

**Borough of Highlands  
Mayor & Council  
Regular/Work Shop Meeting  
December 2, 2015**

Meeting Location: Robert D. Wilson Community Center, 22 Snug Harbor Avenue , Highlands, NJ 07732

Mayor Nolan called the meeting to order at 7:00 p.m.

**Meeting Statement:**

Mrs. Cummins read through the following statement: As per requirement of P.L. 1975, Chapter 231. Notice is hereby given that this is a Work Shop/Regular Meeting of the Mayor & Council of the Borough of Highlands 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.

**ROLL CALL:**

**Present: Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan**

**Absent: Ms. Ryan**

**Also Present: Mrs. Cummins, Borough Clerk  
Tim Hill, Borough Administrator  
Patrick DeBlasio, Borough CFO  
Bruce Padula, Borough Attorney  
Dale Leubner, Borough Engineer**

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**Executive Session Resolution**

Mayor Nolan offered the following Resolution and moved its adoption:

**RESOLUTION  
EXECUTIVE SESSION**

**BE IT RESOLVED** that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

- 1. Possible Litigation: Assessment Demonstration Program, Tax Settlement-Britton**
- 2. Contract Negotiations: Streetscape Project Contract, COAH RFP's, Lead Inspection RFP's, and Lead Hazard RFP's**
- 3. Real Estate: Municipal Facility Update  
Clam Plant Lease**
- 4. Personnel Matters: Two Police Officer Positions – R. Osadacz-RICED**
- 5. Investigation:**
- 6. Attorney-Client Privilege: Rezoning Request  
Bay Street Repair Update  
D-Biz Load Update**

**BE IT FURTHER RESOLVED** that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists; and

**BE IT FURTHER RESOLVED** that no portion of this meeting shall be electronically recorded unless otherwise stated; and

**BE IT FURTHER RESOLVED** that the private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

1. Any matter which, by express provision of Federal Law, State statute or rule of court shall be rendered confidential or excluded from public discussion. Rendered confidential by Federal law or that if disclosed would impair receipt of Federal funds.

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2. Any matter in which the release of information would impair a right to receive funds from the federal government.
3. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
4. Any collective bargaining agreement, or the terms and the conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.
5. **Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investments of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.**
6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of law
7. **Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.**
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing Co. v. New Jersey Expressway Authority*, 124, NJ 478 (1991).
9. Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

**BE IT FURTHER RESOLVED** that action may be taken after the executive session.

Seconded by Mr. Redmond and adopted on the following roll call vote:

**ROLL CALL:**

**AYE:** Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan

**NAY:** None

**ABSENT:** Ms. Ryan

**ABSTAIN:** None

The Governing Body then entered into Executive Session.

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Mayor Nolan called the Regular Meeting to order at 8:06 p.m.

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Mayor Nolan asked all to stand for the Pledge of Allegiance.

**ROLL CALL:**

**AYE:** Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan  
**NAY:** None  
**ABSENT:** Ms. Ryan  
**ABSTAIN:** None

Mayor Nolan asked for a moment of silence for Rowland Eldridge, a longtime resident, who passed away.

**\*\*Presentation in Recognition of Fire Dept. from North Brunswick\*\***

Mayor Nolan stated that there is a presentation in recognition of our Fire Department from New Brunswick. He then read letters of recognition from the Mayor of North Brunswick and a letter from the Chief of the North Brunswick Fire Department.

Mayor Nolan read and presented a plaque from the North Brunswick Fire Department to Chief Wells.

**Consent Agenda:**

Mayor Nolan asked if anyone had any items that want taken off consent.

There was none.

**R-15-223**

**RESOLUTION ACCEPTING RESIGNATIONS  
BOARD MEMBERS**

**WHEREAS**, Rick Korn, Planning Board Member has submitted a letter of resignation from the Planning Board dated November 13, 2015; and

**WHEREAS**, Jon Booth, Alternate #2 Zoning Board Member has submitted a letter of resignation dated November 25, 2015.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that Borough hereby accepts the resignations of Rick Korn and John Booth and thanks them for their service to the Community.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

**Borough of Highlands  
County of Monmouth  
R-15-225**

**Resolution consolidating the salary paid to the Borough Clerk  
for her duties as Borough Clerk and Secretary to the Planning  
and Zoning Boards**

**Whereas**, Borough Clerk Carolyn Cummins (the “Clerk”) has acquired tenure in her position as Borough Clerk and is paid an annual salary of \$59,240.00; and

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**Whereas**, the Clerk has performed and continues to perform the duties of Secretary to the Planning and Zoning Boards and receives additional compensation of \$5,500.00 per board, for total compensation of \$70,240.00; and

**Whereas**, as the Clerk continues to perform those duties, there is no need for separate compensation for her and the Borough wishes to consolidate her annual compensation at \$70,240.00.

**Now, therefore, be it resolved** by the governing body of the Borough of Highlands that the total annual salary of the Clerk shall be \$70,240.00, without additional compensation for her service as Secretary to the Planning Board and Zoning Board.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

**R-15-226  
RESOLUTION ACCEPTING TFY 2014 AUDIT  
BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the calendar year ending December 31, 2014 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

Auditors' Opinions

and

**WHEREAS**, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments

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Recommendations**

Auditors' Opinions

as evidenced by the group affidavit form of the governing body: and

**WHEREAS**, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

“R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Borough of Highlands, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES	NO	

**R-15-228  
RESOLUTION GRANTING TAX EXEMPTION  
TO DISABLED VETERAN  
FOR BLOCK 106.1 LOT 108**

**WHEREAS**, Robert Bergstrom is a 100% disabled veteran and is the owner and resident of 1 Scenic Drive, Unit 108, Highlands (Block 106.1 Lot 108). A 100% service connected disability having has been awarded to Robert Bergstrom by the Veteran Administration for medical conditions arising from his military service; and

**WHEREAS**, the petitioner has applied for exemption of the taxes assessed for his property located at 1 Scenic Drive, Unit 108, Highlands, as a 100% disabled veteran pursuant to

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N.J.S.A. 54:4-3.30(A), and the Bergstrom residence is exempt for its tax assessment commencing on November 1, 2015 as the residence of a 100% disabled veteran; and

