

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
7:00 P.M.**

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

Litigation – Baymen’s Lease Negotiation
Housing and Fair Share Plan [COAH]
Contract Negotiation- Highlands Housing Authority – Cooperative Agreement
Transfer of Property - Block 56 Lot 8
Renegotiate MOU with MCSPCA

REGULAR MEETING: 8:00PM

Call to Order
Pledge of Allegiance
Roll Call

Approval of Minutes: - September 21, 2016 – Regular Meeting

PUBLIC PORTION- Resolutions

Consent Agenda:

R-16-204 - Award Contract – Emergency Storm Sewer Replacement
R-16-205 - Authorizing Purchase under State Contract - Hertrich Fleet
R-16-206 - Payment of Bills \$210,019.09
R-16-207 - Approving Best Practices Worksheet
R-16-208 - Award Contract – Ascend – Community Center Decking

Ordinances: 2nd Reading, Public Hearing & Adoption

O-16-22- Capital Ordinance Providing for \$400,000 – General Improvements

Committee Reports:

1. Finance
2. Public Safety - Fire Department/First Aide
3. Administration
4. Board of Education
5. Highlands Business Partnership
6. Grant Writing
7. Other – Board of Education; Shared Services; Communications etc.

Other Business:

Borough Life Guards
High water Mark - Update

Public Portion:

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

Adjourn:

Meeting Location: Robert D. Wilson Memorial Community Center, 22 Snug Harbor Ave., Highlands

EXECUTIVE SESSION: 7:00PM

Litigation – Baymen’s Lease Negotiation

Housing and Fair Share Plan [COAH]

Contract Negotiation- Highlands Housing Authority – Cooperative Agreement

Transfer of Property - Block 56 Lot 8

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: 8:00PM

ROLL CALL:

Present: Ms. Broullon, Mr. Card, Ms. D’Arrigo, Mrs. Wells

Absent: Mayor Nolan

**Also Present: Brian Geoghegan, Borough Administrator
Elizabeth Merkel, Acting Borough Deputy Clerk
Brian Chabarek, Borough Attorney
Patrick DeBlasio, CFO
Dale Leubner, Borough Engineer**

Public Portion – Resolutions

Council Member Broullon opened the public portion by asking if there were any comments on the consent agenda. None were forthcoming.

Ms. Broullon asked if there were any comments from the table on the consent agenda. None were forthcoming.

Consent Agenda:

- 1. R-16-204 - Award Contract – Emergency Storm Sewer Replacement**
- 2. R-16-205 - Authorizing Purchase under State Contract - Hertrich Fleet**
- 3. R-16-206 - Payment of Bills \$210,019.09**
- 4. R-16-207 - Approving Best Practices Worksheet**
- 5. R-16-208 - Award Contract – Ascend – Community Center Decking**

A motion to adopt this consent agenda was offered by Council Member Broullon and was duly seconded by Council Member Card.

This motion was passed by the following vote:

ROLL CALL:

AYE: Ms. Broullon, Mr. Card, Ms. D’Arrigo, Mrs. Wells (4)

NAY: None (0)

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

ABSENT: Mayor Nolan (1)
ABSTAIN: None (0)

This consent agenda has been properly offered and passed.

Approval of Minutes: - September 21, 2016 – Regular Meeting

A motion to approve these meeting minutes was offered by Council Member Card and was duly seconded by Council Member Broullon.

This motion was passed by the following vote:

ROLL CALL:
AYE: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells (4)
NAY: None (0)
ABSENT: Mayor Nolan (1)
ABSTAIN: None (0)

These meeting minutes have been properly offered and passed.

Ordinances: 2nd Reading, Public Hearing & Adoption
O-16-22- Capital Ordinance Providing for \$400,000 – General Improvements

Ms. Merkel read this ordinance for the record.

Council Member Broullon opened the public portion by asking if there were any question regarding this ordinance. None were forthcoming. None were forthcoming.

Ms. Broullon closed the public portion.

Council Member asked for any questions from the table on this ordinance.

Council Member Card stated that this ordinance allows the council to move aggressively on capital improvements but, more importantly, as expressed in the concerns of the residents at the last meeting, we still have to hold ourselves to certain standards. This is not bonding.

Council Member Broullon stated that this money is for capital improvements only and it is heard something that is part of the existing budget. It is so that we can set these to separate line items.

A motion to adopt this ordinance s was offered by Council Member Broullon and was duly seconded by Council Member Card.

