

Mayor & Borough Council Reorganization Meeting Minutes
Community Center – 22 Snug Harbor – Highlands
Monday, January 1st 2018
12:00pm

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.

REGULAR MEETING: 12:00pm

Call to Order
Meeting Statement
Pledge of Allegiance

Oath of Office

Kenneth R. Braswell, Councilmember
Rosemary D. Ryan, Councilmember

Roll Call

Oath of Office

Michael Armstrong, Fire Chief
Bill Mount, First Aid Captain

Acknowledgement of Service

Rebecca Kane-Wells, Councilmember 2003-2005 & 2009-2017
Doug Card, Councilmember 2014-2017
Carolyn Cummins, Municipal Clerk 1992-2017
Joseph Blewett, Police Chief 1990-2017

Swearing In

Matthew Chesak, Police Sergeant

Resolutions

R-18-001 – Appoint Municipal Attorney for 2018
R-18-002 – Appoint Council President for the 2018
R-18-003 – Appoint Municipal Auditor for 2018
R-18-004 – Approve Bond Counsel Services
R-18-005 – Appoint Labor Counsel
R-18-006 – Appoint Professional Legal Counsel for Tax Appeals & Tax Litigation
R-18-007 – Appoint Municipal Public Prosecutor & Alternative
R-18-008 – Appoint Municipal Public Defender & Alternative
R-18-009 – Appoint Member to Highlands Housing Authority
R-18-010 – Councilmember Liaison Appointments
R-18-011 – Appoint Juvenile Officer
R-18-012 – Designating Official Newspapers
R-18-013 – Schedule of Meetings of the Mayor & Council
R-18-014 – Appoint Members of the Green Team
R-18-015 – Authorize Cash Management Plan
R-18-016 – Authorize Bills List
R-18-017 – Temporary Municipal Budget
R-18-018 – Appoint Clean Communities Coordinator
R-18-019 – Appoint Special Police Officers
R-18-020 – Appoint Tax Search & Assessment Search Officers
R-18-021 – Appoint Members of the Highlands Business Partnership
R-18-022 – Appoint Fire Police
R-18-023 – Appoint Shade Tree Commission Members
R-18-024 – Appoint Open Space Committee Members
R-18-025 – Accept Resignation of Open Space Member
R-18-026 – Appoint Zoning Officer
R-18-027 – Establishing Communications Committee
R-18-028 – Appoint Land Use Board Members
R-18-029 – Appoint Community Development Representative
R-18-030 – Designating Public Agency Compliance Officer
R-18-031 – Appoint Members of the Environmental Advisory Commission
R-18-032 – Appoint Recreation Committee Members

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R-18-033 – Appoint Borough Administrator

Ordinances: First Reading & Introduction

O-18-01 – Amend Chapter 21, Revisions to CBD Zone & Deletion of B-1 & B-2 Overlay Districts

O-18-02 – Amend Chapter 17, Establishment of Business District

Other Business:

Public Comments:

Adjourn

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The Meeting was called to order at 7:00pm.

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REGULAR MEETING: 12:00PM

Call to Order
Meeting Statement
Pledge of Allegiance

Oath of Office

Rosemary D. Ryan, Councilmember

Superior Court Judge Anthony J. Mellici Jr. swore in Rosemary Ryan for a three-year term as Councilmember.

Kenneth R. Braswell, Councilmember

Judge Thomas Smith swore in Kenneth Braswell for a three-year term as Councilmember.

ROLL CALL

Present: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil

Absent: None

Also Present: Bonnie Brookes, Borough Clerk
Brian Chabarek, Borough Attorney
Patrick DeBlasio, CFO
Kim Gonzales, Borough Administrator
Dale Leubner, T & M Associates

Oath of Office

Michael Armstrong, Fire Chief

Mayor O'Neil swore in Chief Armstrong as Fire Chief for 2018. Mr. Armstrong stated that Mayor O'Neil had sworn in his father to Fire Chief before he passed away and his own son is holding his father's badge. He thanked his family for their support and noted he was honored to serve the community.

Acknowledgement of Service

Rebecca Kane-Wells, Councilmember 2003-2005 & 2009-2017

The Mayor and Council presented Ms. Kane-Wells with a plaque for her service to the Borough. Mayor O'Neil expressed his appreciation for all she had done for the Borough during her tenure.

Ms. Kane-Wells made a speech noting how she got involved with local government becoming a member of Council and as a firefighter in the Borough. She noted that it was a lot of work but has learned so much, especially from the residents. Ms. Kane-Wells reviewed some of the major projects she was involved in during the last 15 years. She recognized the Borough employees and thanked her family and friends for their support.

Doug Card, Councilmember 2014-2017

Mayor O'Neil noted that due to work in Puerto Rico, Mr. Card could not be present but insured he was not forgotten. He noted that they have a plaque for Mr. Card which he will receive when he returns.

Carolyn Cummins, Municipal Clerk 1992-2017

The Mayor and Council presented Ms. Cummins with a plaque for her retirement. Mayor O'Neil thanked Ms. Cummins for her service and stated she is missed in the Borough.

