

Mayor & Borough Council Reorganization Meeting Minutes
Community Center – 22 Snug Harbor – Highlands
Monday, May 2nd 2018
6:00pm

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

WORKSHOP: 6:00PM

Franklin Lakes Dashboard Sample
Bay Avenue Sign Posts
Resident Survey

EXECUTIVE SESSION: 7:00PM

Attorney-Client Privilege: Open Public Meeting Act (OPMA)
Captain's Cove
Formed-Based Code
Substantial Damage Determinations
Contract Negotiations: Block 37, Lot 13 & 12.01

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Swearing In

Police Captain George Roxby

Consent Agenda

R-18-103 Authorize Payment of the Bills
R-18-104 Authorize Refund of Tax Overpayments
R-18-105 Supporting the 2018 Distracted Driving Crackdown

Resolutions

R-18-106 Place to Place Transfer of Liquor License 1317-33-030
R-18-107 Award Fair & Open Contract for the Shore Drive Pump Station Replacement Project
R-18-108 Approval of Insertion of Revenue from the Municipal Alliance Grant into 2018 Budget
R-18-109 Approve Change Order No. 1 for Engineering Services Associated with 2017 Capital Improvement Project
R-18-110 Accept Resignation of DPW Superintendent & C2 Operator Mark Philpot
R-18-111 Appoint Full-Time Broom Operator / Laborer
R-18-112 Appoint Licensed C2 Operator & Alternate C1 Operator for Sewer Operation Services

Ordinances: Introduction & First Reading

O-18-12 Amend Chapter 21 Revising Floodplain
O-18-13 Amend Chapter 17 Which Established a Business Improvement District

Ordinances: Public Hearing & Possible Adoption

O-18-06 Amend Chapter 21 Revising CBD Zone & Deletion of the B-1 Neighborhood Business District
O-18-11 Renaming Lighthouse Point Road to Paradise Lane

Other Business:

Administrator's Report
Police Chief's Report

Public Comments:

Adjourn

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The Meeting was called to order at 6:16pm.

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ROLL CALL:

Present: Councilmembers Broullon, Ryan & Mayor O'Neil
Absent: Councilmembers Braswell* & D'Arrigo
Also Present: Bonnie Brookes, Borough Clerk
Brian Chabarek, Borough Attorney
Kim Gonzales, Borough Administer

*Councilmember Braswell entered the meeting at 6:19pm.

Franklin Lakes Dashboard Sample

Ms. Gonzales explained what a dashboard was and how it would be beneficial to the Borough. She stated that she planned on moving forward with this free program. Ms. Gonzales explained there would be time needed to implement. Ms. Gonzales asked the Council discussed what type of information they would like available and agreed to discuss it more at a later meeting.

Bay Avenue Sign Posts

Ms. Gonzales stated that she and Chief Burton would be reviewing the signage on Bay Avenue for compliance to height requirements, damage, and outdated ordinances. She stated that the Borough would be reposting the signs on black lamp posts in addition to black poles to match which will make the area look nice. The Council discussed the various signs in that were missing, damaged, or incorrect.

The Council also discussed the need for a street sweeping schedule and for it to be posted.

Resident Survey

Ms. Gonzales informed the Council that she would like to conduct a resident survey to learn more about what they would like to see for the Borough. Councilmember Broullon inquired on the type of questions that would be asked. Ms. Gonzales stated the questions would be more open ended which will determined at a later date.

Councilmember Broullon stated that there was upcoming meeting with the New Jersey Department of Transportation (NJDOT) concerning flooding and Monmouth Hills which the Council discussed at length.

**Councilmember D'Arrigo entered the meeting at 7:59pm.

Resolution to enter into Executive Session

A motion to enter Executive Session was offered by Councilmember Ryan and 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)

The Resolution to enter Executive Session was properly approved.

Executive Session was entered at 7:00pm.

REGULAR MEETING:

The Meeting was called to order at 8:07pm.

