



BOROUGH OF HIGHLANDS
COUNCIL REORGANIZATION MEETING
22 Snug Harbor Avenue, Highlands NJ 07732
Saturday, January 01, 2022 at 12:00 PM

AGENDA

REGULAR MEETING: 12:00PM

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. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

OATHS OF OFFICE

1. Leo Cervantes, Councilmember
2. Karen Chelak, Councilmember
3. Rudolph Trivett, Jr., Fire Chief
4. William Mount, First Aid Captain
5. William Kane, OEM Coordinator
6. Michael Adams, Special Law Enforcement Officer II
7. Nicole Curley - Police Officer

ROLL CALL

Councilmember Cervantes | Councilmember Chelak

Councilmember Melnyk | Council President Olszewski

Mayor Broullon

BLESSING

A Blessing by the Reverend Jill Hubbard Smith

APPROVAL OF MINUTES

8. Approval of Meeting Minutes 12/15/2021

INTRODUCTION OF PROPOSED ORDINANCES

- [9.](#) O-22-01 An Ordinance Amending Section 22-1.3 (Definitions And Word Usage) And Section 22-1.7 (Review Of Applications) Of Section 22-1 Of The Borough Code Entitled Tree Removal And Protection
- [10.](#) O-22-02 An Ordinance Amending Section 21-115 (Basis For Establishing the Areas of Special Flood Hazard) of the Borough Code

RESOLUTIONS

- [11.](#) R 22-001 A Resolution Appointing Municipal Attorney for the Calendar Year 2022 & Authorizing the Award of a Fair and Open Contract for Professional Legal Services
- [12.](#) R 22-002 A Resolution Authorizing a Place-to-Place Transfer – Extension of Premises - Of Liquor License 1317-33-001-003
- [13.](#) R 22-003 Rescinding Approval of Liquor License No. 1317-33-017 for the 2020-2021 Term

CONSENT AGENDA

- [14.](#) R 22-004 A Resolution Electing Council President for the Calendar Year 2022
- [15.](#) R 22-005 A Resolution Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Counsel
- [16.](#) R 22-006 A Resolution Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
- [17.](#) R 22-007 A Resolution Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal and Tax Foreclosure Matters
- [18.](#) R 22-008 A Resolution Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
- [19.](#) R 22-009 A Resolution Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
- [20.](#) R 22-010 A Resolution Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
- [21.](#) R 22-011 A Resolution Appointing a Borough Engineer for the Calendar Year 2022 and Authorizing the Award of a Fair and Open Contract for Professional Engineering Services
- [22.](#) R 22-012 A Resolution Designating Official Newspapers of the Borough of Highlands
- [23.](#) R 22-013 A Resolution Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2022
- [24.](#) R 22-014 A Resolution Appointing Council Liaisons (1 Year Ending, 12/31/2022)
- [25.](#) R 22-015 A Resolution Appointing Members of the Green Team

- [26.](#) R 22-016 A Resolution Establishing a Communications Committee
- [27.](#) R 22-017 A Resolution Appointing Members of the Environmental Advisory Commission
- [28.](#) R 22-018 A Resolution Appointing Open Space Committee Members
- [29.](#) R 22-019 A Resolution Appointing a Tree Commissioner
- [30.](#) R 22-020 A Resolution Appointing Shade Tree Commission Members
- [31.](#) R 22-021 A Resolution Appointing Community Development Representative
- [32.](#) R 22-022 A Resolution Appointing Economic Development Review Board Members
- [33.](#) R 22-023 Appointing a Land Use Board Secretary
- [34.](#) R 22-024 A Resolution Appointing Members to the Borough of Highlands Land Use Board
- [35.](#) R 22-025 A Resolution Appointing Juvenile Officer
- [36.](#) R 22-026 A Resolution Appointing Fire Police
- [37.](#) R 22-027 Appointing a Full-Time Police Officer
- [38.](#) R 22-028 A Resolution Appointing Special Police Officers
- [39.](#) R 22-029 A Resolution Designating a Public Agency Compliance Officer (P.A.C.O.)
- [40.](#) R 22-030 A Resolution Appointing a Public Officer
- [41.](#) R 22-031 A Resolution Appointing a Clean Communities Coordinator
- [42.](#) R 22-032 Appointing the 2022 Recycling Coordinator
- [43.](#) R 22-033 A Resolution Authorizing a Cash Management Plan
- [44.](#) R 22-034 Authorizing Refund of Tax Overpayment
- [45.](#) R 22-035 A Resolution Approving the 2022 Temporary Budget
- [46.](#) R 22-036 Property Tax Cancellation
- [47.](#) R 22-037 A Resolution Authorizing Execution of an Agreement for Snow Removal and Street Lighting Reimbursement Between the Borough of Highlands and Gateway Villas Condominium Association
- [48.](#) R 22-038 A Resolution Authorizing Execution of an Agreement for Snow Removal and Street Lighting Reimbursement Between the Borough of Highlands and Hilltop at Highlands Condominium Association
- [49.](#) R 22-039 Resolution Authorizing Execution of an Agreement for Snow Removal and Street Lighting Reimbursement Between the Borough of Highlands and the Sandpiper Condominium Association

- [50.](#) R 22-040 Resolution Authorizing Execution of Municipal Services Agreement with Eastpointe Condo
- [51.](#) R 22-041 A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services in Connection with the Geographic Information System
- [52.](#) R 22-042 A Resolution Appointing Donna Conrad to Serve in the Position of Registrar
- [53.](#) R 22-043 A Resolution Appointing Tax Search and Assessment Search Officers
- [54.](#) R 22-044 A Resolution Appointing Nancy Tran to Serve in the Position of Acting Municipal Clerk
- [55.](#) R 22-045 Authorizing the Payment of Bills
- [56.](#) R 22-046 A Resolution Appointing Municipal Court Judge
- [57.](#) R 22-047 Resolution Appointing William Kane to Position of Office of Emergency Management Coordinator

OTHER BUSINESS

REPORTS

- [58.](#) Mayor's Report

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 three-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@highlandsborough.org



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, Leo Cervantes,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

Councilmember

according to the best of my ability.
So help me God.

Leo Cervantes

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, Karen Chelak,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

Councilmember

according to the best of my ability.
So help me God.

Karen Chelak

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, Rudolph Trivett Jr.

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

Fire Chief

according to the best of my ability.
So help me God.

Rudolph Trivett Jr.

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, William Mount,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

First Aid Captain

according to the best of my ability.
So help me God.

William Mount

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, William Kane,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

OEM Coordinator

according to the best of my ability.
So help me God.

William Kane

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS
MONMOUTH COUNTY
STATE OF NEW JERSEY

I, Michael Adams,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

Special Officer Class II

according to the best of my ability.
So help me God.

Michael Adams

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



OATH OF OFFICE

BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, STATE OF NEW JERSEY

I, Nicole Curley,

do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people, and I do swear to faithfully, impartially and justly perform all the duties of

Police Officer

according to the best of my ability.
So help me God.

