

Highlands Borough Mayor & Council Meeting Agenda
Community Center
22 Snug Harbor Avenue, Highlands
Wednesday, August 15th 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

SBP Presentation
DEP & USACE: Feasibility Study

EXECUTIVE SESSION: 7:00PM

Attorney-Client Privilege: Taxi License
 Captains Cove
 Form Based Code
Contract Negotiations: Solid Waste & Recycling

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Presentation

Outstanding Citizenship Award

Approval of Minutes

March 21st 2018

Consent Agenda

R-18-170 Approve Payment of the Bills
R-18-171 Approve Participation in Cooperative Purchasing System
R-18-172 Approve Property Tax Cancellation & Refund
R-18-173 Appoint Recycling Coordinator
R-18-174 Appoint Clean Communities Coordinator
R-18-175 Authorize Payment for Professional Services for LUB Attorney

Resolutions

R-18-176 Recommendations of the Audit
R-18-177 Certifying Review of the Audit Report for 2017

Ordinances: Public Hearing & Possible Adoption

O-18-16 Renaming Paradise Lane to Harbor Side Pointe Road

Other Business:

Engineer's Report
Administrator's Report
Police Chief's Report

Public Comments:

Adjourn



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-170

AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated August 10, 2018, which totals as follows:

Current Fund	\$194,712.28
Sewer Account	\$ 16,885.94
Capital Fund	\$ 5,793.20
Trust-Other	\$ 4,527.72
Federal/State Grants	\$ 303.08
Total	\$222,222.22

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$222,222.22** 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 18-171

RESOLUTION AUTHORIZING THE BOROUGH OF HIGHLANDS TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5), specifically authorizes two (2) or more contracting units to enter into a Cooperative Pricing System and Agreement for the purchase of work, materials and supplies; and

WHEREAS, the Passaic Valley Sewerage Commission serves as the lead agency of the North Jersey Wastewater Cooperative Pricing System and operates the same; and

WHEREAS, the Passaic Valley Sewerage Commission engages in a Cooperative Pricing System with Participating Contracting Units, utilizing administrative purchasing services and facilities of the Passaic Valley Sewerage Commission, wherein the purpose of the Cooperative Pricing Agreement is to effectuate substantial economies in the purchase of goods and supplies; and

WHEREAS, the Passaic Valley Sewerage Commission shall be responsible for complying with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and all other provisions of the revised statutes of State of New Jersey; and

WHEREAS, the governing body of the Borough of Highlands duly considered participation in the North Jersey Wastewater Cooperative Pricing System for the provision of goods and supplies; and

WHEREAS, the Borough of Highlands desires to become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCPS, effective August 15, 2018 and, that such membership shall be for a period ending November 24, 2019, and each renewal, thereafter of the system, unless the Borough of Highlands elects to formally withdraw from the system.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Administrator be and are hereby authorized to execute the attached Agreement by and between the Passaic Valley Sewerage Commission and the Borough of Highlands for such membership.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-172

RESOLUTION APPROVING PROPERTY TAX CANCELLATION & REFUND

WHEREAS, Block 35, Lot 15 applied for a tax exemption under the provision for a total disabled veteran status in accordance with N.J.S.A. 54:4-3.30et seq; and

WHEREAS, the Tax Assessor review and approved the application for the 2018 tax year effective June 16, 2018; and

WHEREAS, the Tax Collector is recommending that the taxes for 2018 be cancelled accordingly, and

NOW, THEREFORE, IT BE RESOLVED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel taxes for the 2018 tax year for the period of June 16th 2018 through December 31st 2018 and refund the over payment in the amount of \$885.47.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-173

RESOLUTION APPOINTING RECYCLING COORDINATOR

WHEREAS, by way of Resolution 18-110, the Borough accepted the resignation of Mark Philpot, effective May 5, 2018, who was previously appointed to serve as the Public Works Superintendent for the Borough of Highlands; and

WHEREAS, due to the aforesaid resignation, a vacancy currently exists in the position of Recycling Coordinator; and

WHEREAS, by way of Resolution 18-166, David Milmoie was appointed to serve as the Public Works Superintendent, effective August 15, 2018; and

WHEREAS, in accordance with Borough Code Section 2-32A.2, the term of the recycling coordinator shall be for one (1) calendar year, expiring on December 31 of each year and any vacancy during the year shall be filled for the unexpired term; and

WHEREAS, in accordance with Borough Code Section 2-32A.1, the Recycling Coordinator is appointed by the Mayor with the advice and consent of the Council; and

WHEREAS, the Mayor has offered the name of David Milmoie to serve as the Recycling Coordinator for the unexpired term; and

