



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 25-076**

### **AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL PLANNING SERVICES PERTAINING TO THE BOROUGH'S MASTER PLAN REEXAMINATION REPORT**

**WHEREAS**, N.J.S.A. 40:55D-89 sets forth that the governing body shall, at least every 10 years, provide for a general reexamination of its master plan and development regulations by the planning board; and

**WHEREAS**, the Borough's Master Plan was last reexamined and updated in 2016; and

**WHEREAS**, the Borough of Highlands has a need for professional services pertaining to its Master Plan Reexamination Report pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, such professional services can only be provided by licensed professionals and Heyer, Gruel & Associates is so recognized; and

**WHEREAS**, Heyer, Gruel & Associates has set forth its proposed services in a written proposal dated March 3, 2025 a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the proposed scope of work for preparation of the Master Plan Reexamination Report includes the six (6) parts required by the Municipal Land Use Law (N.J.S.A. 40:55D-89) as outlined in their proposal dated March 3, 2025; and

**WHEREAS**, the proposed scope of work also includes a public outreach and engagement process, as well as attendance at two (2) Land Use Board Meetings for review and adoption of the Master Plan Reexamination Report; and

**WHEREAS**, the proposed scope of work also includes attendance at Technical Review Committee and Land Use Board meetings when necessary; and

**WHEREAS**, Heyer, Gruel & Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Heyer, Gruel & Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Heyer, Gruel & Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, Heyer, Gruel & Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$15,000.00 for professional planning services as stated in Heyer, Gruel & Associates' proposal dated March 3, 2025; and

**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows: #5-01-94-999-000-285

  
Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Highlands as follows:

1. That Heyer, Gruel & Associates is hereby retained to provide professional planning services as outlined above and in their proposal dated March 3, 2025, to prepare the Borough's Master Plan Reexamination Report, for an amount not to exceed \$15,000.00, for the calendar year 2025.
2. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Municipal Clerk of the Borough of Highlands.

Motion to Approve R 25-076:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES			X			
CHELAK			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: March 5, 2025

  
Nancy Tran, Municipal Clerk  
Borough of Highlands