Nicole Curley

Sworn and subscribed before me
This 1st day of January, 2022.

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-01

AN ORDINANCE AMENDING SECTION 22-1.3 (DEFINITIONS AND WORD USAGE) AND SECTION 22-1.7 (REVIEW OF APPLICATIONS) OF SECTION 22-1 OF THE BOROUGH CODE ENTITLED TREE REMOVAL AND PROTECTION

WHEREAS, the Borough of Highlands has determined that it is in the best interest of the Borough to update Section 22-1.3 and Section 22-1.7 of the Borough Code.

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

SECTION I. Borough Code Section 22-1.3, “Definitions and Word Usage” shall be amended as follows (all additions are shown in **bold italics with underlines**; all deletions are shown as **strikeovers in bold italics**):

22-1.3 Definitions and Word Usage.

For the purposes of this section, the following terms, phrases, words and their derivations shall have the meaning given herein. The word “shall” is always mandatory and not merely directory.

APPLICANT – Shall mean any person making application to the ~~Tree Conservation Officer~~ **Tree Commissioner** for a Tree Protection Permit.

There are no changes to the remainder of this Section.

SECTION II. Borough Code Section 22-1.7, “Review of Applications” shall be amended as follows: (All additions are shown in **bold italics with underlines**; all deletions are shown as **strikeovers in bold italics**):

22-1.7 Review of Applications.

- a. Application will be reviewed by the Tree Commissioner.
- b. When reviewing applications, the Tree Commissioner will, after inspecting the site, evaluating soil, location, grading, drainage and other conditions on the site and adjacent properties and consulting with such other officials, agencies, committees, boards and commissions as the ~~Officer~~ **Commissioner** deems appropriate, determine if the regulated activity proposed is prohibited, permitted or restricted in accordance with this section.

1. Prohibited regulated activities include:
 - (a) Clear cutting areas, outside of the limits of removal which collectively exceed forty (40%) percent of a lot.
 - (b) Removal of any trees.
 - (c) Any action that will substantially increase the potential of erosion.
 - (d) Removal of any vegetation, including trees with a DBH less than four (4) inches on a slope.
 - (e) Any action that will substantially change drainage patterns.
 - (f) Any action inconsistent with other land use approvals or regulations affecting the site.
 - (g) Any action that would create a potential hazard to persons or property.
2. Restricted regulated activities include:
 - (a) All regulated activities, which are neither prohibited nor permitted, are restricted. Applications may propose a combination of prohibited, permitted and restricted activities. In such cases, the ~~Tree Conservation Officer~~ **Tree Commissioner** may segregate the activities proposed and take the appropriate action on each type of activity.
 - (b) Applications for restricted activities shall be referred to the **Planning Board Land Use Board** for recommendation to the ~~Tree Conservation Officer~~ **Tree Commissioner**.
- c. The **Planning Board Land Use Board** shall consider these factors in making a recommendation to the Tree Commissioner concerning a restricted regulated activity:
 1. Whether the proposed cutting or removal would impair the growth and redevelopment of the remaining trees on the applicant's property or adjacent property.
 2. Whether the proposed cutting or removal would change existing drainage patterns.
 3. Whether the proposed removal would allow soil erosion or increase dust.
 4. Whether the proposed removal would constitute a significant change in the screening between existing or proposed buildings on contiguous lots or the aspect of the lot as viewed from the adjacent public road.
 5. The overall, effect of removal of such tree(s) on the physical and aesthetic value of the property and the neighborhood.

6. Whether proposed changes to the topography of the area where such tree(s) are located will have a land configuration which shall be deemed injurious to the trees or other trees located nearby so as to require welling, construction of an aerification system, or tree removal or replacement.
7. Whether reasonable application of the standards of this section create a substantial hardship for the applicant, prohibiting reasonable use of the property consistent with the Planning and Development Regulations, and whether, therefore, one (1) or more of the standards should be waived.
8. In appropriate circumstances, an applicant may be required to post performance and maintenance guarantees assuring compliance with the provisions of any tree protection permit and this section and assuring provision of replacement plantings damaged or removed contrary to the terms of any tree removal/protection permit or this section.
- d. The Tree Commissioner shall give due deference to the recommendations of the **Planning Board Land Use Board** with regard to an application for a permit to allow a restricted regulated activity. The **Officer Commissioner** may only act contrary to, or significantly modify, the recommendations of the **Planning Board Land Use Board** if the **Officer Commissioner** finds that the recommendations are based on incomplete or inaccurate information, are unreasonable or impracticable or would produce results contrary to the intent of this section. The Tree Commissioner shall, provide the **Planning Board Land Use Board** with a copy of the Commissioner's final action on all permits for a restricted regulated activity.

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

SECTION V. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

	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: January 1, 2022

Michelle Hutchinson, Municipal Clerk
Borough of Highlands

	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: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-02

AN ORDINANCE AMENDING SECTION 21-115 (BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD) OF THE BOROUGH CODE

WHEREAS, the existing Flood Insurance Rate Map and Flood Insurance Study Report for the Borough of Highlands have been modified by the Federal Emergency Management Agency; and

WHEREAS, by way of correspondence dated December 15, 2021, the Federal Emergency Management Agency advised that the modified flood hazard information and revised map panels will be effective as of June 15, 2022; and

WHEREAS, the Borough of Highlands desires to accept the modified Flood Insurance Rating Map and Flood Insurance Study Report effective June 15, 2022.

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

SECTION I. Borough Code Section 21-115, "Basis for Establishing the Areas of Special Flood Hazard" shall be amended as follows (all additions are shown in **bold italics with underlines**; all deletions are shown as ~~**strikeovers in bold italics**~~):

21-115 Basis for Establishing the Areas of Special Flood Hazard.

The areas of special flood hazard for the Borough of Highlands, Community No. 345297, are identified and defined on the following documents prepared by the Federal Emergency Management Agency:

1. A scientific and engineering report "Flood Insurance Study, Monmouth County, New Jersey (All Jurisdictions)" dated ~~**June 20, 2018.**~~ **June 15, 2022.**
2. Flood Insurance Rate Map for Monmouth County, New Jersey (All Jurisdictions) as shown on Index and panels 34025C0067G, 34025C0069F, 34025C0086G, and 34025C0088G; whose effective date is ~~**June 20, 2018.**~~ **June 15, 2022.**

The above documents are hereby adopted and declared to be a part of this ordinance. The Flood Insurance Study and maps are on file at 42 Shore Drive, Highlands, New Jersey 00732-1405.

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 this 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 on June 15, 2022.

