

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

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.

Call to Order  
Meeting Statement  
Roll Call  
Executive Session Resolution

**EXECUTIVE SESSION: 7:00PM**

**Contract Negotiations:** Shore Drive Pump Station  
**Attorney-Client Privilege:** Open Space  
Flood Damage Prevention Ordinance  
**Personnel:** Tax Assessor

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes**

December 20, 2017  
January 1, 2018

**Public Comment on Resolutions**

**Consent Agenda**

R-18-043 Authorize Payment of the Bills  
R-18-044 Authorize Monmouth County Mosquito Control to Conduct Aerial Control Operations  
R-18-045 Authorize Shared Service Agreement with PMUA for Inspection, Cleaning & Repair of Sewer Lines  
R-18-046 Authorize Shared Service Agreement with Middletown for Animal Control Services  
R-18-047 Authorize Refund of Taxes  
R-18-048 Appoint Fill-in School Crossing Guard  
R-18-049 Authorize Amendment to Temporary 2018 Budget  
R-18-050 Approve Additional Bond Council Services & Awarding a Non-Fair & Open Contract

**Resolutions**

R-18-051 Highlands Business Partnership Goals & Objectives 2018  
R-18-052 Highlands Business Improvement District Budget for 2018  
R-18-053 Authorize Letter to Monmouth County Parks System  
R-18-054 Appoint Tax Assessor

**Ordinances: Introduction & First Reading**

O-18-04 – Amend Section 7-4 to Designate Entirety of Valley Avenue as a Two-Way Street

**Ordinances: Public Hearing & Possible Adoption**

O-18-03 – Amend Chapter 7-3.6B, Disabled Parking on Streets for Private Residences

**Other Business:**

**Off Shore Drilling Resolution**  
**Council Meeting Schedule**  
**Police Chief’s Report**

**Public Comments:**

**Adjourn**

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

The Meeting was called to order at 7:07pm.

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.

**ROLL CALL:**

**Present:** Councilmembers Braswell, Broullon, D’Arrigo & Ryan  
**Absent:** Mayor O’Neil  
**Also Present:** Andrew Ball, Borough Attorney  
Bonnie Brookes, Borough Clerk  
Brian Chabarek, Borough Attorney  
Patrick DeBlasio, CFO  
Kim Gonzales, Borough Administer  
Ed Herrman, T&M Associates

**Resolution to enter into Executive Session**

A motion to enter Executive Session was offered by Councilmember Broullon and seconded by Councilmember Ryan.

**ROLL CALL:**

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

The Resolution to enter Executive Session was properly approved.

Executive Session was entered at 7:07pm.

---

**REGULAR MEETING:**

The Meeting was called to order at 8:09pm.

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.

Pledge of Allegiance was led Council President Carolyn Broullon.

**ROLL CALL**

**Present:** Councilmembers Braswell, Broullon, D’Arrigo & Ryan  
**Absent:** Mayor O’Neil  
**Also Present:** Bonnie Brookes, Borough Clerk  
Brian Chabarek, Borough Attorney  
Patrick DeBlasio, CFO  
Kim Gonzales, Borough Administrator

---

**Approval of Minutes:**

**December 20<sup>th</sup> 2017**

Councilmember Broullon noted that due to the Mayor’s absence and new members joining the Council this set of minutes would need to be tabled until the next Council meeting.

**January 1<sup>st</sup> 2018**

A motion to approve the January 1<sup>st</sup> 2018 minutes was offered by Councilmember Broullon and seconded by Councilmember Ryan.

**ROLL CALL:**

**AYE:** Councilmembers Braswell, Broullon, D’Arrigo & Ryan (4)

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

NAY: None (0)  
ABSENT: O’Neil (1)  
ABSTAIN: None (0)

The January 1<sup>st</sup> 2018 minutes were properly approved.

---

**Public Comment on Resolutions**

Council President Broullon opened the meeting to the public.

**Chris Francy**, Fifth Street, asked for an explanation on the shared service with Plainfield Municipal Utilities Authority (PMUA). Mr. Chabarek explained the services they provide and Ms. Gonzales explained the benefit to the Borough.

**Kim Skorka**, Shore Drive, stated that she believes the Highlands Business Partnership (HBP) is operating outside the guidelines of the ordinance. She listed the objectives in the ordinance and pointed out how the HBP was failing to meet them. She urged the Council to vote no on this resolution.

**Steve Solop**, Bay Avenue, expressed his disappointment in the Council on how they are handling the issues surrounding the HBP.

**Bill Iller**, Bay Avenue/Jackson Street, informed the Council that the HBP is actively recruiting businesses into the Borough and noted multiple examples. He added that every event brings business to the Borough and urged the Council to approve the HBP’s resolutions.

