



## BOROUGH OF HIGHLANDS COUNCIL REORGANIZATION AND REGULAR MEETING

151 Navesink Ave., Highlands, NJ 07732  
Thursday, January 01, 2026 at 12:00 PM

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### AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times, and by posting at the Borough of Highlands Municipal Building and Borough's website and filing with the Borough Clerk all on January 1, 2025. Items listed on the agenda are subject to change.

#### PLEDGE OF ALLEGIANCE

#### OATH OF OFFICE

1. Carolyn Broullon - Mayor

**BLESSING** - A blessing by Pastor Marty McGrail

**ROLL CALL:** Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

#### APPROVAL OF MINUTES

2. December 17, 2025 Meeting Minutes

#### CONSENT AGENDA

3. **R 26-001** Electing Council President for the Calendar Year 2026
4. **R 26-002** Appointing Municipal Attorney for the Calendar Year 2026 and Authorizing the Award of a Fair and Open Contract for Professional Legal Services
5. **R 26-003** Appointing a Borough Engineer for the Calendar Year 2026 and Authorizing the Award of a Fair and Open Contract for Professional Engineering Services
6. **R 26-004** Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
7. **R 26-005** Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Attorney
8. **R 26-006** Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services

9. **R 26-007** Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
10. **R 26-008** Appointing Council Liaisons (1 Year Ending 12/31/2026)
11. **R 26-009** Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
12. **R 26-010** Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
13. **R 26-011** Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal and Tax Foreclosure Matters
14. **R 26-012** Authorizing Award of a Fair And Open Contract for Professional Services – Affordable Housing Attorney
15. **R 26-013** Authorizing Award of a Fair and Open Contract for Professional Services as Redevelopment Attorney
16. **R 26-014** Authorizing Award of a Fair and Open Contract for Professional Services – Risk Management
17. **R 26-015** Authorizing Award of a Fair and Open Contract for Professional Services – Conflict Attorneys
18. **R 26-016** Authorizing Award of a Fair and Open Contract for Professional Services – Consulting Engineer
19. **R 26-017** Authorizing Award of a Non-Fair and Open Contract for Professional Services – Sanitary Sewer Consulting Engineer
20. **R 26-018** Confirming Permanent Appointment of Patrolman
21. **R 26-019** Appointing Communications Committee Members
22. **R 26-020** Appointing Members of the Environmental Advisory Commission
23. **R 26-021** Appointing Green Team Members
24. **R 26-022** Appointing Shade Tree Commission Members
25. **R 26-023** Appointing a Tree Commissioner
26. **R 26-024** Appointing Open Space Committee Members
27. **R 26-025** Appointing Land Use Board Members
28. **R 26-026** Appointing Community Development Representative
29. **R 26-027** Appointing Economic Development Review Board Members

30. **R 26-028** Appointing Special Police Officers
31. **R 26-029** Appointing Juvenile Officer
32. **R 26-030** Appointing Fire Police
33. **R 26-031** Designating a Public Agency Compliance Officer (PACO)
34. **R 26-032** Appointing a Public Officer
35. **R 26-033** Appointing the 2026 Recycling Coordinator
36. **R 26-034** Appointing a Clean Communities Coordinator
37. **R 26-035** Appointing Tax Search and Assessment Search Officer
38. **R 26-036** Approving 2026 Events on Various Borough Properties
39. **R 26-037** Approving the 2026 Temporary Budget
40. **R 26-038** Authorizing a Cash Management Plan
41. **R 26-039** Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2026
42. **R 26-040** Designating Official Newspapers and Official Internet Website of the Borough of Highlands
43. **R 26-041** Reappointing Michael Muscillo to Serve as Borough Administrator
44. **R 26-042** Congratulating Chief Robert Burton on an Important Milestone

#### **OATH OF OFFICE**

45. Warren "Jay" Terwilliger - EMS Chief
46. Rudolph Trivett, Sr. - Fire Chief
47. Alexander Pilkington - Patrolman

#### **REPORTS**

#### **PUBLIC PORTION**

Individuals wishing to address the Council shall be recognized by the presiding officer and shall give their name, address, and the group, if any, they represent. Although the Council encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. If any individual refuses to conduct themselves in a proper manner, they will be removed from the meeting. The Council will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the

performance of, promotion or discipline of any specific or prospective or current employee. There is a 3-minute time limit for your comments.

## **ADJOURNMENT**

If you have any questions regarding this agenda, please contact the Borough Clerk at (732) 872-1224 ext. 201 or email [clerk@highlandsnj.gov](mailto:clerk@highlandsnj.gov).