This motion was passed by the following vote:

ROLL CALL:
AYE: Ms. Broullon, Mr. Card, Ms. D'Arrigo, Mrs. Wells (4)
NAY: None (0)
ABSENT: Mayor Nolan (1)
ABSTAIN: None (0)

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

O-16-22 has been properly adopted.

Committee Reports

1. Finance – Patrick DeBlasio, CFO

The tax office mailed out added tax bills on October 14. This was for those who had any additions or improvements on their property. If there are any disputes, please let the tax office know.

We are working on the Community Disaster Loan Forgiveness Program. We are meeting with some people from the state next week to convert this loan into a grant. The current fund has \$2,000,000 outstanding and the sewer has \$300,000 outstanding. This was given to the town to hold taxes stable during Hurricane Sandy.

2. Public Safety - Fire Department/First Aid – Council Member D'Arrigo

There were 21 calls into the Fire Department during the month of September. They responded to calls ranging from smoke detectors to alarm activations and possible water rescues.

A memorial service was held at the firehouse on September 11th.

They attended a convention in Wildwood, New Jersey.

Notable Calls:

The Highlands Fire Department helped do storm preparation drills to prepare for Hurricane Hermine.

They were on standby September 2nd – September 4th.

Early morning September 18th, the Highlands Fire Department was called on a cover assignment to standby for the Monmouth Beach Fire Department with a structural fire.

They were called to Sandy Hook with a vehicle fire.

They responded to all fires (?) and assisted HPD with traffic control.

There was no report from First Aid.

3. Board of Education – Council Member Wells

The Student of the Month Award was October 17th.

There was an issue with parking. The HFD brought cones to help alleviate the problem.

4. Administration – Brian Geoghegan, Borough Administrator

The Valley Street Pump Station contract was awarded to Tribar Construction with a bid of \$52,800. The original quote was way beyond expectations to spend on an emergency so the scope of the project had to be reassessed. A call for lockout took place yesterday, October 17th, and it will take a few weeks to get this work done due to proximity to the water.

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

The decking at the rec center will be replaced with a composite decking instead of wood. A significant portion of that will be reimbursed through FEMA PW.

The website is up and running with minor issues that still need some tweaking.

DPW is replacing some (?) at (?) Field.

5. Highlands Business Partnership – Council Member Broullon

HBP has Oktoberfest this weekend October 22nd, 12:00 pm – 9:00 pm.

Council Member Card mentioned that a generator was stolen during the Zombie Walk.

6. Grant Writing – Dale Leubner, Borough Engineer

Open Space was submitted as requested as was St. Francis School.

Community Development sewer projects came to \$146,000.

Phase One of Streetscape is wrapping up. We are moving into closeout with EDA. EDA has walked the site and are extremely happy. We've given the (?) agent the change orders. This was a \$1.5 million dollar grant.

We received proposals on the Veterans Park Memorial Electric. These were A & B proposals: A, being a labor-based proposal with some material and B, a labor and materials-based proposal. A recommendation of award was done for the review of the council and the board administrator. This will be added to the next meeting in resolution form.

7. Other –Communications etc. – Council Member Broullon

Communications:

The website is still being worked and any feedback or suggestions are encouraged.

Please let Council Member Broullon know about community events that should be posted to the website.

8. Recreation Committee – Council Member Wells

Today, the rec center had the first day of basketball camp which welcomed 50 participants. This was an extremely successful signup day.

Other Business

Borough Life Guards – Brian Geoghegan, Borough Administrator

We are looking at different options. Privatization may be considered. As discussed with the administrator of Sea Bright, a shared-service may be kept on the table. Hiring in-house is a consideration. A personal recommendation is to hire someone soon to do recruitment, training and acquiring the right equipment. More information may be available regarding these options for the next meeting. Research into this has revealed a cost of \$70,000 from some contractors for the season. This is over the current budget for borough life guards. A reassessment on the source of this budget is being discussed as this project has been coming out of the rec center budget.

High Water Mark Update – Dale Leubner, Borough Engineer

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

FEMA and Monmouth County were contacted regarding this matter. They are no longer accepting applications for this first round but they will be accepting applications for a second round next year.

We have not given up on the CSC program.

Council Member D'Arrigo mentioned that she received an email regard Congressman Pallone showing up in Highlands with short notice. She questioned why was the notice so short?

