

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands September 15, 2021– Meeting Minutes

EXECUTIVE SESSION 6:30PM

REGULAR MEETING: 8:00PM - MEETING STATEMENT:

The Borough Clerk read the public meetings statement.

This is a meeting of the Borough Council September 15, 2021. 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 filing with the Borough Clerk all on January 1, 2021.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Martin, Councilmember Mazzola, Councilmember Melnyk, Council President Olszewski, and Mayor Broullon were all Present.

Absent: None

Also in attendance were Borough Attorney Brian Chabarek, Esq., Administrator Michael Muscillo, Engineer Bennett Matlack, and Municipal Clerk Michelle Hutchinson

Approval of Minutes

September 1, 2021 Executive Meeting Minutes

September 1, 2021 Regular Meeting Minutes

Offered by Mayor Broullon Seconded by Council President Olszewski to adopt minutes.

Roll Call Vote:

Ayes: Martin, Mazzola, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstention: None

Absent: None

RESOLUTIONS:

RESOLUTION 21-175

RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated, September 10, 2021 which totals as follows:

Current Fund	\$755,193.00
Sewer Account	\$ 7,634.03
Capital Fund	\$ 20,261.88
Trust-Other	\$ 41,197.92
Federal/State Grants	\$ -
Total	\$824,286.83

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$824,286.83** to be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands September 15, 2021– Meeting Minutes

Motion to Approve R-21-175:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA	X		X			
MELNYK		X	X			
OLSZEWSKI			X			
BROULLON			X			

RESOLUTION 21-176
A RESOLUTION AUTHORIZING THE REFUND OF A STREET VACATION ESCROW DEPOSIT FEE

WHEREAS, the Finance Officer of the Borough of Highlands has received a request to refund a fee for a Street Vacation Escrow Deposit Fee

WHEREAS, the Finance Officer has confirmed with the Administrator that the Street Vacation was not executed and accordingly determined that the fee is to be refunded and is due and payable by the Borough of Highlands; and

WHEREAS, the Finance Officer recommends the immediate refund of the Permit Fee by the Borough of Highlands,

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 Finance Officer is authorized to immediately refund the Street Vacation Escrow Fee to the individual property owner listed below:

<u>ADDRESS</u>	<u>AMOUNT</u>	<u>NAME</u>
Hillside Avenue- Located behind 99 Highlands Ave	\$2,500.00	Jules Rambo Slootsky

Motion to Approve R-21-176:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

RESOLUTION 21-177
A RESOLUTION AUTHORIZING PROPERTY TAX CANCELLATION AND REFUND

WHEREAS, Block 59, lot 10 is owned by the Borough of Highlands and is currently tax exempt, and

WHEREAS, this property was billed taxes for the 2020 and 2021 tax years, and

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands September 15, 2021– Meeting Minutes

WHEREAS, the Tax Collector is recommending that taxes be cancelled as follows:

2020 \$5,750.46
2021 \$5,743.52

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel taxes as set forth above.

Motion to Approve R-21-177:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN		X	X			
MAZZOLA	X		X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON			X			

RESOLUTION 21-178
A RESOLUTION AUTHORIZING AN ELECTRONIC TAX SALE

WHEREAS, NJSA 54:5-19.1 permits municipalities to conduct electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the rules thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Highlands, New Jersey, does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

Motion to Approve R-21-178:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA		X	X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

RESOLUTION 21-179

A RESOLUTION AUTHORIZING TAX SALE WITHOUT DELINQUENT SEWER CHARGES

WHEREAS, on October 15, 2020, Governor Murphy issued Executive Order 190 which, among other things, requires that “No gas or electric public or municipal utility or privately or publicly owned water system shall collect any fee or charge imposed for late or otherwise untimely payments or service reconnections that have accrued, and will continue to accrue, during the Public Health Emergency”, and

WHEREAS, the Borough of Highlands shall conduct an upcoming tax sale on October 8, 2021; and

WHEREAS, the Tax Collector has determined that in order to fully comply with the requirements of Executive Order 190, the Borough should not sell any sewer delinquencies at the October 8, 2021 tax sale.

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Highlands shall proceed with the October 8, 2021 tax sale but shall not sell any sewer delinquencies at said tax sale in order to fully comply with Executive Order 190.

