BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 0-26-24

REPEALING CHAPTER 2 (ADMINISTRATION), SECTION 15 (MUNICIPAL COURT), SUBSECTION 15.3 (MUNICIPAL COURT CLERK) OF THE CODE OF THE BOROUGH OF HIGHLANDS IN ITS ENTIRETY AND REPLACING IT WITH CHAPTER 2 (ADMINISTRATION), SECTION 15, (MUNICIPAL COURT), SUBSECTION 15.3 (MUNICIPAL COURT ADMINISTRATOR)

WHEREAS, the Governing Body has determined that the Borough of Highlands Code Section §2-15.3 which establishes the role of the Municipal Court Clerk is outdated and in need of an update to reflect current State laws governing the municipal courts; and

WHEREAS, the Governing Body accordingly deems it in the best interest of the Borough for the aforementioned section of the Borough Code to be repealed and replaced to codify the role of the Municipal Court Administrator in accordance with current State laws governing the municipal courts.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Highlands, the County of Monmouth, in the State of New Jersey, as follows:

SECTION I.

Chapter 2 ("Administration") Section 15 ("Municipal Court") Section 15.3 ("Municipal Court Clerk") is hereby repealed and replaced in its entirety to read as follows:

§ 2-15.3 Municipal Court Administrator.

There shall be an Administrator of the Municipal Court who shall be appointed by Resolution of the Borough Council, and who shall perform the functions and duties prescribed for him/her by law, the Rules of Court applicable to Municipal Courts, and by the Municipal Court Judge. The Municipal Court Administrator shall be entitled to the tenure rights afforded by N.J.S.A. 2A:8-13.3. He/she must either be certified as a Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11, or be in a position to hold such certification within six months of their appointment to the position pursuant to New Jersey Court Rule 1:41-3. His/her duties shall include, but not be limited to:

A. Carrying out the rules, regulations, policies and procedures relating to the operation of the Court.

B. Interviewing and speaking to persons wishing to file criminal complaints or wishing information in that regard; receiving complaints and dispensing information relative to Court matters.

C. Maintaining the financial records of the Court.

D. Attending Court; recording pleas, judgments and dispositions; arranging trial calendars; signing Court documents; preparing and issuing warrants and commitments.

E. Taking and preparing bail bonds, recognizances, and security in lieu thereof; making inquiry concerning their sufficiency and equity; receiving and accounting for fines and costs.

F. Interviewing persons on informal Municipal court matters to determine if there is a basis for formal action and, if necessary, issuing summonses requiring Court appearances, maintaining and classifying records and files.

G. Maintaining, forwarding, receiving and reporting such records, reports and files as are required by the State Director of Motor Vehicles.

SECTION II. 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 the ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER.

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

SECTION IV: EFFECTIVE DATE.

This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-26-24:

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

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

DATE OF VOTE: November 4, 2026

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Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-26-24:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: December 2, 2026

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk
Borough of Highlands