

Mayor & Borough Council Reorganization Meeting Minutes  
Community Center – 22 Snug Harbor – Highlands  
Monday, February 21<sup>st</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**

**Attorney-Client Privilege:** Flood Damage Prevention Ordinance  
Street Naming – Lighthouse Pointe Road & Lighthouse Road  
Short Term Rentals  
**Contract Negotiations:** Architectural Services – New Borough Hall  
Sea Bright – Lifeguards  
**Litigation:** Block 100, Lot 26.20

**REGULAR MEETING: 8:00PM**

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes**

December 20, 2017  
January 17, 2018

**Public Comment on Resolutions**

**Consent Agenda**

R-18-055 Authorize Payment of the Bills  
R-18-056 Appoint Zoning Officer for Unexpired Term  
R-18-057 Appoint Flood Plain Administrator  
R-18-058 Authorize Refund of Tax Overpayment  
R-18-059 Amend 2018 Temporary Budget  
R-18-060 Authorize Shared Service Agreement with Monmouth County for GIS  
R-18-062 Appoint Special Police Officer

**Resolutions**

R-18-052 Highlands Business Improvement District Budget for 2018  
R-18-061 Authorize Award of Non-Fair & Open Contract for Engineering Services to T&M Assoc.

**Ordinances: Introduction & First Reading**

O-18-05 Amend Section 2-8.5 to Establish Noneligibility of Dwellings for Tax Abatements

**Ordinances: Public Hearing & Possible Adoption**

O-18-01 – Amend Chapter 21, Revisions to CBD Zone & Deletion of B-1 & B-2 Overlay Districts  
O-18-04 – Amend Section 7-4 to Designate Entirety of Valley Avenue as a Two-Way Street

**Other Business:**

**RFP for Lawn Maintenance**  
**HBP Survey**  
**Administrator's Report**  
**Police Chief's Report**

**Public Comments:**

**Adjourn**

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The Meeting was called to order at 7:11pm.

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 & Mayor O'Neil  
**Absent:** None  
**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 & O'Neil (5)  
**NAY:** None (0)  
**ABSENT:** None (0)  
**ABSTAIN:** None (0)

**The Resolution to enter Executive Session was properly approved.**

Executive Session was entered at 7:10pm.

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**REGULAR MEETING:**

The Meeting was called to order at 8:11pm.

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  
Ed Herrman, T&M Associates

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**Approval of Minutes:**

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

A motion to approve the December 20<sup>th</sup> 2017 minutes was offered by Councilmember Broullon and seconded by Councilmember D'Arrigo.

**ROLL CALL:**

**AYE:** Councilmembers Broullon, D'Arrigo & Mayor O'Neil (3)  
**NAY:** None (0)  
**ABSENT:** None (0)  
**ABSTAIN:** Councilmembers Braswell & Ryan (2)

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**The December 20<sup>th</sup> 2017 minutes were properly approved.**

**January 17<sup>th</sup> 2018**

A motion to approve the January 17<sup>th</sup> 2018 minutes was offered by Councilmember Broullon and seconded by Councilmember Ryan.

**ROLL CALL:**

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

**NAY: None (0)**

**ABSENT: None (0)**

**ABSTAIN: Mayor O'Neil (1)**

**The January 17<sup>th</sup> 2018 minutes were properly approved.**

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**Public Comment on Resolutions**

Mayor O'Neil opened the meeting to the public. Seeing no one from the Council wishing to speak, Mayor O'Neil closed the meeting to the public.

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**Consent Agenda**

- R-18-055 Authorize Payment of the Bills
- R-18-056 Appoint Zoning Officer for Unexpired Term
- R-18-057 Appoint Flood Plain Administrator
- R-18-058 Authorize Refund of Tax Overpayment
- R-18-059 Amend 2018 Temporary Budget
- R-18-060 Authorize Shared Service Agreement with Monmouth County for GIS
- R-18-062 Appoint Special Police Officer

Councilmember Broullon motioned to approve the consent agenda 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)**

The consent agenda has been properly approved.

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**Resolutions**

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

Ms. Brookes noted that the resolution had been amended to reflect the correct public hearing date. Councilmember Ryan motioned to approve Resolution 18-052 which was seconded by Councilmember Broullon.

**ROLL CALL:**

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

**NAY: None (0)**

**ABSENT: None (0)**

**ABSTAIN: Councilmember Braswell (1)**

Resolution 18-052 has been properly approved and the public hearing will be on March 21<sup>st</sup> 2018.

**R-18-061 Authorize Award of Non-Fair & Open Contract for Engineering Services to T&M Associates**

Mayor O'Neil motioned to approve Resolution 18-061 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 18-061 has been properly approved.

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**Ordinance: Introduction & First Reading**

**O-18-05 – Amend Section 2-8.5 to Establish Noneligibility of Dwellings for Tax Abatements**

Councilmember Braswell motioned to introduce Ordinance 18-05 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)**

Ordinance 18-05 has been properly introduced and a public hearing will be held on March 7<sup>th</sup> 2018.

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**Ordinances: Public Hearing & Possible Adoption**

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

Mr. Chabarek explained the State Statues that govern zoning ordinances and their requirements. He noted the timeline of this ordinance and pointed out that the Land Use Board did not respond to the Council’s request for review. Mayor O’Neil opened the meeting to a public hearing on Ordinance 18-01. Seeing no one from the public wishing to speak, Mayor O’Neil closed the meeting to the public.

Mr. Chabarek stated that there was a typographical error and “B-2” should have been stricken out in the title of the section starting with “21-91...”. Councilmember Broullon motioned to amend Ordinance 18-01 to strikeout “B-2” 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)**

Mayor O’Neil motioned to adopt Ordinance 18-01 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)**

Ordinance 18-01 has been properly adopted.