WHEREAS, the Mayor and Council have determined that David Milmoie is qualified for the position of Recycling Coordinator and will be able to perform the duties of Recycling Coordinator as delineated by statute and in the Borough Code, Chapter 2-32A.4 for the unexpired term set to expire December 31, 2018; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that David Milmoie be and is hereby appointed to serve as Recycling Coordinator for the unexpired term through December 31, 2018, effective immediately.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-174

RESOLUTION APPOINTING A CLEAN COMMUNITIES COORDINATOR

WHEREAS, by way of Resolution 18-018, Mark Philpot was appointed to serve as the Clean Communities Coordinator for the one (1) year term to expire December 31, 2018; and

WHEREAS, by way of Resolution 18-110, the Borough accepted the resignation of Mark Philpot, effective May 5, 2018, who was previously appointed to serve as the Public Works Superintendent for the Borough of Highlands; and

WHEREAS, in accordance with the aforementioned resignation, the position of Clean Communities Coordinator is currently vacant; and

WHEREAS, by way of Resolution 18-166, David Milmoie was appointed to serve as the Public Works Superintendent, effective August 15, 2018; and

WHEREAS, the Borough has determined that David Milmoie is the most qualified candidate to serve in the position of Clean Communities Coordinator.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands that David Milmoie be and is hereby appointed to serve as Clean Communities Coordinator for the unexpired term to expire December 31, 2018, effective immediately.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-175

RESOLUTION AUTHORIZING PAYMENT FOR A PROFESSIONAL SERVICE CONTRACT TO CARUSO & BAXTER AS LAND USE BOARD ATTORNEY

WHEREAS, the Borough has been advised that Jack Serpico, Esq. stepped down as the Borough's Land Use Board Attorney (hereinafter "Board Attorney") for the remainder of the calendar year 2018; and

WHEREAS, the Land Use Board at their meeting on August 8, 2018 approved a Professional Services Contract with Gregory S. Baxter, Esq., Caruso & Baxter, to serve as Board Attorney for the remainder of calendar year 2018; and

WHEREAS, the Mayor and Council are required to authorize payment for said Professional Services Contract.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council that the Borough hereby authorizes payment for a Professional Services Contract to Caruso & Baxter to serve as the Land Use Board Attorney for the remainder of calendar year 2018.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-176

RESOLUTION REGARDING RECOMMENDATIONS OF THE AUDIT

WHEREAS, the Audit for the year ending December 31, 2017 has been previously received and reviewed by the members of the Mayor and Borough Council, and

WHEREAS, any Recommendations of the Audit requires that a Corrective Action Plan be undertaken, and

WHEREAS, the Audit for the year ending December 31, 2017 did not contain any Recommendations.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Members of the Borough Council hereby adopt the Corrective Action Plan, which does not apply to the December 31, 2017 Audit, as submitted by the Borough Administrator and Chief Finance Officer.

BE IT FURTHER RESOLVED that a certified copy of this Resolution are on file and available for inspection by the public in the office of the Borough Clerk and that a copy be forwarded to the State of New Jersey.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-177

RESOLUTION OF THE BOROUGH OF HIGHLANDS CERTIFYING REVIEW OF AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2017

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit:

N.J.S.A. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or

imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Highlands, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-18-16

AN ORDINANCE RENAMING PARADISE LANE TO HARBOR SIDE POINTE ROAD

WHEREAS, by way of Ordinance O-18-11, duly adopted on May 2, 2018, the governing body of the Borough of Highlands changed the street name of Lighthouse Point Drive to Paradise Lane in order to avoid confusion with the previously-existing "Lighthouse Road".

WHEREAS, subsequent to the adoption of Ordinance O-18-11, the residents of the aforesaid street requested that the said street name be changed to Harbor Side Pointe Road.

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to change the street name of "Paradise Lane" to "Harbor Side Pointe Road."

WHEREAS, pursuant to N.J.S.A. 40:67-1(k) the governing body is empowered with the authority to name and rename streets.

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

SECTION I.

"Paradise Lane" which begins at its intersection with Shore Drive and runs northerly until its terminus, shall hereafter be known as "Harbor Side Pointe Road".

Proper markers designating and identifying said "Harbor Side Pointe Road" shall be posted in conspicuous locations of said street.

The Tax Map of the Borough of Highlands shall be amended to rename "Paradise Lane" to "Harbor Side Pointe Road".

A certified copy of this ordinance shall be filed with the Monmouth County Clerk, the Monmouth County Board of Elections, the New Jersey Secretary of State, the Highlands Postmaster, and any other County, State or Federal agency which requires a notification of a street name change.

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 upon adoption and publication according to law and filing with the Monmouth County Clerk.