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

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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 Chief Robert Burton.

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

Swearing In

Mayor O'Neil swore in Police Captain George Roxby.

Consent Agenda

R-18-103 Authorize Payment of the Bills
R-18-104 Authorize Refund of Tax Overpayments
R-18-105 Supporting the 2018 Distracted Driving Crackdown
Councilmember Broullon motioned to approve the consent agenda 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)

The consent agenda has been properly approved.

Resolutions

R-18-106 Place to Place Transfer of Liquor License 1317-33-030
Councilmember Broullon motioned to approve Resolution 18-106 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 18-106 has been properly approved.

R-18-107 Award Fair & Open Contract for the Shore Drive Pump Station Replacement Project
Mayor O'Neil motioned to approve Resolution 18-107 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 18-107 has been properly approved.

R-18-108 Approval of Insertion of Revenue from the Municipal Alliance Grant into 2018 Budget
Councilmember Broullon motioned to approve Resolution 18-108 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)

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Resolution 18-108 has been properly approved.

R-18-109 Approve Change Order No. 1 for Engineering Services Associated with 2017 Capital Improvement Project

Councilmember Ryan motioned to approve Resolution 18-109 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 18-109 has been properly approved.

R-18-110 Accept Resignation of DPW Superintendent & C2 Operator Mark Philpot

Mayor O'Neil motioned to approve Resolution 18-110 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 18-110 has been properly approved.

R-18-111 Appoint Full-Time Laborer

Ms. Brookes noted an amendment that was made to the agenda prior to the meeting but after posting on the Borough's website. Mayor O'Neil motioned to approve Resolution 18-111 which was seconded by Councilmember Broullon.

ROLL CALL:

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

NAY: Councilmember D'Arrigo (1)

ABSENT: None (0)

ABSTAIN: None (0)

Resolution 18-111 has been properly approved.

R-18-112 Appoint Licensed C2 Operator & Alternate C1 Operator for Sewer Operation Services

Councilmember Broullon motioned to table indefinitely Resolution 18-112 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 18-112 has been properly approved.

Ordinance: Introduction & First Reading

O-18-12 Amend Chapter 21 Revising Floodplain

Mayor O'Neil motioned to introduce Ordinance 18-06 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 18-12 has been properly introduced and a public hearing will be held on May 16th 2018.

O-18-13 Amend Chapter 17 Which Established a Business Improvement District

Councilmember Ryan motioned to introduce Ordinance 18-13 which was seconded by Councilmember Broullon.

ROLL CALL:

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

NAY: None (0)

ABSENT: None (0)

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ABSTAIN: Councilmember Braswell & D'Arrigo (2)

Ordinance 18-13 has been properly introduced and a public hearing will be held on May 16th 2018.

Ordinances: Public Hearing & Possible Adoption

O-18-06 Amend Chapter 21 Revising CBD Zone & Deletion of the B-1 Neighborhood Business District

Ms. Brookes noted that this Ordinance had been referred to the Land Use Board on March 22nd 2018 and the thirty five (35) day review period ended on April 26th 2018.

Mayor O'Neil opened the meeting to a public hearing on Ordinance 18-06.

Carol Bucco, Shore Drive, questioned where the people in the B2 Zone would go if this was adopted? Mr. Chabarek explained that this ordinance makes things consistent with Ordinance 18-01 and making all the CBD Zone. Ms. Bucco asked what was included in that zone which Councilmember Broullon explained.

Julian Unknown, Center Street, inquired on flood flaps. Mayor O'Neil stated that this public portion is only for Ordinance 18-06.

Mayor O'Neil closed the meeting to the public.

Mr. Chabarek noted that the Land Use Board did not respond within the thirty-five (35) days and a report was just filed this evening dated April 26th 2018. Councilmember Broullon acknowledged they received the report and would be moving forward with this ordinance as this is just correcting a typo.

