

**Highlands Borough Mayor & Council Meeting Agenda**  
**Community Center**  
**22 Snug Harbor Avenue, Highlands**  
**Wednesday, November 7<sup>th</sup> 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**

Eastern Monmouth County Chamber of Commerce Presentation  
Banners

**EXECUTIVE SESSION: 7:00PM**

Attorney-Client Privilege:	Shared Service Feasibility Study with Sea Bright Captain's Cove Marina Shadowlawn Development
Contract Negotiations:	CWA
Personnel:	Code Enforcement Officer
Litigation:	NJNG

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes**

May 16, 2018  
June 6, 2016

**Consent Agenda**

R-18-224	Approve Payment of the Bills
R-18-225	Accept Resignation of David Mercado
R-18-226	Cancel Improvement Appropriation Balances
R-18-227	Approve Request for Waiver of Alcohol Ban for Community Center
R-18-228	Authorize Refund of Sewer Overpayment
R-18-229	Appoint Member to the Housing Authority
R-18-230	Appoint Additional Fire Police

**Resolutions**

R-18-231	Purchase Foley Skid Steer from State Contract
R-18-232	Authorizing Advertisement of RFP for Feasibility Study for Shared Services with Sea Bright

**Ordinance: Introduction & First Reading**

O-18-23	Bond Ordinance Providing for the Replacement of Storm Water & Sanitary Sewer Mains, Appropriating \$5,050,000 & Authorizing the Issuance of \$5,050,000 of Bonds & Notes
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**Other Business**

Best Practices  
Administrator's Report  
Police Chief's Report

**Public Comments:**

**Adjourn**



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-224

### AUTHORIZING BILLS LIST

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated November 5, 2018, which totals as follows:

Current Fund	\$ 747,505.75
Sewer Account	\$ 17,069.69
Capital Fund	\$ 476,809.88
Trust-Other	\$ 45,310.06
Federal/State Grants	\$ 1,497.27
Total	<b>\$1,288,192.65</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,288,192.65** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-225

### RESOLUTION ACCEPTING RESIGNATION OF CODE ENFORCEMENT OFFICER DAVID MERCADO

**WHEREAS**, by way of R-10-111, duly adopted on June 2, 2010, David Mercado was appointed as a Provisional Part-Time Property Maintenance Official for the Borough of Highlands; and

**WHEREAS**, by way of Resolution R-14-022, duly adopted January 14, 2014, David Mercado was appointed as the Part-Time Code Enforcement Officer for the Borough of Highlands; and

**WHEREAS**, by way of Resolution R-15-209, duly adopted October 21, 2015, David Mercado was appointed as the Full-Time Code Enforcement Official for the Borough of Highlands; and

**WHEREAS**, David Mercado has submitted a letter of resignation from his position as Full-Time Code Enforcement Official effective December 1, 2018; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor & Council of the Borough of Highlands that the Borough hereby accepts the resignation of David Mercado, Full-Time Code Enforcement Official, and wishes him well in his future endeavors.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-226

### CANCEL CAPITAL IMPROVEMENT APPROPRIATION BALANCES

**WHEREAS**, certain general capital improvement appropriation balances remain dedicated to projects that are either now completed or the cost of the project has been determined, and

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be returned to each respective capital improvement fund or credited to surplus, and unused debt authorizations may be cancelled.

**NOW, THEREFORE, BE IT RESOLVED by** the Mayor and Council of the Borough of Highlands, County of Monmouth, State of New Jersey, that the following unexpended and dedicated balances of general capital appropriations be cancelled:

<b>ORD NO.</b>	<b>DATE AUTH.</b>	<b>PROJECT DESCRIPTION</b>	<b>AMOUNT CANCELLED FUNDED</b>
<b><u>UNFUNDED</u></b>			
13-19	09/18/13	Hazard Mitigation	\$150,001.00
13-23	09/18/13	Remove Disaster Debris	<u>\$ 4,200.00</u>
		Totals	\$154,201.00



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 18-227**

### **RESOLUTION APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR COMMUNITY CENTER RENTAL**

**WHEREAS**, the Borough of Highlands has received an application for rental of the Community Center from two residents seeking to host a baby shower; and

**WHEREAS**, the residents have requested a waiver of the alcohol prohibition in order to serve alcohol to the guests of this private event; and

**WHEREAS**, the residents have obtained the necessary insurance coverage required to allow alcohol at the private event.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands, that Tom & Katie Reeds' request for a waiver of the alcohol prohibition is approved for the private event to be hosted on November 25, 2018;

**BE IT FURTHER RESOLVED**, that as a condition of this approval the applicant has provided the Borough Clerk with a certificate of insurance coverage naming the Borough of Highlands as an additional insured, subject to the Borough Administrator's review and approval.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-228

### AUTHORIZING REFUND OF SEWER 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 sewer fees: 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 sewer fees 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>
93	13.01	2018	\$1,397.99	Richard Wikander



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 18-229**

### **RESOLUTION APPOINTING MEMBER TO THE BOROUGH OF HIGHLANDS HOUSING AUTHORITY**

**WHEREAS**, the five (5) year appointment for Rebecca Wells to the Highlands Housing Authority expires on November 30, 2018; and