**WHEREAS**, the Governing Body of the Borough of Highlands, upon recommendation of the Tax Assessor, has determined that Robert Bergstrom is entitled to a tax exemption as a 100% disabled veteran for conditions received in the honorable service of his county and his fellow citizens, and the effectuating the policy of tax exemption as of the appropriate date is proper.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that pursuant to the authority of N.J.S.A. 54:4-3(A) the Tax Assessor is hereby authorized to exempt Block 106.1 Lot 108, 1 Scenic Drive, Unit 108, Highlands, the residence of Robert Bergstrom, a 100% disabled veteran, from the prorated assessment of property effective November 1, 2015.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

**R-15-229  
RESOLUTION APPROVING CHANGE ORDER #1  
DEFINO CONTRACTING COMPANY  
INCREASE OF \$23.00  
BAY AVENUE AND SHORE DRIVE STREETScape IMPROVEMENTS PROJECT**

**WHEREAS**, Resolution R-15-159 was adopted on July 23, 2015 awarding a contract to DeFino Contracting Company for the Bay Ave and Shore Drive Streetscape Project as follows:

R-15-159     July 23, 2015                             \$1,273,000.00

**WHEREAS**, change order # 1 dated November 23, 2015 prepared by T & M Associates, professional engineers, sets forth reasons for said change order (Items 15, 18, 37, 39 and 40 have been increased to reflect the removal and re-installation of all existing street trees throughout the new project limits ),

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Highlands that change order #1 increasing the original contract amount by \$23.00 is hereby authorized for the Bayside Drive Improvement Project. The contract amount is hereby amended to \$1,273,023.00.

Certification of Funds:

I hereby certify that funds are available for this contract from Grant NJEDA G-02-41-850-000-201.

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Patrick DeBlasio  
Chief Financial Officer

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	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x YES			NO

**R-15-230  
RESOLUTION APPROVING CHANGE ORDER #1  
SANTORINI CONSTRUCTION, INC.  
INCREASE OF \$8,869.62  
FOR THE REHABILITATION OF THE ROBERT D. WILSON MEMORIAL  
COMMUNITY CENTER**

**WHEREAS**, Resolution R-15-137 was adopted on June 25, 2015 awarding a contract to Santorini Construction, Inc. for the Rehabilitation of the Robert D. Wilson Memorial Community Center as follows:

R-15-137     June 25, 2015                     \$706,000.00

**WHEREAS**, change order # 1 dated November 25, 2015 prepared by Joseph Tomaino, A.I.A., Professional Architect, sets forth reasons for said change order ( install additional railings/protective measures for the kitchen deck area ),

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Highlands that change order #1 increasing the original contract amount by \$8,869.62 is hereby authorized for the Bayside Drive Improvement Project. The contract amount is hereby amended to \$714,869.62.

Certification of Funds:

I hereby certify that funds are available for this contract from Bond Ordinance O-13-29 5-01-99-999-100-292

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Patrick DeBlasio  
Chief Financial Officer

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x YES			NO

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**R-15-233  
RESOLUTION  
RENEWING 2015-2016 LIQUOR LICENSES  
WITH SPECIAL RULINGS**

**WHEREAS**, Atlantic Street Innkeepers, LLC has filed a Liquor License Renewal Application for the year 2015-2016 licensing term; and

**WHEREAS**, no objections were filed against the renewal the liquor licenses and Tax Clearance Certificates have been received for the licenses listed below: and

**WHEREAS**, the State of New Jersey Department of Law and Public Safety Division of Alcoholic Beverage Control has issued a Special Ruling for License 1317-33-019-012 authorizing the renewal of said license

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the approval liquor license 1317-33-019-012 owned by Atlantic Street Innkeeper, LLC is hereby renewed for the period of July 1, 2015 to June 30, 2016.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

**R-15-234  
RESOLUTION  
AUTHORIZING RELEASE OF MAINTENANCE BOND  
FOR QUICK CHEK FOR PROPERTY LOCATED  
AT BLOCK 108 LOTS 1 & 2.01**

**WHEREAS**, the applicant Quick Chek posted a Two Year Maintenance Bond in the amount of \$111,391.50 Bond #CMS0265062 which went into effect on July 15, 2013 for Block 108 Lots 1 & 2.01): and Engineering Inspection Fees; and

**WHEREAS**, the Rober Keady, P.E., Borough Engineer has authorized the release of said maintenance bond as per T & M Associates letter dated November 10, 2015.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Highland that the Borough Clerk and the Chief Financial Officer are hereby directed to release and refund the Maintenance Guarantees for Quick Chek for Block 108 Lots 1 & 2.01 in the amount of \$111,391.50 Bond # CMS0265062 and the plus any and inspection funds posted plus accrued interest less any outstanding invoices.

8	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT



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CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA		x	YES			NO

**RESOLUTION R-15-235**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND HILLTOP AT HIGHLANDS CONDOMINIUM ASSOCIATION**

**WHEREAS**, the Municipal Services Act, N.J.S.A. 40:67-23.2, et seq., and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

**WHEREAS**, Hilltop at Highlands Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

**WHEREAS**, the Borough and Hilltop at Highlands Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would be incurred by the Borough in providing those service directly; and

**WHEREAS**, N.J.S.A. 40:67-23.5 requires a written agreement to annually reimburse a qualified private community.

**WHEREAS**, the Borough has prepared a written agreement to annually reimburse Hilltop at Highlands Condominium Association and wishes to enter into an agreement in substantially the same form as this agreement that has been prepared for, presented to, and approved by, the Governing Body; and

**WHEREAS**, the Hilltop at Highlands Condominium Association has not yet reviewed or approved the proposed agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands, in the County of Monmouth and State of New Jersey, that the appropriate municipal officials are hereby authorized to execute an Agreement for Municipal Services between the Borough of Highlands and Hilltop at Highlands Condominium Association in substantially the form attached hereto.

