertion Summer Food Grant into the 2018 Budget
R-18-130 Authorize Refund of Taxes

Resolutions

R-18-129 Amend HBP 2018 Event Calendar
R-18-131 Renewal of Liquor License for 2018/2019 Term
R-18-132 Approve Person to Person Transfer of Liquor License 1317-33-024
R-18-133 Appoint Full-Time Cashier
R-18-134 Approve Time Extension for the Award of the Improvements to Valley Street
R-18-135 Approval to Rescinding Loading Zone & Designate Bus Stop on Highway 36
R-18-136 Approve COBRA Administration
R-18-137 Award of Non-Fair & Open Contract for Wireless Telecommunications Consulting Professional Services

Other Business:

Administrator's Report
Police Chief's Report

Public Comments:

Adjourn



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-125

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated May 31st 2018, which totals as follows:

Current Fund	\$755,984.04
Sewer Account	\$ 21,972.12
Capital Fund	\$ 1,000.00
Trust-Other	\$ 3,156.00
Federal/State Grants	\$ 6,889.00
Total	\$789,001.16

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$789,001.16** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-126

RESOLUTION APPOINTING FULL-TIME BUILDING MAINTENANCE WORKER

WHEREAS, by way of Resolution 16-158 Russell Card was appointed to serve as a Temporary Seasonal Laborer with the DPW and by way of Resolution 18-085 he was appointed as Part-Time Building Maintenance Worker and has served in the said capacity since that time; and

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that there is a need for a Full-Time Building Maintenance worker and they wish to appoint Russell Card to the said position.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that Russell Card be and is hereby appointed Full-Time Building Maintenance Worker, effective June 9th, 2018, with the first ninety (90) days being a probationary period.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-127

RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT WITH MONMOUTH COUNTY

WHEREAS, the purchase of goods and services by a local contracting unit is authorized by the Local Public Contracts Law, NJSA 40A:11-12; and

WHEREAS, the Borough is a current participant of the Monmouth County Shared Services Agreement;

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

I hereby certify the funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the Borough of Highlands will utilize this agreement to mill and pave various streets at the cost of materials and up to \$50,000 in labor.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-128

REQUESTING APPROVAL OF INSERTION OF \$15,090.39 IN THE 2018 BUDGET REVENUE AVAILABLE FROM THE SUMMER FOOD PROGRAM GRANT

WHEREAS, N.J.S.A. 40:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$15,090.39 which item is now available as a revenue from the Summer Food Program Grant.

BE IT FURTHER RESOLVED that a like sum of \$15,090.39 be and the same is hereby appropriated under the caption of:

Summer Food Program Grant.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-129

RESOLUTION APPROVING THE AMENDED HIGHLANDS BUSINESS PARTNERSHIP 2018 EVENTS CALENDAR

WHEREAS, the Highlands Business Partnership has provided the Borough with their 2018 events calendar; and

WHEREAS, the governing body has reviewed the Highlands Business Partnership 2018 Events Calendar which is as follows:

Highlands Business Partnership 2018 Events Calendar

Sunday	January 28	9 th Annual Beef & Brew Pre-Super Bowl Bash St. Patrick's Parade Day Parade Fundraiser Off The Hook - 3 - 7PM
Sunday	February 25	6 th Annual Chili Cook-Off St. Patrick's Day Parade Fundraiser Inlet Cafe - 3 - 7PM
Saturday	March 10	5 th Annual Highlands Guinness Run St. Patrick's Day Parade Fundraiser Bahrs Landing 2PM - 3PM Pub Crawl 3 - 5PM
Saturday	March 24	16 th Annual St. Patrick's Day Parade, Bay Avenue 2PM
Saturday Sunday	May - TBD May	Brew by the Bay, The Seafarer, 1 Atlantic St. Rain date
Sunday	May 27 Raindate: June 30th	18 th Annual Seaport Craft Show, Huddy Park 10AM-5PM
Saturday	June 23	7 th Annual Taste of Highlands, Noon-6PM Check in at Huddy and Veterans Park
Saturdays	July - October	24 th Annual Farmer's Market, Huddy Park 8:30AM
Thurs-Sun	Aug 2 - Aug 5	24 th Annual Clamfest, Huddy Park
Saturday Sunday	September 15 September 16	Highlands Car Show & Concert, Huddy Park, 2-6PM Rain date

Sunday	September 23	17 th Annual Twin Lights Bike Ride, Huddy Park 7AM
Saturday	October 6	18 th Annual Oktoberfest, Veterans Park 2-9PM
Sunday	October 7	Rain date
Saturday	October 20	4 th Annual Zombie Parade Check in at Huddy & Judging at Veterans Park
Friday	November 30	23 rd Annual Tree Lighting, Huddy Park 6PM
Saturday	December 1	Rain date
Saturday	December 15	Winter Wonderland Run, Proving Ground, 12PM
Saturday	December 22	6 th Annual Holiday Lights Contest