**WHEREAS**, the governing body desires to fill this position with the Highlands Housing Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Highlands that the following appointment to the Highlands Housing Authority be and are hereby made as follows:

Rebecca Wells – Five-year term to expire November 30, 2023





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 18-230**

### **RESOLUTION APPOINTING ADDITIONAL FIRE POLICE**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the following person be and hereby are appointed as additional Fire Police for the year 2018:

Officer:        Ali Quast



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-231

### AUTHORIZING PURCHASE OF A SKID STEER LOADER

**WHEREAS**, N.J.S.A. 52:34-6.2(b)(3) authorizes any contracting unit to make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other State; and

**WHEREAS**, the Borough of Highlands participates in a Cooperative Pricing Agreement and is a member of the National Joint Power Alliance Cooperative Pricing System (NJPA); and

**WHEREAS**, the Borough of Highlands has a need to purchase a Caterpillar Model 279DHF CTL-SSL Loader from Foley, Inc. through NJPA Contract #032515-CAT; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are available using the Storm Trust Account T-03-56-855-000-000 in the amount of \$97,677.00.

**NOW THEREFORE BE IT RESOLVED**, that the Borough of Highlands authorizes the purchase of a Caterpillar Model 279DHF CTL-SSL Loader from Foley, Inc. in the amount of \$97,677.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 18-232

### **RESOLUTION AUTHORIZING ADVERTISEMENT FOR REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY FOR SHARED SERVICES WITH THE BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Borough of Highlands wishes to advertise for a request for proposals on behalf of the Borough of Highlands and the Borough of Sea Bright for the preparation of a feasibility study for various Shared Services; and

**WHEREAS**, the Borough would like to determine if it is in the public interest to undertake various shared service(s) with the Borough of Sea Bright; and

**WHEREAS**, the Borough of Sea Bright has agreed to share the cost equally for any such feasibility study for various Shared Services by and amongst the Borough of Highlands and the Borough of Sea Bright; and

**WHEREAS**, the Borough of Highlands would like to look further into the capability to share services by and amongst municipalities to promote efficiencies and reduce expenditures for both partnering entities; and

**WHEREAS**, the intent of the proposed project is to contract a professional to produce a feasibility study to provide the various shared service(s) and address whether it can lead to cost savings and/or more efficient delivery of government services over the life of such an agreement(s).

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Highlands that the Borough Officials, including the Borough's Qualified Purchasing Agent, be and are hereby authorized to advertise for request for proposals for a professional to prepare a feasibility study for various shared services by and amongst the Borough of Highlands and the Borough of Sea Bright.



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **ORDINANCE 0-18-23**

### **BOND ORDINANCE PROVIDING FOR THE REPLACEMENT OF STORM WATER AND SANITARY SEWER MAINS, APPROPRIATING \$5,050,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$5,050,000 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY**

BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The improvements described in Section 3 of this bond ordinance are hereby authorized to be undertaken in and by the Borough of Highlands, in the County of Monmouth, New Jersey (the "Borough"), as general capital improvements and Water/Sewer Utility improvements, respectively. For the improvements or purposes described in Section 3, there is hereby appropriated the sum of \$5,050,000, said sum being inclusive of all appropriations heretofore made therefor. This bond ordinance authorizes projects intended to be funded through the New Jersey Infrastructure Bank Financing Program. Accordingly, no down payment is required or appropriated herein.

Section 2. In order to finance the costs of said improvements or purposes not provided for by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount not to exceed \$5,050,000, pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements hereby authorized to be undertaken consist of the replacement of failing storm water and sanitary sewer mains at various locations within the Borough, including, but not limited to, Linden Avenue, Waterwitch Avenue, Bay Avenue, Ralph Street, William Street, Ocean Avenue, Central Avenue, Beach Boulevard, Snug Harbor Avenue, Huddy Avenue, Bedle Place, Recreation Place West, Marine Place West and Cheerful Place, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with plans, specifications or requisitions therefor on file with or through the Borough Chief Financial Officer, as finally approved by the governing body of the Borough.

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes described in Section 3(a) hereof is \$5,050,000, as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes described in Section 3(a) hereof is \$5,050,000, which is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the Borough, provided that no note shall mature later than one (1) year from its date. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer, who shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of such notes occurs, such report shall include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not a current expense and are improvements or purposes that the Borough may lawfully undertake as general capital improvements and Water/Sewer Utility improvements, respectively, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law and taking into consideration the amount of the obligations authorized for said purposes, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is forty (40) years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Municipal Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such Statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$5,050,000 and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$1,135,000 for interest on said obligations, costs of issuing said obligations, engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

(e) To the extent that moneys of the Borough are used to finance, on an interim basis, costs of said improvements or purposes, the Borough reasonably expects

such costs to be paid or reimbursed with the proceeds of obligations issued pursuant hereto. This ordinance shall constitute a declaration of official intent for the purposes and within the meaning of Section 1.150-2(e) of the United States Treasury Regulations.

Section 6. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 7. Any grant or similar moneys from time to time received by the Borough for the improvements or purposes described in Section 3 hereof, shall be applied either to direct payment of the cost of the improvements within the appropriation herein authorized or to payment of the obligations issued pursuant to this ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are received and so used.

Section 8. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and, unless paid from other sources, the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation as to rate or amount.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.