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**BE IT FURTHER RESOLVED** that the Agreement for Municipal Services shall become effective upon approval of the Agreement by Hilltop at Highlands Condominium Association in a manner acceptable to the Borough.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

**R-15-236**

**AUTHORIZING REFUND OF TAX OVERPAYMENT**

**WHEREAS**, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

**WHEREAS**, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to certain enumerated individuals,

**NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed below, and attached hereto:

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
102	3.01	2015	\$1,537.11	Borough of Highlands
102	3.01	2015	\$560.00	Borough of Highlands

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			x	YES		NO

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**RECAP OF PAYMENT OF BILLS  
12/02/2015**

<b>CURRENT:</b>		\$	773,713.13
	Payroll (11/15/2015)	\$	176,880.16
	Manual Checks	\$	56,775.00
	Voided Checks	\$	
<b>SEWER ACCOUNT:</b>		\$	81,569.66
	Payroll (11/15/2015)	\$	6,051.34
	Manual Checks	\$	
	Voided Checks	\$	
<b>CAPITAL/GENERAL</b>		\$	23,941.39
<b>CAPITAL-MANUAL CHECKS</b>		\$	
	Voided Checks	\$	
<b>WATER CAPITAL ACCOUNT</b>		\$	
<b>TRUST FUND</b>		\$	2,195.34
	Payroll (11/15/2015)	\$	800.00
	Manual Checks	\$	
	Voided Checks	\$	
<b>UNEMPLOYMENT ACCT-MANUALS</b>		\$	
<b>DOG FUND</b>		\$	
<b>GRANT FUND</b>		\$	273.59
	Payroll (11/15/2015)	\$	873.67
	Manual Checks	\$	
	Voided Checks	\$	
<b>DEVELOPER'S TRUST</b>		\$	
	Manual Checks	\$	
	Voided Checks	\$	

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						
WELLS			x			x
NOLAN	x		x			
ON CONSENT AGENDA			x	YES	NO	

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**Minutes Approved on Consent Agenda:**

Mayor Nolan offered a motion to approve the October 21<sup>st</sup>, 2015 and November 4<sup>th</sup>, 2015 Executive and Regular Minutes, seconded by Mr. Redmond and all were in favor on the following roll call vote:

**ROLL CALL:**

**AYES:** Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan  
**NAYES:** None  
**ABSENT:** Ms. Ryan  
**ABSTAIN:** None

**Other Resolutions:**

**R-15-224 – Resolution Appointing Housing Authority Member:**

Mrs. Cummins read the title of Resolution R-15-224.

**R-15-224  
RESOLUTION APPOINTING MEMBER OF HOUSING  
AUTHORITY**

**WHEREAS**, the term five year term for Ellen Williams, Housing Authority Member expired on November 30, 2015

**WHEREAS**, the Governing Body desires to fill that position effective December 1, 2015; and

**NOW, THEREFORE, BE IT RESOLVED** that the following appointment be and hereby is made:

Ellen Williams

Five year term to expire  
to expire November 30, 2020

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
Wells		x	x			
REDMOND			x			
RYAN						x
NOLAN	x		x			
ON CONSENT AGENDA			YES	x	NO	

**R-15-227 – Resolution Authorizing Transfer of Surplus:**

Mrs. Cummins read the title of Resolution R-15-227.

Mr. DeBlasio briefly explained the transfer is within the Police Department budgets.

**R-15-227  
RESOLUTION  
PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS**

**WHEREAS**, N.J.S. 40:4-58 provides for the transfer of surplus funds from one account to the other during the last two months of the calendar year:

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**NOW, THEREFORE, BE IT RESOLVED** By the Council of the Borough of Highlands that transfers be made in the Boroughs' 2015 budget appropriations in accordance with the following schedule:

**BE IT FURTHER RESOLVED** that this Resolution shall take immediately:

<u>A/C #</u>	<u>FROM</u>	<u>TO</u>
25-240-010 Police-S&W	\$ 65,000.00	
25-240-020 Police-OE	-	\$ 65,000.00
Totals	<u>\$ 65,000.00</u>	<u>\$ 65,000.00</u>

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			YES	x	NO	

**R-15-231 – Resolution Awarding Contract for Shrewsbury & North Street:**

Mrs. Cummins read the title of Resolution R-15-231. This Resolution lists option A & B.

Mr. DeBlasio explained he spoke with our engineers and their recommendation is to go with Lucas Construction.

**R-15-231  
RESOLUTION  
AWARDING CONTRACT FOR THE SHREWSBURY AVE AND NORTH STREET  
IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough of Highlands has advertised for a second time for bids for the Shrewsbury Ave and North Street Improvements Project in accordance with the Local Public Contracts Law; and

**WHEREAS**, the following two (2) bids were received and reviewed by the Borough Engineer and Borough Attorney:

<u>Name</u>	<u>Proposal A</u>	<u>Proposal B</u>	<u>Total Amount</u>
<b>Lucas Construction Group</b>	<b>\$321,902.50</b>	<b>\$537,330.00</b>	<b>\$859,232.50</b>
<b>Black Rock Enterprises, Inc</b>	<b>\$319,766.00</b>	<b>\$589,620.60</b>	<b>\$909,386.00</b>

; and

**WHEREAS**, the Governing Body wishes to proceed with awarding a contract for the amount of \$859,232.50; and

**WHEREAS**, the Lucas Construction Group, appears to be the lowest responsible bid ; and

**WHEREAS**, certification of funds is hereby made by the Chief Financial Officer that funds are available in the municipal bond ordinance #15-6 Sewer & Current Accounts adopted for said purpose:

\_\_\_\_\_  
Patrick DeBlasio, CFO

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**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that the contract for the Shrewsbury Ave and North Street Improvements Project is hereby awarded to Lucas Construction Group, in the sum of \$859,232.50.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD		x	x			
REDMOND	x		x			
RYAN						x
WELLS			x			
NOLAN			x			
ON CONSENT AGENDA      YES      x      NO						

**R-15-232 – Resolution Appointing Crossing Guard:**

Mrs. Cummins read the title of Resolution R-15-232.

Mayor Nolan explained that a crossing guard is needed at Hwy. #36 and Miller.

**R-15-232  
RESOLUTION  
APPOINTING SCHOOL CROSSING GUARD**

**WHEREAS**, there exists a need within the Police Department to appoint part-time Crossing Guard to cover open shifts due to an unexpected vacancy created by Patricia Butler when she resigned; and

**WHEREAS**, it is the recommendation of the Chief of Police that a Nancy Valinoti be appointed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that Nancy Valinoti is hereby appointed as a part-time Crossing Guard effective immediately.

**BE IT FURTHER RESOLVED** that said appointment be compensated at an hourly rate of \$9.50 per hour.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND			x			
RYAN						x
WELLS		x	x			
NOLAN	x		x			
ON CONSENT AGENDA      YES      x      NO						

**R-15-237 – Resolution Accepting Goals and Objectives of the HBP:**

Mrs. Cummins read the title of Resolution R-15-237.