Motion to Approve R-21-179:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA		X	X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

RESOLUTION 21-180

RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW MUNICIPAL BUILDING

WHEREAS, the Borough of Highlands advertised a request for proposals for construction management services for the Highlands Borough New Municipal Building; and

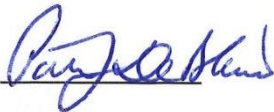
WHEREAS, twelve (12) bids were received for the aforesaid project and reviewed by the Borough Administrator; and

WHEREAS, MFS Construction appears to be the lowest responsible bidder for the aforesaid Proposal; and

WHEREAS, the Borough Administrator, has made the recommendation that MFS Construction be awarded the project, subject to the availability of funds by the Chief Financial Officer of the Borough of Highlands as well as the submission of the required bonds and insurance certificates for the project; and

WHEREAS, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:



Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands September 15, 2021– Meeting Minutes

Patrick DeBlasio, Chief Financial Officer

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

1. That the Contract for construction management services for the new Municipal Building is hereby awarded to MFS Construction in an amount not to exceed \$263,921.28, subject to the submission of the required bonds and insurance certificates for the project.
2. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
3. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-21-180:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN		X	X			
MAZZOLA			X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

OTHER BUSINESS:

Street Name for Subdivision
Charlie McCague, 320 Navesink Avenue, Atlantic Highlands – Requested suggestion from Council for a name for his subdivision. Council suggested a veteran’s name Donald Mandrot. Mayor explained that an ordinance will have to be prepared.

REPORTS:
Committee Reports

Councilmember Melnyk gave report for Communications & Public Relations.
Social Media following is continuing to grow. Website has been streamlined for ease of access for viewers.
Formalizing policy for use of digital signs located within the Borough.
Councilmember Melnyk gave report for Shade Tree.
Held a productive meeting with DPW Supervisor regarding the following. Tree remediation, connecting with Highlands Garden Club and ideas to replace trees that have died on Bay Avenue.
Councilmember Melnyk gave report for Open Space.
Open Space Grant funds used to purchase new park equipment. Ready to be installed, schedule to be posted once available. Seats available on committee.

Council President Olszewski gave an update on Board of Education.
First school board meeting held this week. STEM program that was held over the summer was a success. New student orientation was held on August 26th. Baseline assessment of all students to take place the week of October 4th. September 23rd will be a back-to-school night. Tri-District meeting was held on September 2nd. Survey to be sent out sponsored by towns and schools to get residents feedback regarding regionalization. Mayor explained further.

Councilmember Martin explained that the Environmental Commission meeting was not held yet. The meeting date was changed to Thursdays to accommodate everyone schedules.

Michael Muscillo gave an update on projects in the Borough. Grant was submitted for bulkhead at Veterans Park, cost anticipated to be roughly 1.5 million dollars. Meeting was held with DEP hoping to get approval within the next few weeks in order to go out to bid.

PUBLIC PORTION:
Mayor opened public portion.

Mike Cannon, 10 Central Avenue – Expressed concern regarding ginkgo trees as a replacement for trees on Bay Avenue. Requested calcification on what type of grant was requested for Veteran’s Park. Administrator

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands September 15, 2021– Meeting Minutes

explained. Requested update on construction at Captain’s Cove Marina. Administrator met with developer and his attorney. Developer having trouble acquiring DEP permit.

Ed Cetron, 1 Auditorium Drive, Atlantic Highlands - Highlands Volunteer First Aid Squad in need of a replacement for one of their ambulances that is not reparable. Requesting support of Mayor, Council, and residents for replacement. Council agreed and is in support of replacement. Specs to be given to Administrator.

Tara White, 18 Central Avenue – Requested update on skate park project. Mayor explained awaiting State and County decisions. Questions regarding afterschool program. Council referred her to Recreation Department so they may provide her with information. Supports Volunteer First Aid Squad.

ADJOURN:
Upon motion by Mayor Broullon, seconded by Councilmember Melnyk, motion carries to adjourn at 8:39 P.M. All in Favor.

Approve: _____
Carolyn Broullon

Attest: _____
Michelle Hutchinson, Borough Clerk