

**Highlands Borough Mayor & Council Meeting Agenda  
Community Center - 22 Snug Harbor Avenue - Highlands  
Wednesday, November 1, 2017, 7:00 p.m.**

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

Call to Order  
Meeting Statement  
Roll Call  
Executive Session Resolution

**EXECUTIVE SESSION: 7:00PM**

**Personnel:** Temporary Administrative Secretary  
Interim Administrator  
**Contract Negotiations:** Parking License Agreement  
Project Engineer for 2017 Road Improvement Project  
Chief of Police Contract  
Veterans Memorial Park Restroom Building  
**Attorney-Client Privilege:** Health Care Waiver

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes**

**October 18<sup>th</sup> 2017**

**Public Comment on Resolutions**

**Consent Agenda**

**R-17-173** DOT Grant Application Approval – Portland Road  
**R-17-174** Authorize Disposal of Borough Property for Scrap  
**R-17-175** Appoint Permanent Part-Time Crossing Guard  
**R-17-181** Deauthorize Signature on Borough Accounts

**Resolutions**

**R-17-176** Transfer of Surplus Funds  
**R-17-177** Authorize State Contract Purchase of Modular Space  
**R-17-178** Authorize State Contract Purchase of Police Interceptor  
**R-17-179** Award Fair & Open Contract for 2017 Capital Improvement Project Engineer  
**R-17-180** Award Non-Fair & Open Contract for Storm Sewer Cleaning & TV Inspection for Atlantic Street & Washington Avenue  
**R-17-182** Authorize Payment of the Bills  
**R-17-183** Appoint Interim Administrator  
**R-17-184** Authorize Signature on Borough Accounts

**Other Business:**

Revised Zoning Map  
Police Chief Update

**Engineer's Report**

**Public Comments:**

**Adjourn**



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-173

### APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NJDOT FOR THE PORTLAND ROAD RECONSTRUCTION PROJECT

NOW THEREFORE IT BE RESOLVED, that the Council of Highlands formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Portland Road Reconstruction-00520 to the New Jersey Department of Transportation on behalf of Highlands.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council on this 1<sup>st</sup> day of November, 2017.

\_\_\_\_\_  
Clerk

**My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.**

ATTEST and AFFIX SEAL \_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Presiding Officer)



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-174

AUTHORIZING THE DISPOSAL FOR SCRAP METAL VALUE OF ONE  
1985 CHEVY PICK-UP CD3 155HP DIESEL (VIN:  
GCHD34J6GF31567) NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Borough of Highlands owns a 1985 Chevy Pick-up CD3 155HP Diesel, VIN: 1GCHD34J6GF31567; and

WHEREAS, this vehicle was utilized for the Office of Emergency Management and due to the poor condition of said vehicle it is no longer needed for public use; and

WHEREAS, **it is the recommendation of the Borough of Atlantic Highland's** mechanics, with whom the Borough of Highlands has an interlocal agreement with for such services, that the Borough disposes this **vehicle for it's scrap metal value.**

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands, County of Monmouth, State of New Jersey as follows:

- 1) The Borough of Highlands Borough Council desires to act upon the recommendation of the aforesaid mechanics and authorizes the disposal of one (1) 1985 Chevy Pick-up CD3 155HP Diesel, VIN: 1GCHD34J6GF31567 for scrap metal value.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-175

### RESOLUTION APPOINTING A CROSSING GUARD

WHEREAS, there exists a need within the Police Department for a Crossing Guard due to a resignation and resulting vacancy which occurred; and

WHEREAS, Resolution 16-169 appointed Krisida Burton as a part-time temporary Crossing Guard to cover open shifts as a fill-in, effective August 24, 2016; and

WHEREAS, it is the recommendation of the Police Department that **Krisida Burton's employment status be changed from temporary Crossing Guard who covered open shifts, to Crossing Guard** in order to fill the aforesaid vacancy; and

NOW THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Highlands hereby appoints Krisida Burton as a Crossing Guard to fill the aforesaid vacancy effective immediately.

BE IT FURTHER RESOLVED, that said appointment be compensated at an hourly rate of \$9.50 per hour.