Council briefly discussed.

**Borough of Highlands  
Mayor & Council  
Regular/Work Shop Meeting  
December 2, 2015**

**R-15-237 Resolution Accepting  
2016 Objectives & 2015 Accomplishments  
Highlands Business Partnership - Business Improvement District  
Borough of Highlands, Monmouth County**

**MARKETING/EVENTS & COMMUNICATION**

Co-Chairs Ara Jamgochian, Jay Cosgrove, Carla Cefalo

**2016 Objectives**

- Expand Destination Highlands – Marketing meetings (4)
- Seek and apply for marketing, façade and other available grants.
- Expand St. Pat's budget with fundraising dinner and other activities.
- Expand 2016 Visitor Guide.
- Expand Fall marketing campaign to extend the season.
- Expand our Social Media and online marketing presence.
- Expand sponsorship opportunities with local corporations.
- Maintain existing event calendar and possible expansion.
- Attend annual regional events to promote Highlands.
- Solidify marketing/advertising and/or barter at ferry/terminal.

**2015 Accomplishments**

- HBP obtained five (4) direct sponsors and five (5) Barter Agreements for 2015.
- Served on Monmouth County Tourism Council representing Council.
- Created and Implemented 2015 Event Calendar; Beef and Brew, Chili Cook Off, Guinness Run, Seaport Craft Show, Taste of Highlands, Clam Fest, Oktoberfest, Twin Lights Bike Tour, Holiday Lights Contest and Tree Lighting.
- Expanded event calendar to include Fall into Highlands, Zombie Parade
- Expanded social media and online advertising for events
- Assisted local groups and non-profits with fundraising activities, events, such as St. Bernard Concert, Police Explorers Learning For Life Program, HHRS Tri-District Educational Foundation, HES PTO, Sandy Hook Local PBA, HFD, and HBAC.
- Expanded the Farmers Market to provide for more goods and services.
- Secured and implemented a contract with CBS outdoor for annual billboards.
- HBP staff continued to operate and complete the Robin Hood Grant program.
- HBP staff met with new business owners and provided welcome folders/packages.
- Participated with the Paint the Town Pink program, bringing awareness to breast cancer and coordinated HHRS art students to paint the store windows pink.
- HBP coordinated Ribbon Cutting ceremonies for new businesses with local officials. New members were highlighted on FB, website with photos and a Press Release.
- Press releases were created for each event and distributed to Media list by the HBP
  - Continued to maintain Barter relationships.
  - New Print Collateral materials were produced on a timely schedule and distributed.
  - Worked with local newspapers to support events and local businesses in Highlands.
  - Web site updates to promote Highlands events, grand openings, transportation, entertainment, nightlife, recreation, history, HBP news, media, agendas, reports, minutes, meetings, and photo album files.

**VISUAL IMPROVEMENT COMMITTEE**

Nancy Burton – In the Garden Flowers & Plants

**2016 Objectives**

- New Holiday, Street Banners and Fall Decorations.
- Implement additional Murals/Art throughout the community.

**2015 Accomplishments**

- Replaced and installed fencing at Veterans Park.
- Hufnagel Tree Barter to remove dead trees various district locations.

**Borough of Highlands  
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- Sprinkler Master Barter maintained and repaired sprinkler system in Veterans Park.
- Implemented wintergreens and decorations in street containers, Huddy Park, Veterans Park and highway welcome sign.
- Purchased and maintained existing signs for Highlands Welcome Areas.
- Updated and maintained Way Finding System
- Maintained the Holiday Decoration Program with cornstalks, scarecrows and candy canes on street poles and public areas.
- Fall plantings at Highway Welcome Sign
- Created an RFQ for a new mural on Miller Hill. The committee interviewed 3 artists, selected and implemented a new mural design for \$7,000.

**ECONOMIC DEVELOPMENT**

Larry Colby – Riverfront Cottages

**2016 Objectives**

- Seek loan/grant programs for existing and new business façade improvements.
- Encourage a fast track process with Borough Officials to attract investment.
- Work with Planning Board to keep zoning updated and consistent
- Implement a sidewalk café ordinance and possible pop-up locations.
- Implement placement of a business directory kiosk for visitors.

**2015 Accomplishments**

- Participated with town officials for noise ordinance amendment. Coordinated and attended training State experts.
- Streetscape – coordination with stakeholders and town officials. Ground breaking ceremony was held on September 24th in Cornwall Square.
- Implemented multiyear, multi-tier barter agreement with Tri-Bar Services for Drainage and Boardwalk project at Veterans Park.
- Purchased and provided all materials for new boardwalk at Veterans Park.
- Purchased and installed deck railings for new boardwalk with local contractor.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND			x			
RYAN						x
WELLS	x		x			
NOLAN		x	x			
ON CONSENT AGENDA			YES	x	NO	

**R-15-238 – Resolution Approving HBP 2016 Calendar of Events:**

Mrs. Cummins read the title of Resolution R-15-238.

Council table briefly discussed.

**R-15-238  
RESOLUTION APROVING THE  
Highlands Business Partnership  
2016 Events Calendar**



**Borough of Highlands  
Mayor & Council  
Regular/Work Shop Meeting  
December 2, 2015**

- Sunday      January 24      Beef & Brew Pre-Super Bowl Bash  
St. Patrick's Parade Fundraiser  
Windansea – 3 – 7PM
  
- Sunday      February 21      Chili Cook-Off St. Patrick's Parade Fundraiser  
TBA – 3 – 7PM
  
- Saturday    March 12      Highlands Guinness Run Fundraiser  
Claddagh 2PM – 3PM Pub Crawl 3 – 5PM
  
- Saturday    March 19      St. Patrick's Day Parade, Bay Avenue 2PM
  
- Sunday      May 29      Seaport Craft Show, Huddy Park 10AM-5PM
  
- Saturday    June 25      Taste of Highlands, Noon-6PM  
Check in at Huddy and Veterans Park
  
- Saturdays   July - October      Farmer's Market, Huddy Park 8:30AM
  
- Thurs-Sun   Aug 4 – Aug 7      Clamfest, Huddy Park  
Thursday    6-10PM  
Friday        6-11PM  
Saturday    12-11PM  
Sunday       12-8PM
  