	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: January 1, 2022

Michelle Hutchinson, Municipal Clerk
Borough of Highlands

	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: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-001

**A RESOLUTION APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2022
& AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL
LEGAL SERVICES**

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2022 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Attorney for the calendar year 2022 and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on December 17, 2021 ; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2022; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2022 Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Borough of Highlands Governing Body as follows:

1. Brian J. Chabarek of the Law Firm of Davison, Eastman, Munoz, Paone, P.A. is hereby appointed Borough Attorney for the calendar year 2022 and is awarded a professional services contract at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$150 per hour plus reimbursable expenses for professional legal services outside of the retainer services as outlined in the contract, for the period of January 1, 2022 through December 31, 2022, for an amount not to exceed \$180,000.00.
2. The Mayor and Borough Clerk are hereby authorized to sign the Professional Services Contract for the aforesaid services.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk
5. The Borough Clerk is hereby directed to publish notice of this award as required by law

Motion to Approve R-22-001:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-002

RESOLUTION AUTHORIZING A PLACE TO PLACE TRANSFER – EXTENSION OF PREMISES - OF LIQUOR LICENSE 1317-33-001-003

WHEREAS, an application has been filed for a Place to Place transfer of Plenary Retail Consumption License 1317-33-0001-003 (Bahr's Restaurant Inc.) for the purpose of expanding the premises under license wherein the sale, service and storage of alcoholic beverages are authorized; and to amend the Retail Liquor License Application; and,

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands does hereby approve, effective January 1, 2022, the expansion of the aforesaid Plenary Retail Consumption Licensed premises located at 2 Bay Avenue, Highlands, New Jersey 07732 to place under license the area delineated in the application form and the sketch of the licensed premises attached thereto.

Motion to Approve R-22-002:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk

12/21/21

51st Division

NOTE:
AREAS KNOWN AS LOT 13, 14, & 15
SHOWN ON THE TAX ASSESSMENT
HIGHLANDS, MONMOUTH COUNTY

RECEIVED
SEP 15 2021
By _____

SEP 15 2021
10:15 AM
[Signature]



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-003

RESCINDING APPROVAL OF LIQUOR LICENSE NO. 1317-33-017 FOR THE 2020-2021 TERM

WHEREAS, Resolution No. 21-137, adopted by the Borough Council at its meeting of June 16, 2021, approved the renewal of four (4) liquor licenses for the 2020-2021 term as follows:

<u>License No.</u>	<u>Licensee</u>	<u>Establishment</u>
1317-32-009	Grala LLC	Active
1317-31-027	American Legion	Active
1317-33-015	Chilangos Restaurant Inc	Active
1317-33-017	Highlands Brewery LLC	Inactive

; and

WHEREAS, subsequent to the adoption of the above Resolution, the Borough of Highlands was advised by the Division of Alcoholic Beverage Control that License No. 1317-33-017 was required to petition for relief pursuant to N.J.S.A. 33:1-12.39 for the 2020-2021 license term as well as petition for relief pursuant to N.J.S.A. 33:1-12.18 for the 2020-2021 license term to allow for the renewal of a license that became inactive, but has failed to do so thereby requiring the approval of the license to be rescinded.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Highlands hereby rescinds the approval of License No. 1317-33-017 for the 2020-2021 term.

BE IT FURTHER RESOLVED that Highlands Brewery LLC of Highlands may seek reapproval of its license upon receiving the required relief from the Division of Alcoholic Beverage Control.

Motion to Approve R-22-003:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-004

A RESOLUTION ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2022

WHEREAS, Borough Code §2-3.3 sets forth that that at its annual meeting, the council shall by vote of a majority of its number elect a Council President; and

WHEREAS, in accordance with Borough Code §2-3.3, the Council President shall serve in the place of the Mayor in the event of her absence, disability, or refusal to act.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Jo-Anne Olszewski is hereby elected Council President for the year 2022 or until the next annual meeting.

Motion to Approve R-22-004:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-005

A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH BOND COUNSEL

WHEREAS, The Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, Highlands, New Jersey 07732, has a need to contract for Municipal Bond Counsel: and

WHEREAS, the position of Municipal Bond Counsel is a position/appointment for specialized legal work and services in connection with matters of public finance and other matters as directed by the Borough Governing Body, including but not limited to the authorization, issuance, sale and delivery of Bonds and/or Bond anticipation notes for the Borough, the preparation of any bond ordinances or resolutions authorizing financing; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Municipal Bond Counsel for the calendar year 2022; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2022 budget.

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

1. Meghan Bennett Clark of the law firm of, Gluck Walrath LLP, is hereby retained to provide professional services as Bond Counsel for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2022 through December 31, 2022.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
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(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
6. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-22-005:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-006

A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH LABOR COUNSEL

WHEREAS, The Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, Highlands, New Jersey 07732, has a need to contract for Labor Counsel; and

WHEREAS, the position of Labor Counsel is a position/appointment for specialized legal work and services in connection with matters of labor law, contracts and negotiations, personnel and other matters as directed by the Borough Governing Body; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Labor Counsel for the calendar year 2022; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2022 budget.

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

1. That the firm of, Ruderman & Roth LLC is hereby retained to provide professional services – Labor Counsel at an hourly rate of \$175.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2022 through December 31, 2022.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as a "Professional Service" 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 persons authorized 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 Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-22-006:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-007

**RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL LEGAL COUNSEL FOR TAX APPEAL AND TAX FORECLOSURE
MATTERS**

WHEREAS, the Borough of Highlands has a need for professional legal counsel services for tax appeal and tax foreclosure matters: and

WHEREAS, such professional legal services can only be provided by licensed professionals and the firm of Marmero Law, LLC. is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Tax Appeal Attorney for the calendar year 2022 and said requests for Professional Services – Tax Appeal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on December 17, 2021 ; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2022; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2022 Municipal Budget

NOW, THEREFORE, BE IT RESOLVED BY THE Borough Council of the Borough of Highlands as follows:

1. That Albert Marmero, Esq. of Marmero Law, LLC. is hereby appointed and retained to provide professional legal counsel services for tax appeal and tax foreclosure matters as described above for the period of January 1, 2022, through December 31, 2022.
2. That Albert Marmero, Esq. of Marmero Law, LLC. is hereby retained at an hourly rate of \$150.00 per hour for the period of January 1, 2022, through December 31, 2022, in an amount not to exceed \$15,000 plus reimbursable expenses for professional services.
3. The contract is awarded without competitive bidding as a "Professional Service" 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 persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are authorized to sign the contract.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-22-007:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-008

A RESOLUTION APPOINTING MUNICIPAL PROSECUTOR AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT

WHEREAS, P.L. 1999, CHAPTER 349, requires each municipal court in this State to have at least one municipal prosecutor, who shall be an attorney-at-law of this State in good standing, be appointed by the governing body of the municipality, for a term of one year from the date of his or her appointment, in accordance with applicable laws, ordinances and resolutions; and,

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2022 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services for a Municipal Prosecutor were received in the Office of the Municipal Clerk no later than 11:00am on December 17th, 2021; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2022; and

WHEREAS, James Butler, Esq. is an attorney-at-law licensed by the State of New Jersey and who is experienced with municipal law.