BE IT FURTHER RESOLVED, that the uniform allowance of \$500.00, as set forth in the Collective Negotiations Agreement between the Borough of Highlands and the Communications Workers of America Local 1032, be paid.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-176

### PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS

WHEREAS, N.J.S.A. 40:4-58 provides for the transfer of surplus funds from one account to the other during the last two months of the calendar year:

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Highlands that transfers be made in the Boroughs' 2017 budget appropriations in accordance with the following schedule:

BE IT FURTHER RESOLVED that this Resolution shall take immediately:

<u>A/C #</u>	<u>FROM</u>	<u>TO</u>
25-240-010 Police-S&W	\$75,000.00	
25-240-020 Police-OE		\$ 75,000.00
30-415-294 Accumulated Leave	49,500.00	
21-180-020 Municipal Land Use		5,000.00
45-910-101 Note/Loan Principal		35,000.00
45-910-103 Bond Interest		7,500.00
45-910-105 Capital Lease Payment		2,000.00
Totals	<u>\$ 124,500.00</u>	<u>\$124,500.00</u>



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-177

### AUTHORIZING PURCHASE OF MODULAR SPACE FACILITIES FOR POLICE DEPARTMENT TEMPORARY PLACEMENT AND STORAGE

WHEREAS, pursuant to N.J.S.A. 40A:11-12(a) 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 the Treasury; and

WHEREAS, the Borough of Highlands has the need to purchase Modular Space Facilities for the police department and municipal storage - Cooperative Purchasing System (A83024), from ModSpace; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available as evidenced by Certification COF-2017-03 attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands authorizes the purchase of Modular Space Facilities for the police department and municipal storage in the amount of \$ 83,507.50.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-178

### AUTHORIZING PURCHASE OF A 2018 POLICE INTERCEPTOR

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 the Treasury; and

WHEREAS, the Borough of Highlands has the need to purchase a 2018 Police Interceptor through New Jersey State Contract #88728, from Cherry Hill Winner Ford; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available as evidenced by Certification COF-2017-04 attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands authorizes the purchase of a 2018 Police Interceptor for the Police Department in the amount of \$ 37,445.55.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-179

### RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR THE PROJECT ENGINEER FOR THE 2017 CAPITAL ROAD IMPROVEMENTS TO VALLEY STREET, HILLSIDE AVENUE AND PORTLAND ROAD

WHEREAS, the Borough has a need for Professional Engineering Services which can only be provided by a licensed Professional; and

WHEREAS, the Borough of Highlands advertised, by way of requests for proposals, to serve as the Project Engineer for the 2017 Capital Road Improvement Program within the following project limits:

- a) Valley Street – from Shore Drive to Fifth Street;
- b) Hillside Avenue – from Portland Road to Hillside Court;
- c) Portland Road – from Highland Avenue to Riker Street;

WHEREAS, the scope of the services includes the Pre-Design Phase (Field Survey & data collection, base mapping and utility inquiries), Design Phase, Bidding Phase, Construction Phase Contract Administration and Construction Observation; and

WHEREAS, the following six (6) Proposals were received:

- JPCL Engineering LLC.;
- CME Associates;
- T & M Associates;
- Maser Consulting;
- French & Parrello Associates; and
- Suburban Consulting.

WHEREAS, the Borough has reviewed all proposals received and it was determined that \_\_\_\_\_, satisfies the requisites contained in the request for proposals to be considered for professional services; and

WHEREAS, the governing body of the Borough of Highlands has made the determination that it is in the best interest of the Borough to award the contract for the Project Engineer to perform the necessary work as outlined in the Scope of Services, in the request for proposals that was advertised; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$\_\_\_\_\_ for Professional Engineering Services as the Project Engineer for the aforesaid 2017 Capital Road Improvement Program as stated on the proposal submitted by \_\_\_\_\_ dated \_\_\_\_\_; 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, a certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands

I hereby certify funds are available as follows:

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

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

1. \_\_\_\_\_ is hereby awarded the contract to serve as the Project Engineer for the aforesaid 2017 Capital Road Improvement Program in the amount of \$\_\_\_\_\_.
2. This contract is awarded through a Fair and Open Process as Professional Services, in accordance with N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution as well as the contract/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.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-180

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR STORM SEWER CLEANING AND TV INSPECTION FOR THE AREAS DELINEATED AS ATLANTIC STREET TO WASHINGTON AVENUE (FROM SHORE DRIVE TO BAY AVENUE)