- Saturday    September 10      Highlands Car Show – Huddy Park
- Sunday      September 18      Rain date
  
- Sunday      September 25      Twin Lights Bike Ride, Huddy Park 7AM
  
- Saturday    October 1      Oktoberfest, Veterans Park 2-9PM
- Sunday      October 2      Rain date
  
- Saturday    October 15      Zombie Parade & Pub Crawl  
Check in at Huddy & Judging at Veterans Park
  
- Friday      December 3      Tree Lighting, Huddy Park 6PM
- Saturday    December 4      Rain date
  
- Saturday    December 17      Holiday Lights Contest

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND			x			
RYAN						x
WELLS		x	x			
NOLAN	x		x			
ON CONSENT AGENDA			YES	x	NO	

**R-15-239 – Resolution Appointing P/T Clerical:**

**Borough of Highlands  
Mayor & Council  
Regular/Work Shop Meeting  
December 2, 2015**

Mrs. Cummins read the title of Resolution R-15-239 effective January 1<sup>st</sup>, 2016.

**R-15-239  
RESOLUTION  
APPOINTING PART-TIME  
CLERICAL**

**WHEREAS**, there is a need for clerical assistance within the Borough; and

**WHEREAS**, it is the recommendation by the Borough Clerk that Kathy Burgess be appointed as part-time clerical.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that Kathy Bruggess be appointed as part-time clerical and that she shall be compensated at an annual salary of \$6,000.00 effective January 1, 2016.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			YES	x	NO	

**Addendum to the Payment of Bills:**

Mrs. Cummins explained that there were three additional items.

Mr. Padula stated that this is pursuant to a PBA Grievance that we are required to pay.

**Payment of Bills Addendum**

Eugene Ventimiglia	\$1,315.00
James Davis	\$2,224.00
David Gilson	\$419.60

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND			x			
RYAN						x
WELLS	x		x			
NOLAN		x	x			
ON CONSENT AGENDA			YES	x	NO	

**Borough of Highlands  
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**R-15-240 – Resolution Approving Addendum to Contract to Include T&M on to Streetscape Project:**

Mr. Padula read the title of R-15-240.

Mr. Padula stated that this resolution approves an addendum to the contract making T&M the grant administrators for the Streetscape project. No financial obligations to the Borough are changed.

**R-15-240  
RESOLUTION APPROVING ADDENDUM  
WITH CONTRACT TO INCLUDE T & M ASSOCIATES  
ON TO THE STREETSCAPE PROJECT**

**WHEREAS**, by Resolutions R-15-36, adopted on February 4, 2015 and R-15-136, adopted on June 17, 2015, the Borough awarded a contract (hereinafter referred to as the "Contract") to T&M for Professional Planning, Design, Engineering and Grant Administration Services for the Bay Avenue Streetscaping Project (hereinafter referred to as the "Project"); and

**WHEREAS**, the project is being funded with assistance from the New Jersey Economic Development Authority (hereinafter referred to as "EDA");

**WHEREAS**, as a condition of the EDA's financial assistance, the EDA is requiring the Parties to agree to additional language, to be incorporated into the Contract between the Parties; and

**WHEREAS**, the additional language does not affect the financial terms of the Parties Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body approves the addendum language required by NJEDA as reviewed by the governing body and authorizes the Mayor to sign the agreement.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
REDMOND		x	x			
RYAN						x
WELLS			x			
NOLAN	x		x			
ON CONSENT AGENDA			YES	x	NO	

**Discussion:**

Mrs. Cummins stated that this is regarding the next meeting date.

Mayor Nolan explained that four out of the five Council Members will not be available for the December 16<sup>th</sup> meeting. They will hold the meeting on Monday, December 28<sup>th</sup>.

Mrs. Cummins will send the meeting notice out to the newspapers.

-----  
**Ordinances: Introduction and Setting of a Public Hearing Date of December 28<sup>th</sup>:**

**O-15-24 – Ordinance Amending Code Enforcement to F/T & Salary Ordinance:**

Mrs. Cummins read the title of O-15-24 on for introduction and setting of a public hearing date for December 28<sup>th</sup>, 2015.

Mayor Nolan offered a motion and moved on the introduction of the following ordinance and set a public hearing date of December 28, 2015 at 8:00 P.M.

**BOROUGH OF HIGHLANDS**

**Borough of Highlands  
Mayor & Council  
Regular/Work Shop Meeting  
December 2, 2015  
COUNTY OF MONMOUTH  
O-15-24**

**AN ORDINANCE AMENDING SECTION 2-12.2 OF THE  
BOROUGH CODE OF THE BOROUGH OF HIGHLANDS  
TO ESTABLISH A FULL-TIME CODE ENFORCEMENT  
POSITION AND AMENDING THE BOROUGH'S SALARY  
ORDINANCE TO PROVIDE A MAXIMUM ANNUAL  
SALARY OF \$70,000.00 FOR THE POSITION OF CODE  
ENFORCEMENT OFFICER**

**WHEREAS**, Section 2-12.2 of the Borough Code establishes the position of Code Enforcement Officer as a part-time position; and

**WHEREAS**, the governing body finds that it is necessary to establish a full-time Code Enforcement Position.

**NOW, THEREFORE, BE IT ORDAINED** by the governing body of the Borough of Highlands as follows:

**SECTION ONE.** Section 2-12.2 of the Code of the Borough of Highlands shall be amended to read as follows (underscores represents additions and strikethroughs represent deletions):

**2-12.2 Code Enforcement Officer.**

Within the department of buildings and housing there shall be a code enforcement officer.

It shall be the duty of the code enforcement officer to enforce all the ordinances of the borough pertaining to land and buildings, including but not limited to the zoning ordinance, the standard of living ordinance and all such duties as may from time to time be assigned to the officer by the governing body~~mayor and council~~.

The code enforcement officer shall be appointed by the mayor, with the advice and consent of the council for the term of one year, and until his successor shall have been appointed and qualified.

The code enforcement officer ~~shall~~ may be a part-time or full-time position.

The hours constituting such ~~part-time~~ services shall be as hereinafter fixed by resolution of the governing body~~mayor and council~~ of the borough.