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

Mayor O’Neil opened the meeting to the public for a hearing on Ordinance 18-04.

**Kim Skorka**, Shore Drive, noted that she recalls safety concerns were the reason Valley Avenue was turned into a one-way street and inquired if that was no longer a concern to emergency services.

**Jerry Lemega**, Valley Avenue, stated that he had not seen many accidents other than people running into the fence.

Chief Burton noted that additional safety measures would be implemented to prevent accidents. Mayor O’Neil closed the meeting to the public. Mayor O’Neil motioned to adopt Ordinance 18-04 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)**

Ordinance 18-04 has been properly adopted.

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**Other Business**

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**RFP for Lawn Maintenance**

Councilmember Braswell explained the Borough wanted to find out if it was cost effective to outsource lawn maintenance for Borough properties. Ms. Gonzales stated that she would send out an RFP.

**HBP Survey**

Councilmember Broullon explained the Borough was working on getting the survey prepared and distributed to business and commercial property owners in the Borough.

**Administrator's Report**

Ms. Gonzales updated the Council on various projects including the flip valves, updated committee minutes on the website, the status of the 2018 budget, shredding day, and Clean Ocean Action's beach sweep dates.

**Police Chief's Report**

Chief Burton informed the Council that the new Special Police Officer would be starting the following day. He also noted that he would be working with the DPW Superintendent on creating and enforcing a street sweeping schedule.

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**Resolutions**

**R-18-063 Appoint Additional Members to the Recreation Committee (Advisory)**

Ms. Brookes read Resolution 18-063 into the record. Mayor O'Neil confirmed that he wished to appoint additional members Diane Knox, Steve Solop, Neil Van Eerde and Courtney Materano. Mayor O'Neil motioned to approve Resolution 18-063 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 18-063 has been properly adopted.

**R-18-064 Appoint Additional Member to the Open Space Committee**

Ms. Brookes read Resolution 18-064 into the record. Mayor O'Neil confirmed that he wished to appoint Bruce Kutosh. Councilmember D'Arrigo motioned to approve Resolution 18-064 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 18-064 has been properly adopted.

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**Other Business**

**Engineer's Report**

Mr. Herrman introduced himself to the community and noted his expectations and plans for the Highlands. He listed projects he would be working on and Mayor O'Neil explained the importance of these projects.

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**Public Comment**

Mayor O'Neil opened the meeting to the public.

**Steve Solop**, Bay Avenue, informed the Council that he had been sharing his concerns about the HBP since August and was told that Councilmember D'Arrigo would be looking into the HBP. He asked if Councilmember D'Arrigo had any results or findings that could be reported. Councilmember D'Arrigo explained her concerns with the HBP and summarized the results of the survey. Mr. Solop expressed his frustration and asked the Council to read the results of the survey into the record at a Council meeting.

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Mr. Chabarek explained to Mr. Solop that he could request the results through the Open Public Records Act (OPRA).

Ms. Solop informed the Council that he thought a committee was needed to be formed to review the results and handle this situation. Mayor O'Neil said that these concerns with the HBP should be addressed directly with the HBP. Mr. Solop commented that the HBP meetings are useless and listed the problems he has with the HBP. Councilmember D'Arrigo discussed the survey results and explained her view that the responsibilities of the HBP's events should be divided between the HBP and a Recreation Department. Councilmember D'Arrigo noted that she feels the Council cannot look at this issue impartially. Council discussed the accusation and Mr. Chabarek explained the ethics law.

**Carol Bucco**, Shore Drive, questioned how the survey would be anonymous. Councilmember Broullon explained online surveys and how they work.

Ms. Bucco commented on Resolution 18-53 from the previous meeting concerning expanding the Henry Hudson Trail. She stated that the County had provided the Borough with money to connect the trail and the bridge. Councilmember Ryan explained the previous grant money was for the intermunicipal bike path which Ms. Bucco debated with her.

Ms. Bucco stated that she was disturbed by the Two River Times and how they had been reporting things in the Borough which was discussed by Council. Ms. Bucco also noted that she believes the Council needs to stop revisiting old issues like the Army Corp of Engineers' seawall project which she expressed her opposition to.

**Nancy Burton**, In the Garden/Atlantic Street, pointed out that at the Council meetings most of the business owners in attendance are pleased with the HBP. She announced that she OPRA'ed the surveys and had reviewed them noting they are not all negative. Ms. Burton expressed her excitement for the new survey to be sent out.

Mayor O'Neil stated that many of the complaints the Council is hearing on the HBP should be directed at and handled by the HBP. He added that he sees both sides of the issue.

**Kim Skorka**, explained that she was offended by a quote in the Two River Times' article which addressed making the Borough a safer place for bicyclists. She explained that the Borough needs to work on pedestrian safety. Mayor O'Neil stated that the Council would take it into advisement.

**Carol Bucco**, Shore Drive, stated that she had spoken to Carla Cefalo from HBP and encouraged her to provide a more detailed budget.

Mayor O'Neil closed the meeting to the public.

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**Adjourn:**

Mayor O'Neil motioned to adjourn the meeting which was seconded by Councilmember D'Arrigo and approved by all present. The meeting was adjourned at 9:25 pm.

**Approval of the Minutes**

A motion to approve the Minutes of February 21<sup>st</sup> 2018 was made by Councilmember Broullon and seconded by Councilmember Ryan.

**AYE:** Councilmembers Braswell, Broullon, D'Arrigo, Ryan & Mayor O'Neil (5)  
**NAY:** None (0)  
**ABSENT:** None (0)  
**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 March 21<sup>st</sup> 2018.

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

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