Council Member Wells stated that she had a conversation with Mayor Nolan regarding a possible visit from Congressman Pallone. Mrs. Wells stated that Mayor Nolan said he would be out of town. Mrs. Wells offered to work from home that day so that she would be available for the possible meeting in the mayor's absence. Confirmation of the meeting wasn't received until approximately one half hour prior to notification being sent to the rest of the council members.

Ms. D'Arrigo felt that this was unacceptable in light of efforts put forth by both herself and Dale Leubner to meet with Congressman Pallone to discuss FEMA flood maps and NFIP. These efforts involved travelling to Washington, DC only to be refused an audience with Congressman Pallone. Ms. D'Arrigo felt that not being consulted on the arrival of Congressman Pallone's appearance in the borough community center with six hour notification surprising to say the least.

Council Member Card agreed with Ms. D'Arrigo. He felt that Congressman Pallone had not done enough for the Borough of Highlands in regards to FEMA and NFIP to merit his campaigning in our community center.

Council Member D'Arrigo felt that scheduling this meeting at 10:30 a.m. on a workday with such short notice was a slap in the face to herself and to Dale Leubner after all they had done for this town in regards to flood maps and insurance issues. She stated that it wasn't right.

Public Portion:

Council Member Broullon opened the report portion of the meeting.

(?) of (?) asked for an update on the beast on the beach.

Ms. Broullon directed the question to Brian Geoghegan.

Mr. Geoghegan replied that he received a text from All State Construction on Saturday and was advised that they would be on location sometime this week and he would have more information by the end of the week.

(?) also asked if there was any update on the Army Corp of Engineers raising the seawall.

Council Member Card replied that a meeting took place two weeks ago and this was in peer review and it was sent to congress for approval. The decision would not be available to council before January 31, 2017. At that time it will be presented to council. Mr. Card said he made it clear to the Army Corp of Engineers that a lot of education would have to take place before a decision could be made to proceed with the project.

**Borough of Highlands
Mayor & Council
Regular Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
October 18, 2016
8:00 P.M.**

Arnie Fuog of 50 Valley Street asked what does capital ordinance provide for \$450,000?

Council Member Broullon explained that the ordinance takes money (\$450,000) that is already a part of the borough budget and moves it to a line item that can only be used for capital improvement. It goes through the same procedure that everything else already does now; a purchasing agent sends out the Bids/RFPs, etc.

Mr. Fuog asked if there were any particular projects in mind.
Council Member Card used an example of a project that needed repairs to a particular part. Capital ordinance may be used pay for its repair.

Ms. Broullon reiterated that the \$450,000 was for general capital ordinance.

Mr. Fuog asked if there has been any progress with the Valley Street pump.

Council Member Broullon stated it was discussed prior to Mr. Fuog's arrival and summarized Mr. Geoghegan report.

Mr. Fuog asked if there had always been a project on the books called "Valley Street Improvement" and where does that start and finish?

Council Member Broullon said that it was supposed to start at the pump and go up to Bay Avenue but it goes all the way to Shore Drive.

Mr. Fuog said he assumes they will fix that sidewalk that is crushed there.

Mr. Leubner joked that everything would be fixed except that 50 Valley.

Mr. Fuog asked is there was anything big that came across their desks that was public knowledge that they could discuss?

Ms. Broullon said that the (?) Scavenger Hunt was going to take place this weekend.

Council Member Card said that we are real close to signing (?) and it was an ongoing battle. The attorneys made everyone play nice and everyone is pleased.

Council Member Broullon asked if there was anything else.

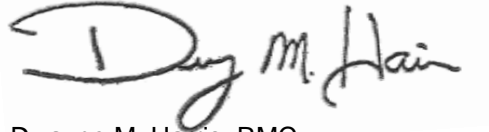
Council Member Card moved that the meeting be adjourned. The motion was seconded by Council Member Wells.

Council Member Broullon adjourned the meeting.

**Borough of Highlands
 Mayor & Council
 Regular Meeting Minutes
 Community Center, 22 Snug Harbor Avenue, Highlands
 October 18, 2016
 8:00 P.M.**

APPROVAL OF MINUTES	INTRODUCE	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON	X		X			
CARD			X			
D'ARRIGO			X			
WELLS		X	X			
NOLAN					X	
ON CONSENT AGENDA: YES <u> X </u> NO						

I, Dwayne M, Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Regular Meeting, held December 07, 2016. WITNESS my hand this 8th day of December 2016.



Dwayne M. Harris, RMC
 Municipal Clerk