The annual salary for a ~~part-time~~ the code enforcement officer shall be established by resolution of the governing body, consistent with the Borough's salary ordinance, not exceed the sum of six thousand (\$6,000.00) dollars per annum.

**SECTION TWO.** The Borough's current salary ordinance, O-13-24, shall be amended to provide a maximum annual salary of \$70,000.00 for the position of Code Enforcement Officer.

**SECTION THREE. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION FOUR. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Borough of Highlands  
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**SECTION FIVE. EFFECTIVE DATE.** This Ordinance shall take effect after final passage and publication *nunc pro tunc* October 1, 2015.

Seconded by Mrs. Wells and introduced on the following roll call vote:

**ROLL CALL:**

**AYE: Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan**  
**NAY: None**  
**ABSENT: Ms. Ryan**  
**ABSTAIN: None**

**O-15-25 – Ordinance Amending Salary Ordinance for Clerk:**

Mrs. Cummins read the title of O-15-25 on for introduction and setting of a public hearing date for December 28<sup>th</sup>, 2015.

Mayor Nolan offered the following Ordinance and moved on its introduction and setting of a public hearing date of December 28, 2015 at 8:00 p.m.

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH  
O-15-25  
AN ORDINANCE AMENDING ORDINANCE O-13-34, “AN  
ORDINANCE ESTABLISHING SALARIES AND FIXING  
THE COMPENSATION OF CERTAIN BOROUGH  
EMPLOYEES OF THE BOROUGH OF HIGHLANDS FOR  
2013” TO ESTABLISH A MAXIMUM SALARY RANGE  
FOR THE POSITION OF MUNICIPAL CLERK OF  
\$70,240.00.**

**WHEREAS**, the Borough has adopted a salary ordinance, O-13-24, which establishes a minimum and maximum salary for positions within the Borough; and

**WHEREAS**, the governing body finds that it is necessary to amend the maximum salary range of the position of Borough Clerk, but does not actually amend the Clerk’s salary.

**NOW, THEREFORE, BE IT ORDAINED** by the governing body of the Borough of Highlands as follows:

**SECTION ONE.** The Borough’s current salary ordinance, O-13-24, shall be amended to provide a maximum annual salary of \$70,240.00 for the position of Municipal Clerk.

**SECTION TWO. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION THREE. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION FOUR. EFFECTIVE DATE.** This Ordinance shall take effect after final passage and publication *nunc pro tunc* November 1, 2015.

Seconded by Ms. Ryan and introduced on the following roll call vote:

**ROLL CALL:**

**AYE: Mr. Card, Mr. Redmond, Mrs. Wells, Mayor Nolan**  
**NAY: None**  
**ABSENT: Ms. Ryan**  
**ABSTAIN: None**

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**Committee Reports:**

**Borough of Highlands  
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**Finance Report**

Mr. DeBlasio gave results of two notes that rolled over that are listed below and further explained:

**Borough of Highlands, in the County of Monmouth, State of New Jersey  
Special Emergency Notes**

Dated: November 12, 2015  
Matures: November 10, 2016

Par amount \$875,271  
Bond years 0.994444

Bidder	Coupon	Gross	Premium	NIC	NIR	Purchase Price
Oppenheimer & Co. Inc.	2.2500%	\$19,584.19	\$292.00	\$19,292.19	2.2165%	\$875,563.00

**Borough of Highlands, in the County of Monmouth, State of New Jersey  
Bond Anticipation Notes**

Dated: November 12, 2015  
Matures: November 10, 2016

Par amount \$2,765,000  
Bond years 0.994444

Bidder	Coupon	Gross	Premium	NIC	NIR	Purchase Price
Oppenheimer & Co. Inc.	1.6250%	\$44,681.63	\$250.00	\$44,431.63	1.6159%	\$2,765,250.00

Mr. DeBlasio stated that the Audit was released. There was only one item listed for corrective action. He will supply that at the next council meeting.

**Public Safety**

Chief Blewett stated that he submitted his report to the Borough Clerk. His report will be available on the highlandsnj website and also on the Police Facebook Page tomorrow.

**POLICE DEPARTMENT  
BOROUGH OF HIGHLANDS**



JOSEPH R. BLEWETT  
CHIEF



171 BAY AVENUE HIGHLANDS, N.J. 07732



TEL: 732-872-1158  
FAX: 732-872-9240

***Report to Council  
December 2015***

\* On November 15, 2015, the Highlands Police Department executed a search warrant at 100 Navesink Avenue arresting two suspects, seizing two vehicles, and confiscating approximately eight (8) pounds of marijuana, cocaine, crack cocaine, liquid THC, methamphetamine, xanax, oxycodone, oxycotin, suboxone, phycedelic mushrooms and psilocybin, as well as, recovering brass knuckles, a stun gun, machete, and a long rifle BB gun.

During the early morning hours, Sgt. Roxby, while on routine patrol, observed a suspicious vehicle in the parking lot of the complex at 100 Navesink Avenue and when he approached the vehicle found the occupant to be using narcotics. Sean W. Laone, 25 years old, 100 Navesink Avenue, Highlands, was subsequently arrested and charged with three (3) counts of possession of a controlled dangerous substance; specifically

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oxycodone, cocaine and marijuana candy, possession of drug paraphernalia and possession of a controlled dangerous substance in a motor vehicle.

Dsgt. Joseph Rogers and Det. Riker were also conducting an investigation after developing information regarding the sale and distribution of narcotics from the residence which led to the execution of the search warrant and Sean Laone's additional charges which included being a leader of a drug trafficking network, possession of a controlled dangerous substance with the intent to distribute, possession of a controlled dangerous substance within 500 feet of a park, eight (8) counts of possession of a controlled dangerous Substance; specifically marijuana, cocaine, xanax, oxymorphone, oxycodone, suboxone, dextroamphatamine, and crystal methamphetamine, unlawful possession of a weapon; specifically for a stun gun, rifle and brass knuckles. Mr. Laone was subsequently transported to the Monmouth County Correctional Institution, Freehold, in lieu of \$590,000.00 without a 10% option.

Ashleigh P. Fields, 24 years old, 100 Navesink Avenue, Highlands, was charged with conspiracy as a leader of a drug trafficking network and arrested on November 18, 2015. Ms. Fields was also transported to the Monmouth County Correctional Institution, Freehold, in lieu of \$250,000.00 without a 10% option.