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

1. James Butler, Esq. is hereby appointed Municipal Prosecutor of the Borough of Highlands for the one (1) year term to expire December 31, 2022, for an amount not to exceed \$15,240.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-22-008:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-009

A RESOLUTION APPOINTING MUNICIPAL PUBLIC DEFENDER AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT

WHEREAS, the municipal public defender serves as defense attorney for all indigent persons accused of violations of the State, disorderly persons' act, motor vehicle statutes or any offense or charge which carries a potential penalty of a substantial fine, incarceration or a loss of driving privileges; and,

WHEREAS, at the discretion of the municipal court judge, and based upon the defendant's financial situation, the Court may appoint the municipal public defender to represent the individual's interests; and

WHEREAS, N.J.S.A. 2B:24-4 requires a municipal public defender to be an attorney-at-law of this State in good standing, and shall serve for a term of one (1) year from the date of his appointment, and may continue to serve in office pending re-appointment or appointment of a successor.

WHEREAS, Kevin P. Wigenton, Esq. is an attorney-at-law licensed by the State of New Jersey who is familiar and experienced with municipal defense law.

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

1. Kevin P. Wigenton, Esq. of the Wigenton Law Firm is hereby appointed Public Defender in the Borough of Highlands for the one-year term for the period of January 1, 2022 through December 31, 2022 for an amount not to exceed \$5,000.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R-22-009:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 21-010

**A RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES – MUNICIPAL AUDITOR**

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2022 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

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Auditor for the calendar year 2022; and

WHEREAS, the Borough has determined that the firm of Holman, Frenia, Allison, P.C., satisfies the requirements to be considered for professional auditing services that the Borough may require during the contract year; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2022 budget.

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

1. That the firm of Holman, Frenia, Allison, P.C. is hereby awarded a contract to provide professional auditing services for an amount not to exceed \$59,950 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2022, through December 31, 2022.
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 persons authorized 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 Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R-22-010:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-011

A RESOLUTION APPOINTING A BOROUGH ENGINEER FOR THE CALENDAR YEAR 2022 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, N.J.S.A 40A: 9-140 requires that in every Municipality, the governing body, shall provide for the appointment of a municipal engineer and fix their compensation in an annual salary or fixed fee basis or at an hourly rate, and based upon actual time and expenses agreed prior to the rendering of services; and

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2022 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Engineer; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2022; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2022 budget.

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

1. Bennett Matlack PE, CME, CFM of CME Associates is hereby appointed Borough Engineer for the calendar year 2022 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2022, through December 31, 2022.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Engineering Services in accordance with this Resolution.
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 persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-22-011:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-012

A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH OF HIGHLANDS

WHEREAS, N.J.S.A 40:53-2 requires that all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall be published in at least one official newspaper published and circulating in the municipality; and,

WHEREAS, N.J.S.A 40:53-1 provides that the governing body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and,

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that ***the Asbury Park Press, The Two River Times, and The Star Ledger*** be designated as the official newspapers for the advertising of ordinances and other public notices, which the municipality may be required by any law to publish, for the year ending December 31, 2022.

Motion to Approve R-22-012:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-013

RESOLUTION SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2022

WHEREAS, N.J.S.A. 10:4-18 provides that at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time, and location of the meeting. In addition, it shall be mailed to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, and State of New Jersey, that Regular Meetings of the Borough Council will be held at 7:00pm during the year 2022, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands New Jersey 07732 on the following dates:

1. Regular Meetings shall be held on the following dates:

January 19

February 2 & 16

March 2 & 16

April 6 & 20

May 4 & 18

June 1 & 15

July 13

August 17

September 7 & 21

October 5 & 19

November 9

December 7 & 21

Formal action will be taken at all Regular meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will be held following the Regular Council Meeting during the year 2022. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular or Special meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2023 shall be held at 12:00 noon on January 1, 2023, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands, New Jersey 07732.
3. The Municipal Clerk shall post this “Annual Notice” on the official bulletin board in the Municipal Building, transmit it to the ***Asbury Park Press and Two River Times***, and file this notice in the Office of the Municipal Clerk of the Borough of Highlands, all in accordance with the “Open Public Meetings Law.”

Motion to Approve R-22-013:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-014

A RESOLUTION APPOINTING COUNCIL LIAISONS (1 YEAR ENDING, 12/31/2022)

COUNCIL COMMITTEE	LIAISON
Administration	Carolyn Broullon
Board of Education – HES & HHRHS	Jo-Anne Olszewski
Building/Housing	Leo Cervantes
Clam Plant	Carolyn Broullon
Communications & Public Relations	Donald Melnyk
Environmental	Karen Chelak
Finance Department	Jo-Anne Olszewski
Green Team	Karen Chelak
Highlands Business Partnership	Leo Cervantes
Open Space	Donald Melnyk
Public Safety	Carolyn Broullon
Public Works	Carolyn Broullon
Recreation Department	Donald Melnyk
Shade Tree	Donald Melnyk

Motion to Approve R-22-014:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-015

A RESOLUTION APPOINTING MEMBERS OF THE GREEN TEAM

WHEREAS, by way of Chapter 2-46 of the Borough Code, the Borough of Highlands established a Green Team; and

WHEREAS, be it resolved by the Mayor and the Council of the Borough of Highlands that the following appointments be made to the Green Team (Advisory)

Members of the team:

Position:	Name:	Term:	Expiration:
Mayor	Carolyn Broullon*	1 Year	12/31/2022
Council Liaison & Environmental	Karen Chelak**	1 Year	12/31/2022
Land Use Board	Christian Lee*	3 Years	12/31/2024
Public Works	Joe Misita*	3 Years	12/31/2024
Recreation Department	Jacqueline Kane*	3 Years	12/31/2023
Business Owner	Kim Ramin*	3 Years	12/31/2022
Resident Member 1	Scott Keller *	3 Years	12/31/2023
Resident Member 2	Martin Rosen *	3 Years	12/31/2023
Resident Member 3	Valerie Montecalvo*	3 Years	12/31/2022
Resident Member 4	Patricia Hoffman**	3 Years	12/31/2022
Resident Member 5	Alyson Hallander**	3 Years	12/31/2024

*Reappointment

**New Appointment

Motion to Approve R-22-015:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-016

RESOLUTION ESTABLISHING A COMMUNICATIONS COMMITTEE

WHEREAS, by way of Resolution R-16-74, the Borough of Highlands established a Communications Committee that would advise the Governing Body as to email, website, social media, and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Borough of Highlands is desirous of establishing a Communications Committee for the year 2022 for the purpose of advising the Governing Body as to email, website, social media and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Communications Committee shall be advisory in nature and shall consist of not less than five (5) and not more than nine (9) resident members in order to streamline Borough messages to residents, businesses and investors; and

WHEREAS, all appointments shall be for a one-year term to expire on December 31, 2022 and all members shall serve until their respective successors are duly appointed and qualified; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following appointments shall be made to the Communications Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk	1 Year	12/31/2022
Member	Larry Chesal		
	Allison Duncil		
	Lorna Milbauer		
	Miranda Nash		
	Kurt Martin		
	Sheila Weinstock		
	Douglas Widman		
	Jaqueline Kane		
	Vacant		

