

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands December 16, 2020– Meeting Minutes

This meeting of December 16, 2020, is called pursuant to the provisions of the Open Public Meetings Law and was included in a list of meetings notice transmitted to the Two River Times and the Asbury Park Press and posted on the bulletin board in the Municipal Building on January 1, 2020. The meeting notice has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official action may be taken at this meeting.

TO ATTEND THIS MEETING PLEASE FOLLOW THE LINK BELOW

For instructions and a link to join this meeting from your mobile device or computer please copy and paste the following URL into your browser:

<https://zoom.us/j/96397719615?pwd=Um9zY2tBNINUZ25kOTdHa05VdW1lZz09>

*To call into the meeting dial: 1- 929- 436- 2866. Enter Meeting ID: 963 9771 9615
Passcode: 2020 (No participant code required)*

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2020.

Please be advised that due to the current state of emergency and public health emergency declared by Governor Phil Murphy and pursuant to executive order in an effort to prevent further spread of COVID-19, the general public will be excluded from Borough Council meetings until further notice. The public will be able to participate in all Borough Council meetings by video conference. Members of the public will be able to give public comment during relevant portions of the meeting.

If you want to ask a question or make a statement to the Governing Body, please press the "raise hand" button then wait to be acknowledged by the Clerk before speaking. Please state your name and address for the record before making your statement. There is a three-minute time limit for your comments. The Clerk will inform you when you are near the end of your time and ask you to finish up. Thank you.

EXECUTIVE SESSION 6:30PM-CANCELED

REGULAR MEETING 8:04PM

Roll Call

Councilmember Braswell, Councilmember Mazzola, Councilmember Valkos, Council President Ryan and Mayor Broullon were all Present.

Absent: None

Also, in attendance were Acting Administrator Robert Burton, Borough Attorney Brian Chabarek, Esq., Borough Engineer Douglas Rohmeyer, P.E., Acting Municipal Clerk Michelle Hutchinson

The Borough Clerk read the public meetings statement.

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In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Official action may be taken at this meeting.

Approval of Minutes

1. October 7, 2020-Regular Meeting Minutes
2. October 7, 2020-Executive Session Minutes
3. October 21, 2020-Regular Meeting Minutes
4. October 21, 2020-Executive Session Minutes
5. November 12, 2020- Regular Meeting Minutes
6. November 12, 2020- Executive Session Minutes
7. December 2, 2020-Regular Meeting Minutes
8. December 2, 2020-Executive Session Minutes

Mayor Broullon motioned to approve minutes for October 7, seconded by Councilmember Mazzola.

Ayes: Braswell, Mazzola, Ryan, Valkos, Mayor Broullon

Nays: None

Abstain: None

Absent:

Motion was carried to move to approve October 7, 2020 minutes.

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Mayor Broullon motioned to approve minutes for October 21, seconded by Councilmember Valkos.
Ayes: Braswell, Mazzola, Valkos, Mayor Broullon

Nays: None

Abstain: None

Absent:

Motion was carried to move to approve October 21, 2020 minutes.

Mayor Broullon motioned to approve minutes for November 12, seconded by Councilmember Mazzola.

Ayes: Braswell, Mazzola, Valkos, Mayor Broullon

Nays: None

Abstain: Ryan

Absent:

Motion was carried to move to approve November 12, 2020 minutes.

Council President Ryan motioned to approve minutes for December 2, seconded by Mayor Broullon.

Ayes: Braswell, Mazzola, Ryan, Valkos, Mayor Broullon

Nays: None

Abstain: None

Absent:

Motion was carried to move to approve December 2, 2020 minutes.

PUBLIC HEARING AND FINAL ADOPTION OF ORDINANCES:

O-20-27 AN ORDINANCE AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY ORDINANCE

Mayor Broullon opened the meeting for public comments.

Kim Skorka, Shore Drive - questioned why some Community Center employees were making less than minimum wage. Also disagrees with the Police Chief secretary's salary range.

Hearing no further comments from the public, it was moved by Mayor Broullon and seconded by Councilmember Braswell to close public hearing and carried to adopt this ordinance on second and final hearing.