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Joseph Blewett, Police Chief 1990-2017

The Mayor and Council presented Mr. Blewett with a plaque and proclamation for his retirement. Chief Burton stated that the proclamation does not touch the surface on the number of accommodations Mr. Blewett had received and reviewed all his accomplishments as Chief. Chief Burton presented Mr. Blewett with a plaque on behalf of the police department.

Swearing In

Matthew Chesak, Police Sergeant

Judge Thomas Smith swore in Matthew Chesak as Police Sergeant. Mayor O'Neil stated how proud he was of Sgt. Chesak and complimented the Police Department.

Oath of Office

Bill Mount, First Aid Captain

Mayor O'Neil swore in Bill Mount for a one-year term as the Highlands First Aid Captain.

Mayor & Council Comments

Mayor O'Neil commented on how excited he was and noted that things will get better in Highlands as we are moving forward together as a community. He noted many reasons why he was excited for the future including new staff, new Council, and the strength of the police department. He also introduced Judge Thomas Smith to the public.

Councilmember Broullon stated that she shared the mayor's optimism and stated that everyone, no matter their job, is working to help make Highlands a better place.

Councilmember Braswell noted that Highlands is at a pivotal point. He explained there are a lot of moving parts and believes they are at the right place at the right time. He noted that he hopes to see a lot of great things happening.

Councilmember Ryan thanked the public for attending and stated she was ready to get to work.

Resolutions

R-18-001 – Appoint Municipal Attorney for 2018

Mayor O'Neil motioned to approve R-18-001 which was seconded by Councilmember D'Arrigo.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-001 has been properly approved.

R-18-002 – Appoint Council President for the 2018

Mayor O'Neil nominated Councilmember Carolyn Broullon and motioned to approve R-18-002 which was seconded by Councilmember Braswell.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-002 has been properly approved.

R-18-003 – Appoint Municipal Auditor for 2018

Councilmember Broullon motioned to approve R-18-003 which was seconded by Councilmember Ryan.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

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NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-003 has been properly approved.

R-18-004 – Approve Bond Counsel Services

Councilmember Ryan motioned to approve R-18-004 which was seconded by Mayor O’Neil.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-004 has been properly approved.

R-18-005 – Appoint Labor Counsel

Mayor O’Neil motioned to approve R-18-005 which was seconded by Councilmember Ryan.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-005 has been properly approved.

R-18-006 – Appoint Professional Legal Counsel for Tax Appeals & Tax Litigation

Mayor O’Neil motioned to approve R-18-006 which was seconded by Councilmember D’Arrigo.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-006 has been properly approved.

R-18-007 – Appoint Municipal Public Prosecutor & Alternative

Mayor O’Neil motioned to approve R-18-007 which was seconded by Councilmember Ryan.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-007 has been properly approved.

R-18-008 – Appoint Municipal Public Defender & Alternative

Councilmember Ryan motioned to approve R-18-008 which was seconded by Mayor O’Neil.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-008 has been properly approved.

R-18-009 – Appoint Member to Highlands Housing Authority

Mayor O’Neil motioned to approve R-18-009 which was seconded by Councilmember D’Arrigo.

ROLL CALL:
AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-009 has been properly approved.

R-18-010 – Councilmember Liaison Appointments

Mayor O’Neil motioned to approve R-18-010 which was seconded by Councilmember Braswell.

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ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-010 has been properly approved.

R-18-011 – Appoint Juvenile Officer

Mayor O'Neil motioned to approve R-18-011 which was seconded by Councilmember Braswell.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-011 has been properly approved.

R-18-012 – Designating Official Newspapers

Councilmember Broullon motioned to approve R-18-012 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-012 has been properly approved.

R-18-013 – Schedule of Meetings of the Mayor & Council

Councilmember D'Arrigo noted that she would like to reschedule the second meeting in October.

Councilmember Broullon motioned to approve R-18-013 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-013 has been properly approved.

R-18-014 – Appoint Members of the Green Team

Councilmember Broullon motioned to approve R-18-014 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-014 has been properly approved.

R-18-015 – Authorize Cash Management Plan

Councilmember Broullon motioned to approve R-18-015 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-015 has been properly approved.

R-18-016 – Authorize Bills List

Mayor O'Neil motioned to approve R-18-016 which was seconded by Councilmember Ryan.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)
NAY: None (0)
ABSENT: None (0)
ABSTAIN: None (0)

Resolution 18-016 has been properly approved.

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R-18-017 – Temporary Municipal Budget

Mayor O’Neil motioned to approve R-18-017 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-017 has been properly approved.

R-18-018 – Appoint Clean Communities Coordinator

Mayor O’Neil motioned to approve R-18-018 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-018 has been properly approved.

R-18-019 – Appoint Special Police Officers

Mayor O’Neil motioned to approve R-18-019 which was seconded by Councilmember D’Arrigo.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-019 has been properly approved.

R-18-020 – Appoint Tax Search & Assessment Search Officers

Councilmember D’Arrigo motioned to approve R-18-020 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-020 has been properly approved.