Motion to Approve R-22-016:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-017

A RESOLUTION APPOINTING MEMBERS OF THE ENVIRONMENTAL ADVISORY COMMISSION

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission; and

WHEREAS, vacancies exist within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill these positions with the Environmental Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the following persons shall be appointed to the Highlands Environmental Advisory Commission:

Position:	Name:	Term:	Expiration:
Council Liaison	Karen Chelak**	1 Year	12/31/2022
Member & LUB	Mark Zill**	3 Year	12/31/2023
Member	Peter Mullen*	3 Year	12/31/2024
Member	Steve Szulecki*	3 Year	12/31/2024
Member	Vacant*	3 Year	12/31/2022
Member	Vacant*	3 Year	12/31/2022
Member	Vacant*	3 Year	12/31/2022

*Reappointment

** New Appointment

Motion to Approve R-22-017:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-018

RESOLUTION APPOINTING OPEN SPACE COMMITTEE MEMBERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for vacancies which exist in the Open Space Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk	1 Year	12/31/2022
Resident Member 1	Bruce Kutosh*	3 Years	12/31/2023
Resident Member 2	Tim Sanfratello**	3 Years	12/31/2023
Resident Member 3	Mark Luithle**	3 Years	12/31/2022
Resident Member 4	Samantha McCarthy**	3 Years	12/31/2022
Resident Member 5	Laurie Salka*	3 Years	12/31/2024
Resident Member 6	Douglas Widman**	3 Years	12/31/2024

*Reappointment.

** New appointment to fill vacancy.

Motion to Approve R-22-018:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-019

A RESOLUTION APPOINTING A TREE COMMISSIONER

WHEREAS, the uncontrolled and excessive destruction or removal of trees with the Borough of Highlands has caused or contributed to potential hazards to persons and property including but not limited to soil erosion, changes in drainage patterns, increased dust and noise pollution

WHEREAS, Borough Code §22-1.1 Establishes the Borough of Highlands Tree Removal and Protection Ordinance to prevent uncontrolled and excessive destruction and removal of trees within the Borough and to restrict the removal of other trees thereby maintaining the beauty and character of the Borough of Highlands and restricting actions which could create a hazard to persons or property; and

WHEREAS, Borough Code §22-1.3 provides that the Borough Council may appoint a Tree Commissioner by Resolution to administer permitting and enforcement of the Borough's Tree Removal and Protection Ordinance wherein the Tree Commissioner shall be a member of the Shade Tree Commission; and

WHEREAS, the Governing Body of the Borough of Highlands wishes to appoint Christian Lee to serve as the Tree Commissioner for the calendar year 2022.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that Christian Lee be and is hereby appointed Tree Commissioner for a term of one (1) year with an expiration date of December 31, 2022.

Motion to Approve R-22-019:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-020

RESOLUTION APPOINTING SHADE TREE COMMISSION MEMBERS

WHEREAS, Borough Code §2-21 establishes the Shade Tree Commission (Advisory).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Shade Tree Commission (Advisory):

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk*	1 Year	12/31/2022
Member	Chris Francy*		
	Christian Lee*		
	Nancy Messina*		
	Peter Moles**		
	Vacant		

*Reappointment

**New Appointment

Motion to Approve R-22-020:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-021

RESOLUTION APPOINTING COMMUNITY DEVELOPMENT REPRESENTATIVE

BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Michael Muscillo be appointed Community Development Representative for the Borough of Highlands for a one-year term to expire December 31, 2022.

BE IT FURTHER RESOLVED, that Carolyn Broullon be appointed Alternate Community Development Representative for the Borough of Highlands for a one-year term to expire on December 31, 2022.

Motion to Approve R-22-021:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-022

A RESOLUTION APPOINTING MEMBERS TO THE ECONOMIC DEVELOPMENT REVIEW BOARD

WHEREAS, vacancies exist on the Economic Development Review Board.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointment be and is hereby confirmed to the Economic Development Review Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Business Member 1	Jay Cosgrove	1 Year	12/31/2022
Business Member 2	Luke Bollerman	1 Year	12/31/2022
Non-Business Member 1	John F. Bentham	1 Year	12/31/2022
Non-Business Member 2	Valerie Montecalvo	1 Year	12/31/2022

Motion to Approve R-22-022:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-023

A RESOLUTION APPOINTING A LAND USE BOARD SECRETARY

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Nancy Tran as Land Use Board Secretary; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Nancy Tran shall serve as Land Use Board Secretary for terms ending 12/31/2022.

Motion to Approve R-22-023:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-024

RESOLUTION APPOINTING MEMBERS TO THE LAND USE BOARD

WHEREAS, vacancies exist on the Land Use Board as to a Class II member consisting of a Borough Official to be appointed by the Mayor, and three Alternative Members appointed by that Mayor.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointments be and is hereby confirmed to the Land Use Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor (Class I)	Carolyn Broullon	3 Year	12/31/2022
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2022
Councilmember (Class III)	Joanne Olszewski**	1 Year	12/31/2022
Member (Class IV)	Robert Knox*	4 Years	12/31/2022
	Bruce Kutosh*	4 Years	12/31/2024
	Laurie LaRussa*	4 Years	12/31/2023
	Christian Lee*	4 Years	12/31/2025
	Frank Montecalvo*	4 Years	12/31/2024
	Annemarie Tierney*	4 Years	12/31/2022
Alternate 1	Mark Zill**	2 Years	12/31/2023
Alternate 2	Helen Chang*	2 Years	12/31/2022
Alternate 3	Denis Ziemba**	2 Years	12/31/2023
Alternate 4	Dean Cramer**	2 Years	12/31/2022

* Reappointment

** New Appointment

Motion to Approve R-22-024:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

**RESOLUTION 22-025
RESOLUTION APPOINTING JUVENILE OFFICER**

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that Ryan Clark is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2022.

BE IT FURTHER RESOLVED, that the compensation for said position shall be set in the Municipal Salary Ordinance.

Motion to Approve R-22-025:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

**RESOLUTION 22-026
A RESOLUTION APPOINTING FIRE POLICE**

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following persons be and hereby are appointed Fire Police for the year 2022:

Chief of Fire Police Edward Sulkowski

Officers Tom Snow
 Robin Dowd
 Chris Creighton
 Charles Roemmele
 Marty Hawley
 Marty Hawley Jr.
 Ali Quast-Cadavid
 Pat Mason Jr.

Motion to Approve R-22-026:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-027

RESOLUTION APPOINTING A FULL-TIME POLICE OFFICER

WHEREAS, the Borough of Highlands from time-to-time has the need to employ full-time Police Officers; and

WHEREAS, the Chief of Police has made a recommendation to the Governing Body regarding appointment of a full-time Police Officer.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, that Nicole Curley be and is hereby appointed a full-time Police Officer of the Borough of Highlands effective January 1, 2022, with a salary in accordance with the Collective Bargaining Agreement between the Borough of Highlands and PBA Local 48. This appointment shall be conditioned upon the successful completion of the hiring process including, but not limited to, medical screening requirements.