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Council of the Borough of Highlands that the governing body hereby approves the Highlands Business Partnership 2018 Events Calendar.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-130

AUTHORIZING REFUND OF TAX OVERPAYMENTS

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 certain enumerated individuals,

NOW, THEREFORE BE IT AND IT 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 below, and attached hereto:

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
1.02	17	2017	\$1,292.79	GALANG, SONNY L.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-131

RENEWAL OF LIQUOR LICENSES FOR FOR THE 2018-2019 TERM

WHEREAS, the New Jersey Division of Alcoholic Beverage Control (ABC) has implemented a new electronic, web based licensing called POSSE ABC; and,

WHEREAS, renewal applications have been filed or submitted through the POSSE ABC portal as directed by the ABC; and,

WHEREAS, the submitted, renewal applications have been accepted via POSSE ABC, the Municipal fees have been paid and a Tax Clearance Certificate has been received for the following licensee[s]; and,

WHEREAS, the applicants are qualified to be licensed per standards established by Title 33 of the New Jersey Statutes, regulations promulgated there under, and pertinent Borough Ordinances; and,

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the renewal of the following Liquor License[s] for the 2018-2019 term from July 1st 2018 to June 30th 2019, is hereby authorized:

License Number	Licensee	Establishment
- Club License -		
1317-31-028-001	Highlands Post 6902 VFW of US	VFW Post 6902
- Plenary Retail Consumption Licenses with Broad Package Privilege -		
1317-32-018-005	DDS Enterprises LLC	Driftwood Liquor Bar
1317-32-021-003	Andy's Shore Bar Inc.	Andy's Shore Bar
- Plenary Retail Consumption Licenses -		
1317-33-001-003	Bahrs' Restaurant LLC	Bahrs' Landing
1317-33-003-008	Claddagh of Highlands, LLC	Claddagh of Highlands
1317-33-007-003	Inlet Café Inc.	Inlet Café
1317-33-008-006	Seastreak LLC	Seastreak
1317-33-012-004	SmokeNMirrors, LLC	The Proving Ground
1317-33-019-012	Atlantic Street Innkeepers LLC	The Seafarer
1317-33-022-010	M&D Inc.	Off the Hook
- Plenary Retail Distribution License -		
1317-44-011-003	Monir Inc.	Bay Spirits Shop
- Plenary Retail Consumption Licenses Who Received a Special 12:39 Ruling by the ABC -		
1317-33-004-013	123 Bay Ave Associates LLC	NA
1317-33-012-004	Tomaini, John J	NA
1317-33-024-013	Waz Two LLC	NA



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-133

RESOLUTION APPOINTING PERMANENT FULL-TIME CASHIER

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that there is a need for a permanent Full-Time Cashier and they wish to appoint Rosa Pace to the said position; and

WHEREAS, Ms. Pace will also serve as Deputy Municipal Clerk, receiving a stipend for such for a term ending 12/31/2018.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands, that Rosa Pace be and is hereby appointed to the position of Cashier and is hereby appointed Permanent Full-Time Cashier effective June 11, 2018; and

BE IT FURTHER RESOLVED that as set forth above, Rosa Pace shall serve as Deputy Municipal Clerk for a term ending 12/31/2018.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-132

PERSON TO PERSON TRANSFER OF LIQUOR LICENSE 1317-33-024

WHEREAS, an application has been filed for a Person to Person transfer of Plenary Retail Consumption License 1317-33-**024, from Was Two, LLC., to Kelly's Pub & Grub, LLC., for a** pocketed license without a premise; and,

WHEREAS, the submitted application form is complete in all respects, as outlined in N.J.S.A.33: 1-1 et seq., an Affidavit of Publication has been received by the Municipal Clerk and the transfer fees have been paid; and,

WHEREAS, the Highlands Police Department has investigated the applicant and the source of all funds to be utilized in connection with the purchase and operation of the business, and the results meet ABC standards; and,

WHEREAS, the location meets ABC and Municipal requirements; and,

WHEREAS, a Tax Clearance Certificate has been received from the Division of Taxation; and,

WHEREAS, the applicant is qualified to be licensed per Title 33 of the New Jersey Statutes and all rules and regulations promulgated there under, in addition to pertinent Borough Ordinances,

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey approves the Person to Person Transfer of the Plenary Retail Consumption License numbered 1317-33-024, from Waz Two LLC., to **Kelly's Pub & Grub LLC, a pocketed license without a premise. This transfer will be effective on July 1st 2018.**