**Nancy Burton**, In the Garden/Atlantic Street, urged the Council to approve the resolutions. She noted that the HBP is looking at façade programs and trying to be ensure they are inclusive. She also informed the Council that she had spoken to many businesses and they were writing letters in support of the HBP.

**Steve Solop**, Bay Avenue, said he thought the Borough was conducting a survey and stated there is a problem with the HBP. Councilmember Broullon noted that the Borough is working on the survey and noted the statutory obligations connected with the HBP. Ms. Gonzales stated that she had attended the last HBP meeting and invited Mr. Solop to go with her. Mr. Solop said he would consider the invitation.

**Kim Skorka**, Shore Drive, objected to the Council “rubber stamping” the HBP’s resolutions explaining the reasons why she felt this way.

**Carol Bucco**, Shore Drive, suggested the HBP should create a budget with more detailed expenses like the Borough or condo associations do annually.

**Bill Iller**, Bay Avenue/Jackson Street, informed Ms. Bucco the HBP puts out a budget four times a year.

Councilmember Broullon reminded the public that the HBP is a separate organization with separate leadership. She noted that issues involving the HBP need to be dealt with the HBP, not the Council. Council President closed the meeting to the public.

---

**Consent Agenda**

- R-18-043 Authorize Payment of the Bills
  - R-18-044 Authorize Monmouth County Mosquito Control to Conduct Aerial Control Operations
  - R-18-045 Authorize Shared Service Agreement with PMUA for Inspection, Cleaning & Repair of Sewer Lines
  - R-18-046 Authorize Shared Service Agreement with Middletown for Animal Control Services
  - R-18-047 Authorize Refund of Taxes
  - R-18-048 Appoint Fill-in School Crossing Guard
  - R-18-049 Authorize Amendment to Temporary 2018 Budget
  - R-18-050 Approve Additional Bond Council Services & Awarding a Non-Fair & Open Contract
- Councilmember Ryan motioned to approve the consent agenda which was seconded by Councilmember Broullon.

**ROLL CALL:**

AYE: Councilmembers Braswell, Broullon, D’Arrigo & Ryan (4)  
NAY: None (0)

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

**ABSENT:** Mayor O’Neil (1)  
**ABSTAIN:** None (0)

The consent agenda has been properly approved.

---

**Resolutions**

**R-18-051 Highlands Business Partnership Goals & Objectives 2018**

Councilmember Ryan motioned to approve Resolution 18-051 which was seconded by Councilmember Broullon. Prior to voting Councilmember D’Arrigo read a prepared statement which provided a brief history of her assigned task by the Mayor to speak to unhappy business owners. She discussed the survey, HBP budget, and the HBP’s events. Councilmember D’Arrigo asked the Council to reevaluate the HBP’s roll in the Borough.

**ROLL CALL:**  
**AYE:** Councilmembers Broullon & Ryan (2)  
**NAY:** Councilmember D’Arrigo (1)  
**ABSENT:** Mayor O’Neil (1)  
**ABSTAIN:** Councilmember Braswell (1)

Resolution 18-051 has been properly approved.

**R-18-052 Highlands Business Improvement District Budget for 2018**

Councilmember Broullon motioned to table Resolution 18-052 until the February 21<sup>st</sup> 2018 Council meeting which was seconded by Councilmember Ryan.

**ROLL CALL:**  
**AYE:** Councilmembers Broullon, D’Arrigo & Ryan (3)  
**NAY:** None (0)  
**ABSENT:** Mayor O’Neil (1)  
**ABSTAIN:** Councilmember Braswell (1)

Resolution 18-052 was properly tabled to the February 21<sup>st</sup> 2018 meeting. Mr. Charbarek stated that the public hearing date on the resolution would need to be amended to March 21<sup>st</sup> 2018.

**R-18-053 Authorize Letter to Monmouth County Parks System**

Councilmember Ryan motioned to approve Resolution 18-053 which was seconded by Councilmember Broullon.

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

Resolution 18-053 has been properly approved.

**R-18-054 Appoint Tax Assessor**

Mr. Chabarek explained why this resolution was needed. Councilmember Ryan motioned to approve Resolution 18-054 which was seconded by Councilmember Broullon.

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

Resolution 18-054 has been properly approved

---

**Ordinance: Introduction & First Reading**

**O-18-04 – Amend Section 7-4 to Designate Entirety of Valley Avenue as a Two-Way Street**

Councilmember Broullon motioned to introduce Ordinance 18-04 which was seconded by Councilmember Ryan.

**ROLL CALL:**  
**AYE:** Councilmembers Braswell, Broullon, D’Arrigo & Ryan (4)  
**NAY:** None (0)  
**ABSENT:** Mayor O’Neil (1)

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

**ABSTAIN:       None (0)**

Ordinance 18-04 has been properly introduced and a public hearing will be held on February 21<sup>st</sup> 2018.