Motion to Approve R-22-027:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-028

RESOLUTION APPOINTING SPECIAL POLICE OFFICERS

WHEREAS, the Borough of Highlands from time-to-time has the need to employ Special Police Officers;
and

WHEREAS, the Chief of Police has made recommendations to the Governing Body regarding appointment of said officers;

NOW, THEREFORE, BE IN RESOLVED by the Governing Body of the Borough of Highlands that the following persons be and hereby are appointed Special Officers of the Borough of Highlands for a one-year term to expire December 31, 2022:

Special Officer Class I	Diane Alvator
Special Officer Class I	Martin Hawley
Special Officer Class II	Kevin Connor
Special Officer Class II	David Osuch
Special Officer Class II	Michael Adams

Motion to Approve R-22-028:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-029

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate, Nancy Tran, Acting Municipal Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2022; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that, Nancy Tran is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2022.

Motion to Approve R-22-029:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-030

A RESOLUTION APPOINTING A PUBLIC OFFICER

WHEREAS, the Borough of Highlands has a need for a Public Officer and wishes to fill this position; and

WHEREAS, the Borough wishes to appoint William Brunt to serve as the Public Officer for the term beginning January 1, 2022 through December 31, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that William Brunt is hereby appointed to serve as the Public Officer for the term beginning January 1, 2022 through December 31, 2022.

Motion to Approve R-22-030:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-031

A RESOLUTION APPOINTING A CLEAN COMMUNITIES COORDINATOR

BE IT RESOLVED by the Governing Body of the Borough of Highlands that Spencer Carpenter be and hereby is appointed Clean Communities Coordinator for the one (1) year term to expire December 31, 2022.

Motion to Approve R-22-031:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-032

A RESOLUTION APPOINTING THE 2022 RECYCLING COORDINATOR

WHEREAS, the Borough of Highlands Municipal Code §2.32 A.1 provides for the appointment of a Recycling Coordinator by the Mayor with the advice and Consent of Council; and,

WHEREAS, in accordance with Borough Code § 2-32A.2, the term of the recycling coordinator shall be for one (1) calendar year, expiring on December 31 of each year and any vacancy during the year shall be filled for the unexpired term; and

WHEREAS, the Mayor and Council have determined that Spencer Carpenter is qualified for the position of Recycling Coordinator and will be able to perform the duties of Recycling Coordinator as delineated by statute and in the Borough Code, Chapter 2-32A.4 to expire December 31, 2022; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Spencer Carpenter be and is hereby appointed to serve as Recycling Coordinator through December 31, 2022.

Motion to Approve R-22-032:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-033

A RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN

WHEREAS, NJSA 40A:5-14 of the Local Fiscal Affairs Law requires that every local unit shall adopt a "Cash Management Plan" and shall deposit in an interest-bearing account, all available public funds pursuant to the plan;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands, County of Monmouth and State of New Jersey, hereby adopts the following "Cash Management Plan" policy to be utilized by the Borough of Highlands; and

BE IT FURTHER RESOLVED those certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, Borough Auditor, Chief Financial Officer of the Borough of Highlands; and,

BE IT FURTHER RESOLVED, that said banks are hereby authorized to honor checks drawn upon said banks, signed by the Mayor, Chief Financial Officer, Administrator and/or the Borough Clerk. All checks require two signatures, one of which may be a facsimile signature. The payroll account checks may utilize two facsimile signatures.

BE IT FURTHER RESOLVED, The Cash Management Plan for the Borough of Highlands is further set forth as follows:

CASH MANAGEMENT PLAN OF THE BOROUGH OF HIGHLANDS, COUNTY OF MONMOUTH, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis of deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Highlands, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. DEFINITIONS

"Arbitrage" refers to the rules and regulations governing the issuance of bonds or notes and the reinvestment of the proceeds at higher yield. These regulations are promulgated by the Internal Revenue Service, Regulation 1.103.

"Certificate of Eligibility" is the certification issued by the New Jersey Department of Banking and Insurance, Division of Banking, that a Public Depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

"GUDPA" requires a bank that accepts public funds to be a public depository. A "Public Depository" is defined as a state bank, a national bank, a savings bank or association which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation, and which received or holds public funds on deposit. A local unit may make deposits in, or purchase certificates of deposit from, banks which are located in New Jersey and which meet the requirements of the "GUDPA".

"The New Jersey Cash Management Fund." The New Jersey Division of Investment is authorized pursuant to N.J.S.A. 52-18A-90.4 to establish, maintain and operate, with the approval of the State Investment Council and the State Treasurer, a common trust fund known as the State of New Jersey-New Jersey Cash Management Fund (the "Fund"). The Fund is authorized to accept deposits from all Local Units of government. The Fund is a "common trust" fund pursuant to the statute that created such funds within the jurisdiction of the Division of Investment. According to the enabling legislation, monies of Local Units deposited in the Fund must be invested in obligations and bonds that meet the investment requirements of the statute. These obligations include, among other things, evidences of indebtedness of U.S. corporations. These obligations are less secure than those permitted to Local Units under the Act. Thus, the Fund is riskier than direct investments in federal securities or GUDPA protected deposits by Local Units.

III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A) The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough.

Current Fund
Grant Fund
Escrow Trust Fund
General Trust Fund
Unemployment Insurance Trust Fund Serial Bonds Refunding Trust Fund General Capital Fund
Water/Sewer Utility Operating Fund
Water/Sewer Utility Capital Fund Bond & Interest Fund Redevelopment Fund
Payroll Agency Account
Payroll Account
Workers Compensation Account

B) The Plan is not intended to cover the deposit and/or investment of the following Funds and Accounts of the Borough

1. Petty Cash Funds

2. Cash drawn from a Federal Agency under a letter of credit which cash has to be paid out within 5 working days to a vendor.

3. Deposit, retainage, or amounts posted by way of bond, held by the Borough for such things as faithful performance, if the Borough would be required by law to pay back any interest earned to the provider of the deposit, except where the Borough is required by law or court decision to invest the fund.

4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not Federally Tax Exempt) issue pursuant to federal regulations. To the extent that some interest is allowable, it shall be deposited at the most favorable rate obtainable.

IV. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHLANDS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS

The Chief Financial Officer, and The Borough Administrator, (The "Designated Officials") are hereby authorized and directed to deposit and/or invest the Funds referred to in the plan.

V. STANDARDS OF CARE

1. The Designated Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
2. The Designated Officials shall disclose any material interests in the financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.
3. The Chief Financial Officer, under the direction of the Borough Administrator, is responsible for establishing and maintaining internal control. The controls should ensure that the assets of the Borough are protected from loss, theft, or misuse.

VI. PROCEDURES FOR THE RECEIPT OF MONIES

A. Department Procedures

1. A receipt shall be issued in duplicate for all transactions involving the receipt of money. A copy of the receipt shall be given to the paying party and the duplicate shall be maintained by the receiving department. All payments and receipts must be recorded.
2. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
3. All monies received shall be placed in a secured place until forwarded for deposit.
4. No department, division or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is prohibited.