As always, the Highlands Police Department encourages anyone with information regarding narcotic sales, distribution or any suspicious activity to report it to the police. All information will be kept confidential and everyone has the right to remain anonymous.

\* **Administration:**

- Police Department
  - Holding Cell
    - Installation of a holding cell within the temporary facility has been completed.
- Budget
  - Recently met with the Finance Committee and currently amending the budget for 2016.

\* **Investigations:**

- The Highlands Police Department is investigating several vehicle burglaries that occurred between the late evening hours of November 18th and the early morning hours of November 19<sup>th</sup> in which unknown person(s) entered unlocked vehicles and rifled the interiors looking for money or property. The department does not have a specific suspect description at this time, but officers are reaching out to the community and asking residents to take the time to ensure that they lock their vehicles and do not leave valuable items inside.

\* **Patrol:**

- First Aid
  - Narcan Administration  
On October 27, 2015, officers responded to a Shore Drive residence regarding a reported unconscious female. Upon arrival officers found a 28 year old female unresponsive and not breathing in the living room. Based on statements from the victim's friend regarding the victim's history of drug use officers administered Narcan and began rescue breathing. The victim regained consciousness within minutes of receiving the Narcan and was transported to a local hospital by the Highlands First Aid Squad for further treatment.

\* **Training:**

- Firearms – all officers attended bi-annual rifle qualification, as well as, mandatory training for firearms, vehicular pursuits, and use of force.

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- Schools
  - Rapid Deployment Training
    - Det. Nicholas Riker
  - Mandatory Megan's Law Training
    - Dsgt. Joseph Rogers
  - Patrol Concepts for Supervisors
    - Captain Robert Burton
  - Municipal Counterterrorism Coordinator Training
    - Chief Joseph Blewett
    - Captain Robert Burton
  - Managing the Police Training Function
    - Ptl. William Siegle

\* **Community Policing:**

- The Highlands Police Department recently established an official police department Facebook page as a way to enhance its community relations. The page was created to help the department better serve the community through efficient and effective communication. The main purpose of the page is for the department to provide information to the public including, but not limited to news releases, storm emergencies, road closures, serious incidents and helpful tips. Since its inception just three weeks ago, the department has over eight hundred (800) people following the page and a recent post regarding the execution of a search warrant has been viewed over eighteen thousand (18,000) times. So far, comments to the page have been mostly positive and it appears that the page is being welcomed by the community. The department would encourage anyone who hasn't already to like and share the page so we can reach as many people as possible.
- Explorers
  - Training
    - Emergency Response Training  
(3) explorers attended
- Veteran's Day Breakfast
  - On November 10, 2015, members of the Highlands Police Department attended a Veteran's Day Breakfast at the Highlands Elementary School.

\* Total Calls for Service: 509

\* Arrests: Adults: 22 (4 for possession of CDS)  
JV: 0

\* Summons: Total: 117

Moving Violations: 55  
Non-Moving: 38  
DWI: 5  
Boro Ordinance: 19

Mr. Card thanked the Chief for doing a Facebook page as a means of communication.

**Fire Department**

Captain Charlie Wells reported that they responded to four calls and assisted Atlantic Highlands Fire Department.

**Administration**



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Mr. Hill stated that his report has been made available to the public.

Mr. Hill gave a brief summary of his report. The full report is listed here.

**1. Department of Public Works / Sanitation Services / Sewer**

Brush and leaf pick-up completed for Zones in November. Will continue and December. By ordinance, brush placement is only allowed during the first 5 days prior to collection. Bulk-Pick Up: completed for Sept. Next Schedule is December. Please see website for zone detail, additional pick-up information and placement of items to avoid potential summons or violation notice. (Working with M&S for alternate 4<sup>th</sup> Friday schedule)

Continued with pot hole repairs, debris removal from parks and public areas. Addressed various sewer related issues and minor road repair.

**2. BUILDING AND HOUSING**

a. Construction Office – (11/1-12/1/15) New Permits 37 Permit Updates: 11, 96 Technical sub-code inspections, Fees = \$37,365.00 Cost of Construction as listed on permits: \$1.5 million

b. Code Enforcement - 67 Total inspections 40 CO's 21 Failed inspections 6 violations corrected & 8 summons issued

c. Zoning Office:

**ZONING:** 17 Approvals, 3 Denials, 1 Zoning Determination, 1 Mercantile approval, 1 Letter denying bypassing of board process.

**FLOODPLAIN:** 10 Approvals, 1 Tidal Surge Letter, 8 Letters of Compliance, 2 Preliminary Letters of Compliance, 3 Floodpzone Requirements Letters, 1 Substantial Damage Determination,

**3. FIRE DEPARTMENT:** Calls: 7, Notable calls: responded mutual aid to Atlantic Highlands for a structure fire on East Washington Ave  
Training: Department conducted a live burn drill with Atlantic Highlands FD at Monmouth County fire academy.

**4. OEM / Fire Prevention:** NO Report

**5. FIRST AID:** NO Report

**6. RECREATION DEPARTMENT**

a. Kids on the Move Program – 33 registered – runs from September 21 - June 8, 2016,

b. Senior Citizen Business Meeting and Social Meeting held Nov. 13<sup>th</sup> & 20<sup>th</sup>

c. Registration Open for AH Youth Basketball Program – mini clinics and Saturday league.  
Upcoming Recreation Events / Programs

d. **Adult Open Gym Indoor Soccer** - Wednesday evenings, December 2, 2015 - March 23, 2016 from 7:00 pm - 9:00 pm at the Henry Hudson Regional School Gym. All participants must register with the Recreation Dept. to participate. You must be at least 18 years old to play and you can register on-site the night you attend. Program slots may be limited. For further information, please call 732-872-1224 ext. 232.

e. **Tree Lighting Event** - December 4th at 6:00 pm at Huddy Park, the Recreation Dept. will be providing Hot Chocolate and Cookies during the Tree Lighting.

f. **Holiday Helpers** - December 5th from 9:00 am - 3:00 pm at the Robert D. Wilson Memorial Community Center; The Recreation Dept. along with the Henry Hudson Key Club will be offering Free Child Care Service for busy Holiday shoppers. The event is for Highlands and Atlantic Highlands children ages 5 to 11 and will include games, activities, arts & crafts, and a snack. Please send your child with a bagged lunch. You must fill out a registration form at the time you drop your child or children off.

g. **Breakfast with Santa** - December 12th from 9:00 am - 11:00 am at the Robert D. Wilson Memorial Community Center. Bring your camera for pictures with Santa Claus!