Roll Call Vote:

Ayes: Braswell, Mazzola, Ryan, Valkos, Mayor Broullon

Nays: None

Abstention: None

Absent:

Acting Borough Clerk Hutchinson stated motion carried to pass this ordinance on second and final reading.

INTRODUCTION OF PROPOSED ORDINANCES:

None

RESOLUTIONS:

Resolution 20-257

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 13, 2020, which totals as follows:

| | |
|----------------------|----------------------|
| Current Fund | \$ 140,622.42 |
| Sewer Account | \$ 2,864.83 |
| Capital Fund | \$ 45,749.25 |
| Trust-Other | \$ 182,363.98 |
| Federal/State Grants | \$ 200.00 |
| Total | \$ 371,800.48 |

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$371,800.48** to 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.

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| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | X | | | |
| MAZZOLA | | | X | | | |
| RYAN | | X | X | | | |
| VALKOS | | | X | | | |
| BROULLON | X | | X | | | |

**RESOLUTION 20-258
A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE
BOROUGH OF HIGHLANDS AND
JFK MEDICAL CENTER (“JFK”) FOR EMS SERVICES**

WHEREAS, John F. Kennedy Medical Center Emergency Medical Services (“JFK EMS”) is a licensed provider of Basic Life Support (BLS) and Advanced Life Support (ALS) Services by the New Jersey Department of Health and Human Services Office of Emergency Medical Service; and

WHEREAS, JFK EMS has a long history of supporting municipal BLS agencies by way of providing primary, dedicated back-up or mutual aid BLS assistance; and

WHEREAS, the Borough wishes to enter into an Agreement with JFK EMS, for the period beginning January 1, 2021 through December 31, 2021, wherein JFK shall provide a staffed and dedicated BLS ambulance from the hours of 9am to 5pm, Monday through Friday, based in the Borough of Highlands to provide primary BLS response in the Borough and mutual aid to surrounding municipalities, for a fee of \$10,000 per month.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that the Mayor and/or Interim Borough Administrator be and are hereby authorized to execute the EMS Agreement between the Borough of Highlands and John F. Kennedy Medical Center, to be effective for the period of January 1, 2021 through December 31, 2021, in a form that is acceptable to the Borough Attorney.

BE IT FURTHER RESOLVED, that the Mayor and interim Borough Administrator are authorized to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to JFK EMS and the Chief Financial Officer.

| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | X | | | |
| MAZZOLA | | X | X | | | |
| RYAN | | | | | X | |
| VALKOS | | | | | X | |
| BROULLON | X | | X | | | |

**RESOLUTION 20-259
A RESOLUTION AUTHORIZING PURCHASE OF A CANYON CREW CAB PICK UP TRUCK**

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

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Purchase and Property in the Department of Treasury; and

WHEREAS, the Borough of Highlands has the need to purchase a 2021 GMC T2N43 Canyon Crew Cab Pick Up, 4WD, using NJ State ESCNJ Co-Op #65 MCESCCPS, Contract #PO20-1287, from Beyer Bros. Corp. and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available using budget # 0-05-55-502-000-296 & 0-05-55-502-000-294 in the amount of \$33,183.48.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands authorizes the purchase of a 2021 GMC T2N43 Canyon Crew Cab Pick Up, 4WD, in the amount of \$33,183.48.

| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | X | | | |
| MAZZOLA | | | X | | | |
| RYAN | X | | X | | | |
| VALKOS | | X | X | | | |
| BROULLON | | | X | | | |

**RESOLUTION 20-260
A RESOLUTION AUTHORIZING “WINDOW” CONTRACTS**

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4 et seq. (New Jersey Local Unit Pay-To-Play Laws), the Borough must award by resolution all goods and services contracts with a dollar amount between \$17,500 and \$43,999. These contracts are not bid, but vendors are still responsible to provide political contribution and company disclosure information in order to do business with the Borough.