B. Chief Financial Officer (Designated Official)

1. The Chief Financial Officer shall:
 - a. Deposit all monies collected or received from any source by or on behalf of the Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
 - b. Ensure that all monies deposited are in interest bearing accounts.
 - c. Make recommendations of legal public depositories to the Borough Council who shall by resolution designate said depositories at the first meeting of the calendar year.

- d. Ensure that each of the various accounts for which there is a separate bank statement is reconciled with that bank statement by the end of the following month.
- e. Verify that designated official depositories submit to the Chief Financial Officer a copy of the State of New Jersey, Department of Banking and Insurance, Governmental Unit Deposit Protection Act notification of Certificate of Eligibility, which must be filed semi-annually in the Department of Banking as of June 30 and December 31 of each year.

VII. DESIGNATION OF DEPOSITORIES

The following financial institutions are designated official depositories:

TD Bank, National Association;
 Ocean First Bank;
 United Roosevelt; and
 Valley National Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.
 Said notices must be available for annual audit.

VIII. AUTHORIZED INVESTMENTS

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
 or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than twenty (20) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent with the Division's own investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.

- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.
- g.) Bonds, notes, or other obligations issued by an agency or corporation of the federal government or a governmental agency established under the laws of this State, provided that the(issuer) is not in default as to the payment of principal or interest upon any of its outstanding obligations, and provided further that the bonds, notes or other obligations are purchased at fair market value, guaranteed as to interest and principal, and have a credit rating of A3 or higher by Moody's Investor Services, Inc., A- or higher by Standard and Poor's Corporation and A- or higher by Fitch Ratings, except that two of the three ratings is sufficient.
- h.) The cash management plan may provide for the purchase of certificates of deposits (CDARS) in accordance with the following conditions:
 - (1) The funds are initially invested through a public depository as defined in section 1 of P.L.1940, c.236 (C.17:9-41) designated by the local unit.
 - (2) The designated public depository arranges for the deposit of the funds in certificates of deposit in one or more federally insured banks or savings and loans association, for the account of the local unit;
 - (3) 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;
 - (4) The designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and
 - (5) At the same time the local unit's funds are deposited and certificates of deposits are issued, the designated public depository receives an amount of deposits from customers or other banks and savings and loan associations, wherever located, equal to the amount of funds initially invested by the local unit through the designated public depository.

No investment or deposit shall have a maturity longer than twenty (20) years from date of purchase, unless the fund seeks prior approval from the Department of Banking and Insurance and the Division of Local Government Services in the Department of Community Affairs to enter into a longer-term investment of a longer duration.

IX. SAFEKEEPING CUSTODY PAYMENT

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Highlands, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Borough of Highlands or by a third-party custodian prior to or upon the release of the Borough of Highlands funds.

X. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Officials referred to in Section IV hereof shall supply to the governing body of the Borough of Highlands a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the Borough of Highlands as a Deposit of a Permitted Investment.
- b. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of securities purchased, or Deposits made.
- d. The book value of such Deposits or Permitted Investment.
- e. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- f. The fees incurred to undertake such Deposits or Permitted Investments.
- g. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- h. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Highlands.

XI. BOROUGH AUDITOR

The Borough Investment practices (including compliance with N.J.S.A. 40A:5-14) and the agreement for banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State Statute, the applicable State Statute shall apply.

XII. SURETY BONDS

- a. The Chief Financial Officer shall be covered by surety bonds. During the annual audit, the Borough Auditor shall examine said bonds to determine that proper coverage has been obtained.
- b. Staff members of the Chief Financial officer's office other than the C.F.O. (See a above) shall be covered by a public employee's faithful performances bond in the minimum amount of \$10,000.

XIII. TERM OF PLAN

The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion to Approve R-22-033:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson

Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-034

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:

BLOCK	LOT	YEAR	AMOUNT	NAME
98	6.11	2019	\$3,470.92	MARZOVILLA, MICHAEL

Motion to Approve R-22-034:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-035

A RESOLUTION APPROVING THE 2022 TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is within the first thirty days of January 2022: and

WHEREAS, the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2021 Municipal Budget	\$10,480,703.78
2021 Sewer Utility Budget	\$ 1,257,312.50

WHEREAS, 26.25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2021 budget is the sum of:

2022 Municipal Budget	\$2,751,184.75
2022 Sewer Utility Budget	\$ 330,044.54

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey that the temporary appropriations be made and a certified copy of this resolution be transmitted to the Borough Chief Financial Officer for their records:

2022 Temporary Appropriations Municipal Budget

Department	Salaries	Other Expenses	Total
General Government:			
Mayor and Borough Council	\$ 0.00	\$ 5,150.00	\$ 5,150.00
Borough Clerk	\$ 24,500.00	\$ 9,875.00	\$ 34,375.00
Borough Administrator	\$ 35,000.00	\$ 1,075.00	\$ 36,075.00
Central Services	\$ 5,000.00	\$ 8,500.00	\$ 13,500.00
Financial Administration	\$ 38,500.00	\$ 4,500.00	\$ 43,000.00
Grants Writer	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Audit	\$ 0.00	\$ 11,750.00	\$ 11,750.00
Assessment of Taxes	\$ 9,500.00	\$ 11,125.00	\$ 20,625.00
Collection of Taxes	\$ 30,500.00	\$ 2,750.00	\$ 33,250.00
Legal Services	\$ 0.00	\$ 76,250.00	\$ 76,250.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Engineering Services	\$ 0.00	\$ 63,750.00	\$ 63,750.00
Public Buildings & Grounds	\$ 16,750.00	\$ 24,750.00	\$ 41,500.00
Municipal Land Use Law	\$ 2,500.00	\$ 14,637.50	\$ 17,137.50