---

**Ordinances: Public Hearing & Possible Adoption**

**O-18-03 – Amend Chapter 7-3.6B, Disabled Parking on Streets for Private Residences**

Council President Broullon opened the meeting to a public hearing on Ordinance 18-03.

**Chris Francy**, Fifth Avenue, expressed concern that a sunset limit was not included. Mr. Chabarek explained that the ordinance requires self-reporting or a fine can be levied. Chief Burton explained that this ordinance was recommended to the Borough by the County and noted that State statues and the Motor Vehicle Commission policies is why a sunset limit is not needed.

Council President Broullon closed the meeting to the public.

Councilmember Broullon motioned to adopt Ordinance 18-03 which was seconded by Councilmember Braswell.

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

Ordinance 18-03 has been properly adopted.

---

**Other Business**

**Off Shore Drilling Resolution**

Mr. Chabarek explained that the Borough was asked to pass a resolution opposing off shore drilling in New Jersey. Councilmember Braswell noted that he had some suggested changes to the resolution and explained how he felt that both sides of this agreement had their own pros and cons. He agreed to review of the issue and present his findings to the Council.

**Council Meeting Schedule**

Ms. Gonzales announced that she believed the Council needed more time to discuss items and would like to have a workshop meeting once a month starting at 6pm. The Council agreed that was a good idea and would decide on the dates then republish the meeting schedule.

---

**Public Comment**

Council President Broullon opened the meeting to the public.

**Carol Bucco**, Shore Drive, questioned why the Borough was not a part of the Monmouth County Health Department. Ms. Gonzales explained that the Monmouth County Health Department was not taking any additional municipalities at this time but the Borough continues to explore options.

Ms. Bucco addressed the Army Corp of Engineers discussion from the last meeting and the article about it in the Two River Times. She pointed out the Borough approved a resolution opposing the seawall project in the past and proclaimed that this issue should not be resurrected. Councilmember Broullon discussed the inaccuracy of the article. She continued, explaining that nothing has changed and the Borough has no current plans to move forward. Councilmember Broullon noted that the Borough has not received anything in writing from the Army Corp of Engineers as requested. Ms. Bucco again stated why she was opposed to the project.

Councilmember D’Arrigo explained why she was unhappy with the Two River Times’ article.

**Bill Iller**, Bay Avenue/Jackson Street, expressed his opposition to spending money that the Borough doesn’t have to on a new Borough Hall up on the hill. He also noted that he was tired of being told that “FEMA will pay us the most if we build on the hill” which he didn’t see as accurate. Mr. Iller said that the Borough should just raise the old building out of the flood zone. Councilmember Broullon and Ms.

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 7<sup>th</sup> 2018  
7:00pm

Gonzales explained why this was not a feasible option and discussed with the public how the flood zones will impact on where the Borough can build.

Mr. Iller said that he thinks that no one in knows what is going on with this project. He stated that the First Aid Squad and OEM facilities should be on the old Careless Navigator site and the Municipal Court should remain outsourced. Ms. Gonzales explained that they will do what is in the best interest of the Borough. Council discussed the process moving forward with Mr. Iller.

**Chris Francy**, Fifth Street, commented on the FEMA standards and the location of the new Borough Hall.

**Nancy Burton**, In the Garden/Atlantic Street, addressed the comment made by Councilmember D’Arrigo earlier in the meeting. She stated that she believed it was unprofessional for the Councilmember D’Arrigo to visit businesses and asking them to fill out a questionnaire and added that the businesses might have felt intimidated by her. Ms. Burton stated that the HBP is running well and noted all the things they do for the Borough.

Councilmember D’Arrigo commented on Ms. Burton’s comments.

**Steve Solop**, Bay Avenue, proclaimed that these were all just words and there was no documentation to support what Ms. Burton said. He stated that events should be more inclusive and less bar oriented. Mr. Solop explained that he has been talking about this issue since August and he sees nothing being done. Councilmember D’Arrigo discussed the survey with Mr. Solop and noted there are a lot of unhappy business owners.

Council President Broullon closed the meeting to the public.

---

**Adjourn:**

Councilmember Broullon motioned to adjourn the meeting which was seconded by Councilmember Ryan. The meeting was adjourned at 9:41 pm.

**Approval of the Minutes**

A motion to approve the Minutes of February 7<sup>th</sup> 2018 was made by Councilmember Ryan and seconded by Councilmember Broullon.

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

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 March 21<sup>st</sup> 2018.

Approve: \_\_\_\_\_  
Richard W. O’Neil, Mayor

Attest: \_\_\_\_\_  
Bonnie Brookes RMC, Deputy Clerk