Councilmember Broullon motioned to adopt Ordinance 18-06 which was seconded by Councilmember Ryan.

ROLL CALL:

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

NAY: None (0)

ABSENT: None (0)

ABSTAIN: Councilmember D'Arrigo (1)

Ordinance 18-06 has been properly adopted.

O-18-11 Renaming Lighthouse Point Road to Paradise Lane

Mayor O'Neil explained that need to change in the name of the road.

Mayor O'Neil opened the meeting to a public hearing on Ordinance 18-11.

Carol Bucco, Shore Drive, inquired who choose the name. Mayor O'Neil stated he had.

Mayor O'Neil closed the meeting to the public.

Councilmember Broullon motioned to adopt Ordinance 18-11 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 18-11 has been properly adopted.

Other Business

Police Chief's Report

Chief Burton reminded the public of the upcoming Memorial Day Parade and asked all to pitch in and ensure the town looks it's best.

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Administrator's Report

Ms. Gonzales reported on the basins which have been ordered, provided an update on Portland Road, and the timeline for the installation of the flap valves in addition to purchasing more.

Public Comment

Mayor O'Neil opened the meeting to the public.

Julian Unknown, Center Street, inquired if the DPW Superintendent's resignation would slow the installation process and offered to help. Mayor O'Neil reinsured him that they would get it done. He also questioned when the new flood maps would be adopted. Councilmember Broullon stated that maps would be adopted in June. Councilmember D'Arrigo encouraged the residents to talk to their insurance company.

Linda Hassa, Center Street, said that their agent told her that they might be able to get a refund on her flood insurance and asked if there were any road blocks for getting this approved. Ms. Gonzales explained that the Borough's maps would be adopted.

Mark Zill, Portland Road, stated that he plans on showing up at every meeting until the work on his road is complete. He thanked the Council for their action and answers that had already been provided.

Steve Solop, Bay Avenue, questioned if there were any tangible results on how the taxes are being used on HBP events which include the costs and benefits to the Borough.

Carol Bucco, Shore Drive, stated that the decision to hold the workshop meetings remind her of the Tilt Up project. Mr. Chabarek noted that the Council was changing the time to 6:30pm to accommodate all Councilmembers. Ms. Bucco asked how residents can find out what was discussed, and Ms. Brookes explained it was recorded and will be on YouTube. Ms. Bucco expressed her discontent with the time of the workshop and the fact the public will not be allowed to comment. She asked the Council for a report on each item that was discussed at the workshop meeting tonight which the Council summarized what was previously discussed.

Power to the Community Center was lost and the meeting continued without power to the building. Chief Burton informed the Council the whole Borough did not have power.

Ms. Bucco continued and questioned why the public was no longer allowed to comment prior to the resolutions. Mayor O'Neil stated that it was due to people going off topic. Ms. Bucco inquired what a 'Broom Operator' was which the Council explained.

Carla Cefalo, Gravelly Point Road, noted her excitement over the street sweeping. She also explained that the HBP does not make a profit from the Guinness Run and that it is strictly a fundraiser for the St. Patrick's Day Parade. She advised people where to look on their website for their financial information.

Mayor O'Neil closed the meeting to the public.

Adjourn:

Mayor O'Neil motioned to adjourn the meeting which was seconded by Councilmember Ryan and approved by all present. The meeting was adjourned at 8:54 pm.

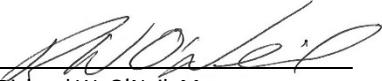
Approval of the Minutes

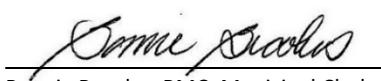
A motion to approve the Minutes of September 5th 2018 was made by Councilmember Ryan and seconded by Councilmember Broullon.

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

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I, Bonnie Brookes, Acting 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 October 17, 2018.

Approve: 
Richard W. O'Neil, Mayor

Attest: 
Bonnie Brookes RMC, Municipal Clerk