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-134

RESOLUTION EXTENDING TIME FOR THE AWARD OF THE IMPROVEMENTS TO VALLEY STREET (FY2016)

WHEREAS, by way of Resolution 18-099, the Borough authorized the Mayor and Borough Clerk to request an extension of time for the project identified as PRO-2016-Valley Street-00593 from the New Jersey Department of Transportation on behalf of the Borough of Highlands; and

WHEREAS, such request was made to and reviewed by the New Jersey Department of Transportation; and

WHEREAS, due to the complexity of the work involved, the New Jersey Department of Transportation has approved a six-month extension of time for the award of the project identified as PRO-2016-Valley Street-00593 to allow for the bidders to prepare their pricing.

NOW THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the time for the award of the project identified as PRO-2016-Valley Street-00593 is hereby extended for six months, to be awarded prior to September, 2018.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-135

APPROVAL TO REQUEST RESCINDING LOADING ZONE DESIGNATION AND APPROVING NJ TRANSIT BUS STOP DESIGNATION ON HIGHWAY 36 BETWEEN THE INTERSECTION OF WATERWITCH AVENUE AND THE HIGHLANDS ELEMENTARY SCHOOL

WHEREAS, the Borough previously requested the designation of a temporary loading zone on Highway 36 between the intersection of Waterwitch Avenue and the Highlands Elementary School; and

WHEREAS, pursuant to N.J.S.A. 39:4-139, the New Jersey Department of Transportation by way of Traffic Regulation Order has designated the northbound side of Highway 36, beginning at a point 35 feet north of the northerly curb line of Waterwitch Avenue and extending 390 feet northerly therefrom, as a loading zone; and

WHEREAS, the temporary loading zone is no longer necessary, and conflicts with a current unapproved NJ Transit Bus Stop beginning at the easterly curb line of Waterwitch Avenue and extending 100 feet northerly therefrom.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor, Borough Administrator, and Borough Clerk are hereby authorized to request that the New Jersey Department of Transportation rescind the current designation of the aforementioned area along Highway 36 as a loading zone, and approve the designation as a NJ Transit Bus Stop.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-136

RESOLUTION CONCERNING COBRA ADMINISTRATION

WHEREAS, the Borough is in need of COBRA Administration services.

WHEREAS, said COBRA Administration services are exempt from the formal bidding requirements of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, Ameriflex has set forth its proposed services in its written proposal dated May 7, 2018, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the Borough has determined to retain Ameriflex for the proposed services set forth in its proposal; and

WHEREAS, the proposed amount of the contract with Ameriflex is a \$0.50 per insured employee, per-month fee, or a minimum monthly fee of \$50.00; and

WHEREAS, Ameriflex has completed and submitted a Business Entity Disclosure Certification which certifies that Ameriflex 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 Ameriflex from making any reportable contributions through the term of the contract; and

WHEREAS, Ameriflex 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 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. Ameriflex is hereby retained to provide COBRA Administration services as described above and in their proposal dated May 7, 2018 for \$0.50 per insured employee, per-month fee, or a minimum monthly fee of \$50.00.
2. **Ameriflex is hereby designated as the Borough's Cobra Administrator.**
3. The contract is awarded without competitive bidding as the subject matter **consists of "Insurance" including "consultant services"** in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(m). The Mayor and Borough Clerk are hereby authorized to sign said contract.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
5. All appropriate Highlands Borough staff are authorized to take such action and affect such documentation as necessary to implement these changes.
6. The Borough Clerk is hereby directed to publish notice of this award as required by law.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-137

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR WIRELESS TELECOMMUNICATIONS CONSULTING SERVICES TO _____

WHEREAS, the Borough is in need of consulting services from a wireless telecommunications consultant; and

WHEREAS, said wireless telecommunications consulting services are professional services and therefore exempt from the formal bidding requirements of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, _____ has set forth its proposed services in its written proposal dated _____, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the Borough has determined to retain _____ for the proposed New Tenant Services set forth in its proposal; and

WHEREAS, the proposed amount of the contract with _____ is a _____ initial retainer, and _____ percent (____) of the first year lease payment from each wireless telecommunications tenant secured through _____; and

WHEREAS, _____ has completed and submitted a Business Entity Disclosure Certification which certifies that _____ 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 _____ from making any reportable contributions through the term of the contract; and

WHEREAS, _____ 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:

7. _____ is hereby retained to provide professional wireless telecommunications consulting services as described above and in their proposal dated _____ for a _____ initial retainer, and _____ percent (____) of the first year lease payment from each wireless telecommunications tenant secured through _____ services.
8. **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.
9. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
10. The Borough Clerk is hereby directed to publish notice of this award as required by law.