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**7. ADMINISTRATION**

- a. Continue work with professionals, State OEM and FEMA reps with regards to all Sandy related projects.
- b. Various meetings held throughout November: St. Bernards Project, State OEM, T&M Assoc., Santorini Construction, Budget Committee, Tomaino (Architect), and contractors for various projects – Streetscape, Shore Drive,
- c. Attended NJLOM Conference -
- d. Continue with Community Center punch-list and other items outside of contract.
- e. Seeking additional seasonal snow removal personnel.
- f. US Army Corp: Raritan Bay and Sandy Hook Bay Highlands, New Jersey Coastal Storm Risk Management Feasibility Study Appendix F Pertinent Correspondence dated November 2015 has been posted on the USAC website. This is part of the public record:

<http://www.nan.usace.army.mil/Missions/CivilWorks/ProjectsInNewJersey/RaritanBayandSandyHookBayHighlands.aspx>

**Board of Education**

No report.

**Highlands Business Partnership**

Carla Cefalo-Braswell gave a brief summary of her report. The full report is below.

**Shared Services**

No report.

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**Other Business:**

**Verizon Brief Presentation**

A representative from Tilson Technology Management, Inc. was present to deliver a request to the council asking for permission for Verizon Wireless to jointly use poles already in place and to receive consent from the Borough of Highlands to do so. This will be only for cellular.

There was brief discussion among council and public.

Mayor Nolan stated that we will do a resolution at the next meeting.

**Schedule Reorganization Meeting Date and Time**

Mayor Nolan asked the incoming councilwoman if Wednesday, January 6<sup>th</sup> is good for their swearing in at a regular meeting.

Carolyn Broullon and Claudette D'Arrgio agreed to the swearing in on January 1<sup>st</sup> at noon.

Council discussed Reorg meeting date.

Mr. Card would like the Reorg meeting to be separate from the swearing in.

Mrs. Wells spoke of appointments that expire at the end of the year.

Discussion continued about various appointments and expiration dates.

Bruce Padula stated that we could discuss appointments at the December 28<sup>th</sup> meeting and then make decisions at the January 6<sup>th</sup>, 2016 meeting.

Mrs. Cummins stated that she is finalizing the expiration dates of committee members.

Mayor Nolan summarized that the swearing in will be on January 1<sup>st</sup> at noon and regular reorg council meeting on January 6<sup>th</sup>, 2016.

**Cat TNR Ordinance Review**

**Borough of Highlands  
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Mr. Padula stated that this is an ordinance that is up at the end of this year. Carolyn Broullon, pointed out that it needs to be reviewed by the end of this year.

Carolyn Broullon of 12 Miller Street stated that managers of cat colonies are not being enforced. There are quite a few of them in town.

Mr. Hill explained that the SPCA was the sponsoring agency. Unfortunately, they had a change in leadership and pulled that plug on the program. The SPCA does not have the resources or the desire to do the program.

Carolyn Broullon asked how we can rescind this ordinance.

Mr. Padula stated that the council would have to request an ordinance rescinding it. It could be done at the January 6<sup>th</sup> meeting.

Discussions on problems with feral cats continued.

Mr. Card recommended we speak with Kerry Gowan, Animal Control and also Code Enforcement could fine people who are not taking care of the animals on their property.

Carla-Cefalo Braswell of Gravelly Point Road stated that the HBP bought 10 cages for one of their board members. There are mobile organizations that help with cat problems. She will forward the information to Mrs. Cummins.

Kim Skorka spoke of the Veterinarian who is in the process of opening up her business in town.

Carla-Cefalo-Braswell explained that the Veterinarian is getting her permits in order.

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**Public Portion:**

Carla Cefalo-Braswell of Gravelly Point Road added to her HBP report. They purchased a new 20' Christmas Tree for Huddy Park.

Kim Skorka of 315 Shore Drive if a summary could be put together from the NJLM Conference of how many nights the hotel was paid for, and number of seminars attended.

Mayor Nolan directed the table to do a convention seminar list.

Barbara Ianucci of 28 Shrewsbury Avenue questioned what the projects the bank notes were for.

Mr. DeBlasio explained that they included that one was for PPDR Program, Hazardous Mitigation Program and the North Street Pump Station. The emergency note was for Hurricane Sandy expenses.

Barbara Ianucci asked about the resolution for a part time clerk.

Mr. Hill explained that this is for a part time clerk position to assist Mrs. Cummins as needed.

Kevin Brita of Beach Blvd asked if the resolutions and agendas are posted on the website.

Mayor Nolan said yes.

Chris Francy of Fifth Street questioned asked if the code enforcement position is an annual appointment.

Mr. Padula stated that the change is to a fulltime position and changing the salary. The annual appointment was not changed. It is a civil service competitive classification position.

Mr. Francy asked if the Community Center will be available for other groups to use for meetings.

Mayor Nolan replied that it is being discussed.

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Mr. Hill added that they would need to make a request.

Brief discussion followed.

Carol Bucco of 330 Shore Drive asked if the addendum to the payment of bills is an ongoing thing.

Mr. Padula stated that this is from a PBA Grievance. We are making certain payments for Medicare. It saves us money on insurance.

Carol Bucco questioned the tax refund resolution R-15-236.

Pat DeBlasio explained that it is from an overpayment made by the homeowner and the mortgage company.

Carol Bucco spoke of ordinance O-15-25 introduced tonight. She inquired about what will happen to the clerk's salary since it is at the top of the ordinance.

Barbara Ianucci of Shrewsbury Avenue asked why not keep the salary stipends separate.

Mr. Padula stated that these questions on the ordinance are for the public hearing.

Mr. Padula briefly explained the resolution that was on for tonight.

Mr. Francy of Fifth Street spoke about the Clam Plant Lease that was to be completed at the end of this year.

Mayor Nolan said to check the next meeting agenda.

There were no further questions.

Mayor Nolan offered a motion to adjourn, seconded by Mrs. Wells and all were in favor.

The Meeting adjourned at 9:21 p.m.

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Debby Dailey, Deputy Clerk