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq., when the cost of goods and/or services that fall between \$17,500 and the bid threshold of \$44,000 in the aggregate, an approval by resolution must be in place; and

WHEREAS, the Borough of Highlands retained the services of:
 Advanced Micro Distribution
 Delta Dental
 Peter P. Faccas & Sons
 IMPAC
 North American Pipe
 Ready 2 Go Restroom Trailers
 Stavola Companies
 Verizon Wireless

WHEREAS, requests for quotes for the required work to be performed was requested from several contractors; and

WHEREAS, the above mentioned vendors completed and submitted a Business Entity Disclosure Certification which certifies the business entity has not made any reportable contributions to a political or candidate committee in the Borough in the previous one year, and that the contract will prohibit the above said vendors from making any reportable contributions through the term of the contract.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough authorize the Purchasing Agent on behalf of the Borough to issue and execute a Purchase Order for the foregoing to the above vendors with funds certified available by the Chief Financial Officer; and

BE IT FURTHER RESOLVED that the CFO has been authorized to arrange to pay for the foregoing in accordance with the terms of the purchase order in the amount not to exceed of \$44,000.

Mayor Broullon explained the resolution.

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| | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|----------|------------|--------|-----|-----|---------|--------|
| BRASWELL | | | X | | | |
| MAZZOLA | | X | X | | | |
| RYAN | | | X | | | |
| VALKOS | | | X | | | |
| BROULLON | X | | X | | | |

OTHER BUSINESS:

None

REPORTS:

None

ANNOUNCEMENTS:

Mayor thanked council, employees, and residents for a great year.

Council President Ryan announced that Santa along with the First Aid will be driving around on Saturday.

Thanked Jacqueline Kane for her work in conjunction with the event. Thanked Borough employees as well as residents for allowing her to serve them.

Councilmember’s Valkos and Mazzola wished everyone Happy Holidays and a Happy Healthy New Year.

Mayor announced that the COVID testing will now be held at the Community Center 42 Snug Harbor instead of Borough Hall.

Councilmember Mazzola thanked Jorgi Craig for her assistance with getting the COVID appointment website working.

Mayor is working with OEM and Recreation Director on an immediate issue for childcare if needed.

Proving Ground is sponsoring Christmas dinners on December 23 from 4pm to 8pm. Mayor thanked them for giving back to the community.

Mayor opens public portion.

PUBLIC PORTION:

Chris Francy, 36 5th Street – concerned about EMS/JFK agreement. Would like more communication between council and EMS. Mr. Francy questioned the window contract resolution. Mayor Broullon explained.

Councilmember Mazzola expressed her view of the EMS/JFK agreement. Ms. Mazzola believes it is a good thing and will elevate stress on EMS/OEM.

Council President Ryan explained that going forward there will be an open line of communication.

Mr. Francy, Council President Ryan and Mayor Broullon congratulated Councilmember Valkos for recently becoming the newest EMT.

Carol Bucco, 330 Shore Drive – questioned why we pay for recycling. Mayor Broullon explained. Council President, Ryan stated Department of Public Works was commended by recycling company for a job well done.

Ms. Bucco asked if the old website would remain or will it be taken down. Mayor Broullon explained that it will only remain for a few months to help everyone get acclimated with the new site.

Michael Cannon, 10 Central Avenue – happy to see construction moving along at Jones Creek, would like cost estimate and would like to know why concrete cap was not done. Borough Engineer, Doug Rohmeyer explained what was being used in lieu of concrete and stated he would provide cost estimate information.

Kim Skorka, Shore Drive – questioned whether grant was being used or are we paying full price for JFK/EMS agreement. Mayor Broullon explained that we are paying full price and that she is reaching out to Atlantic Highlands and Sea Bright if they would like to share cost.

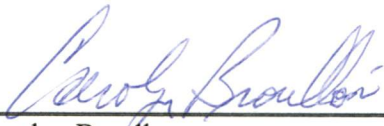
Ms. Skorka questioned what is being done with old vehicles since new ones are being purchased. Mayor Broullon explained that Department of Public Works Superintendent is looking to auction off equipment not in use.

Mayor Broullon wished everyone a Happy Holidays and Happy New Year. Thanked everyone from community, council, and employees for an exemplary job during this last year.

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ADJOURN:

Upon motion by Mayor Broullon, seconded by Council President Ryan, motion carries to adjourn at 8:44PM.
All in Favor.

Approve: 
Carolyn Broullon

Attest: 
Michelle Hutchinson, Acting Borough Clerk