WHEREAS, the Borough of Highlands has decided to award a contract to perform cleaning and television inspection of the storm sewers within the Borough in the area delineated as Atlantic Street to Washington Avenue (from Shore Drive to Bay Avenue) as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the anticipated term of this contract is less than one (1) year; and

WHEREAS, \_\_\_\_\_ quotes were received for the aforesaid project involving storm sewer cleaning and TV inspection of the areas delineated above; and

WHEREAS, \_\_\_\_\_ appears to be the lowest responsible bidder for the aforesaid Proposal, wherein their bid price equates to \_\_\_\_\_; 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, the Borough Engineer, T&M Associates, has made the recommendation that \_\_\_\_\_ be awarded the project subject to certification as to the availability of funds by the Chief Financial Officer of the Borough of Highlands; and

WHEREAS, a certification 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 that the Contract for the Storm Sewer Cleaning and TV inspection of the storm sewers within the Borough, in the area delineated as Atlantic Street to Washington

Avenue (from Shore Drive to Bay Avenue), is hereby awarded to \_\_\_\_\_for the aforesaid Proposal, in the amount of \_\_\_\_\_.

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in an official newspaper of the Borough and that this Resolution and the contract shall be available for public inspection in the office of the Municipal Clerk.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-181

### DEAUTHORIZE SIGNATURE ON ALL BOROUGH BANK ACCOUNTS

WHEREAS, Brian Geoghegan, Administrator has resigned as Highlands Borough Administrator effective October 25<sup>th</sup> 2017; and

WHEREAS, the Governing Body accepted his resignation in Resolution R-17-169.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that effective October 26<sup>th</sup> 2017 Brian Geoghegan be removed as an authorized signature on all borough accounts held in TD Bank, United Roosevelt Bank, Valley National Bank and Two River Community Bank.



## RESOLUTION 17-182

### RESOLUTION AUTHORIZING PAYMENT OF BILLS

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated October 27, 2017, which totals as follows:

Current Fund	\$1,202,723.21
Sewer Account	\$56,813.34
Capital Fund	\$3,305.50
Trust-Other	\$111,226.72
Federal/State Grants	\$0.00
Total	\$1,374,068.77

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,374,068.77** 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 on file in the Municipal Clerk's office for reference.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-183

### RESOLUTION APPOINTING AN INTERIM BOROUGH ADMINISTRATOR

WHEREAS, by way of Resolution 17-169, the Borough accepted the resignation of Brian Geoghegan from the position of Borough Administrator effective October 26, 2017; and

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that there is a need for an Interim Borough Administrator; and

WHEREAS, the Mayor has offered the name of Kimberly Gonzales to serve as the Interim Borough Administrator; and

WHEREAS, the Mayor and Council have determined that Kimberly Gonzales is qualified for the position of Interim Borough Administrator and will be able to perform the duties of Borough Administrator on an interim basis; and

WHEREAS, this appointment is effective as of November 2<sup>nd</sup> 2017 and shall continue until January 1, 2018 at which time this appointment will expire if not extended by the Mayor and Council. The rate of pay for services provided as Interim Borough Administrator shall be \_\_\_\_\_ per hour and

WHEREAS, Kimberly Gonzales, shall perform the duties of Borough Administrator as delineated in Borough Code, Chapter 2-6.5 on an interim basis.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey that Kimberly Gonzales is hereby appointed to serve as Interim Borough Administrator, with an effective date of November 2, 2017 which shall continue until January 1, 2018 at which time, the said appointment will expire if not extended by the Mayor and Council.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Highlands that the interim Borough Administrator shall be compensated at a rate of pay at \_\_\_\_\_ per hour.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby directed to forward a copy of this Resolution to Kimberly Gonzales the Interim Borough Administrator and the Chief Financial Officer.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-184

### AUTHORIZED SIGNATURE ON ALL BOROUGH BANK ACCOUNTS

WHEREAS, the Governing Body adopted Resolution R-17-183 appointing Kim Gonzales as Interim Administrator for the Borough of Highlands effective November 2<sup>nd</sup> 2017.

NOW, THEREFORE, BE IT RESOLVED that effective November 2<sup>nd</sup> 2017, Kimberly Gonzales is hereby an authorized signature on all the Borough of Highlands bank accounts at the TD Bank, United Roosevelt Bank, Valley National Bank and Two River Community Bank.