R-18-021 – Appoint Members of the Highlands Business Partnership

Mayor O’Neil motioned to approve R-18-021 which was seconded by Councilmember D’Arrigo.

ROLL CALL:

AYE: Councilmembers Broullon, D’Arrigo, Ryan & Mayor O’Neil (4)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: Councilmember Braswell (1)

Resolution 18-021 has been properly approved.

R-18-022 – Appoint Fire Police

Mayor O’Neil motioned to approve R-18-022 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-022 has been properly approved.

R-18-023 – Appoint Shade Tree Commission Members

Councilmember Broullon motioned to approve R-18-023 which was seconded by Mayor O’Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D’Arrigo, Ryan & Mayor O’Neil (5)

NAY: None (0)

ABSENT: None (0)

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ABSTAIN: None (0)

Resolution 18-023 has been properly approved.

R-18-024 – Appoint Open Space Committee Members

Councilmember D'Arrigo motioned to approve R-18-024 which was seconded by Mayor O'Neil.

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-024 has been properly approved.

R-18-025 – Accept Resignation of Open Space Member

Councilmember D'Arrigo motioned to approve R-18-025 which was seconded by Councilmember Ryan.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-025 has been properly approved.

R-18-026 – Appoint Zoning Officer

Mayor O'Neil motioned to approve R-18-026 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-026 has been properly approved.

R-18-027 – Establishing Communications Committee

Councilmember Broullon motioned to approve R-18-027 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-027 has been properly approved.

R-18-028 – Appoint Land Use Board Members

Mayor O'Neil appointed Frank Nolan to a Class IV Member, Christian Lee to Alternative 1, and Frank Montecaluo to Alternative 2. Mayor O'Neil also nominated Councilmember Braswell as the Class III Council position. Councilmember Ryan motioned to approve R-18-028 which was seconded by Mayor O'Neil.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-028 has been properly approved.

R-18-029 – Appoint Community Development Representative

Mayor O'Neil motioned to approve R-18-029 which was seconded by Councilmember Ryan.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, Ryan & Mayor O'Neil (4)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: D'Arrigo (1)

Resolution 18-029 has been properly approved.

R-18-030 – Designating Public Agency Compliance Officer

Mayor O'Neil motioned to approve R-18-030 which was seconded by Councilmember Broullon.

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ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-030 has been properly approved.

R-18-031 – Appoint Members of the Environmental Advisory Commission

Mayor O'Neil motioned to approve R-18-031 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-031 has been properly approved.

R-18-032 – Appoint Recreation Committee Members

Mayor O'Neil motioned to approve R-18-032 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-032 has been properly approved.

R-18-033 – Appoint Borough Administrator

Mayor O'Neil motioned to approve R-18-033 which was seconded by Councilmember Broullon.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-033 has been properly approved.

Mayor O'Neil swore in Kimberley Gonzales as Borough Administer.

Ordinances: First Reading & Introduction

O-18-01 – Amend Chapter 21, Revisions to CBD Zone & Deletion of B-1 & B-2 Overlay Districts

Mr. Chabarek explained the process required for zoning ordinances. Mayor O'Neil motioned to introduce Ordinance 18-01 which was seconded by Councilmember Braswell.

ROLL CALL:

AYE: Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

Ordinance 18-01 has been properly introduced. Public hearing is scheduled for February 21st 2018.

O-18-02 – Amend Chapter 17, Establishment of Business District

Mayor O'Neil motioned to introduce Ordinance 18-02 which was seconded by Councilmember Ryan.

ROLL CALL:

AYE: Councilmembers Broullon, Ryan & Mayor O'Neil (3)

NAY: None (0)

ABSENT: None (0)

ABSTAIN: Councilmembers Braswell & D'Arrigo (2)

Ordinance 18-02 has been properly introduced. Public hearing is scheduled for January 17th 2018.

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Benediction

Pastor McGrail wished everyone happy new year and stated he has never seen such a spirit here in Highlands. He noted how wonderful the Highlands community is and stated how important it is to work together. Pastor McGrail offered a blessing to the Council and community.

Mayor O'Neil noted that many people took oaths today. He quoted the oath and explained that it means that they promise to do what is right. Mayor O'Neil explained that he must do the same thing which sometimes means that you have to have patience and that we are all equals.

Adjourn:

Mayor O'Neil motioned to adjourn the meeting which was seconded by Councilmember Broullon. The meeting was adjourned at 1:06 pm.

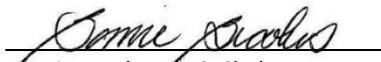
Approval of the Minutes

A motion to approve the Minutes of January 1, 2018 was made by Councilmember Broullon and seconded by Councilmember Ryan.

AYE: Councilmembers Braswell, Broullon, D'Arrigo & Ryan (4)
NAY: None (0)
ABSENT: Mayor O'Neil (1)
ABSTAIN: None (0)

I, Bonnie Brookes, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be the action of the Governing Body at its meeting held February 7th 2018.

Approve: 
Carolyn Broullon, Council President

Attest: 
Bonnie Brookes RMC, Clerk