Master Plan	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Insurance:			
Group Insurance	\$ 0.00	\$ 275,000.00	\$ 275,000.00
Group Insurance Stipend	\$ 8,750.00	0.00	\$ 8,750.00
General Liability	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Workers' Compensation	\$ 0.00	\$ 100,000.00	\$ 100,000.00
Flood Insurance	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Public Safety:			
Fire	\$ 0.00	\$ 22,702.50	\$ 22,702.50
Police	\$ 470,000.00	\$ 40,375.00	\$ 510,375.00
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00
First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$ 3,500.00	\$ 3,500.00
Emergency Management	\$ 1,050.00	\$ 6,250.00	\$ 7,300.00
School Crossing Guards	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00
Municipal Court	\$ 4,250.00	\$ 1,850.00	\$ 6,100.00
Public Defender	\$ 500.00	\$ 0.00	\$ 500.00
Streets and Roads:			
Road Repair & Maintenance	\$ 75,000.00	\$ 22,262.50	\$ 97,262.50
Snow Removal	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
Health and Welfare:			
Regional Health Commission	\$ 0.00	\$ 0.00	\$ 0.00
Dog Control	\$ 0.00	\$ 5,500.00	\$ 5,500.00
Substance Abuse Program	\$ 0.00	\$ 750.00	\$ 750.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Recreation and Education:			
Beachfront Maintenance	\$ 1,250.00	\$ 2,400.00	\$ 3,650.00
Parks & Playgrounds	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Public Events	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Community Center	\$ 30,000.00	\$ 7,925.00	\$ 37,925.00
Uniform Fire Safety Act	\$ 10,750.00	\$ 1,840.00	\$ 12,590.00
Code Enforcement Officer	\$ 18,750.00	\$ 2,750.00	\$ 21,500.00
Code – Substandard Housing	\$ 0.00	\$ 6,250.00	\$ 6,250.00
Sanitation	\$ 3,750.00	\$ 11,000.00	\$ 14,750.00
Sanitation- Contractual Service	\$ 0.00	\$ 93,750.00	\$ 93,750.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Mechanical Garage	\$ 0.00	\$ 4,000.00	\$ 4,000.00
Condominium Services	\$ 0.00	\$ 9,125.00	\$ 9,125.00
Construction Code Official	\$ 625.00	\$ 4,625.00	\$ 5,250.00
Accumulated Leave	\$ 6,250.00	\$ 0.00	\$ 6,250.00

Utilities:			
Electricity	\$ 0.00	\$ 16,500.00	\$ 16,500.00
Street Lighting	\$ 0.00	\$ 14,250.00	\$ 14,250.00
Telephone	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Water	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Gasoline-Fuel	\$ 0.00	\$ 16,250.00	\$ 16,250.00
Natural Gas	\$ 0.00	\$ 3,750.00	\$ 3,750.00
Telecommunications	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Fire Hydrants	\$ 0.00	\$ 18,000.00	\$ 18,000.00
Deferred Charges:			
PERS	\$ 0.00	\$ 28,303.25	\$ 28,303.25
Social Security System	\$ 0.00	\$ 37,500.00	\$ 37,500.00
PFRS	\$ 0.00	\$ 102,518.00	\$ 102,518.00
DCRP	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
TOTAL INSIDE "CAP"	\$ 810,675.00	\$ 1,377,413.75	\$ 2,188,088.75
"OUTSIDE CAPS"			
Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00
LOSAP	\$ 0.00	\$ 18,750.00	\$ 18,750.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Interlocal:			
Atlantic Highlands:			
Garage	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Municipal Court	\$ 0.00	\$ 21,250.00	\$ 21,250.00
Middletown Township:			
UCC Construction	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Clerk Services		\$ 0.00	\$ 0.00
Sea Bright Lifeguards	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
EMS/JFK Medical Services		\$ 30,000.00	\$ 30,000.00
Grants:			
Alliance Grant	\$ 0.00	\$ 2,125.00	\$ 2,125.00
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 200,750.00	\$ 200,750.00
SUB TOTAL APPROPRIATIONS	\$ 810,675.00	\$ 1,578,163.75	\$ 2,388,838.75
Statutory Additions:			
Capital Improvement Fund		\$ 50,000.00	\$ 50,000.00
Payment of Bond Principal		\$ 340,000.00	\$ 340,000.00
Interest on Bonds		\$ 98,600.00	\$ 98,600.00
Payment on Note Principal		\$ 730,000.00	\$ 730,000.00

Interest on Notes		\$ 18,208.01	\$ 18,208.01
Loan Principal		\$ 35,000.00	\$ 35,000.00
Lease Purchase			
Principal		\$ 35,000.00	\$ 35,000.00
Interest		\$ 2,880.00	\$ 2,880.00
SUB-TOTAL STATUTORY ADDITIONS	\$ 0.00	\$ 1,309,688.01	\$ 1,309,688.01
TOTAL TEMPORARY MUNICIPAL BUDGET	\$ 810,675.00	\$ 2,887,851.76	\$ 3,698,526.76
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 27,500.00	\$ 265,000.00	\$ 292,500.00
Group Insurance		\$ 7,500.00	\$ 7,500.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,250.00	\$ 2,250.00
Sub Total	\$ 27,500.00	\$ 286,828.13	\$ 314,328.13
Statutory Additions:			
Payment of Bond Principal		\$ 61,000.00	\$ 61,000.00
Interest on Bonds		\$ 100,148.47	\$ 100,148.47
Principal/Interest on Notes/Loans		\$ 92,124.05	\$ 92,124.05
Total Statutory Additions	\$ 0.00	\$ 253,272.52	\$ 253,272.52
Total Sewer Utility Budget	\$ 27,500.00	\$ 540,100.65	\$ 567,600.65

Motion to Approve R-22-035:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnik						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-036

PROPERTY TAX CANCELLATION

WHEREAS, properties were recently subdivided or listed as exempt property on our tax rolls, and

WHEREAS, the Tax Assessor has reviewed the records and has made a determination that the 2021 valuations were overstated, and

WHEREAS, the Tax Collector is recommending that the following taxes be cancelled accordingly:

Block Lot Year Amount

98	6.03	2021	\$3,225.30
78	9.01	Lien	5,384.10

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-22-036:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-037

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND GATEWAY VILLAS 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, Gateway Villas 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 Gateway Villas 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 have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2022, to reimburse the Gateway Villas Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement and wishes to enter into such an Agreement with Gateway Villas Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2022.

Motion to Approve R-22-037:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-038

RESOLUTION AUTHORIZING 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 have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2022, to reimburse the Hilltop at Highlands Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Hilltop at Highlands Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2022.

Motion to Approve R-22-038:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-039

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE SANDPIPER 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, Sandpiper 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 the Sandpiper 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 have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2022, to reimburse the Sandpiper Condominium Association for snow removal and the cost of street lighting, as set forth in the Agreement, and wishes to enter into such an Agreement with the Sandpiper Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2022.

Motion to Approve R-22-039:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-040

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND EASTPOINTE 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, Eastpointe 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 Eastpointe 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 have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2022, to reimburse the Eastpointe Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Eastpointe Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2022.

Motion to Approve R-22-040:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-041

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE GEOGRAPHIC INFORMATION SYSTEM

WHEREAS, the Borough of Highlands has a need for Professional Engineering services in connection with professional services to perform a Geographic Information System (GIS) needs assessment, implement a GIS, and map the Borough's stormwater conveyance system, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design has set forth its proposed services in a written proposal dated December 9, 2021, copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design is in the amount of \$51,615.00, consisting of the following:

Phase 1.0 Mapping the Stormwater & Sanitary Sewer Systems	\$40,140.00
Phase 2.0 Stormwater Outfall Inspections	\$ 5,525.00
Phase 3.0 Bulkhead Mapping	<u>\$ 5,950.00</u>
	\$51,615.00

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, 331 Newman Springs Road, Suite 203, Red Bank, NJ 07701 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering & Design for the proposed engineering services in connection with the Geographic Information System; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$51,615.00 for Professional Engineering Services as stated in the Colliers Engineering & Design proposal dated December 9, 2021; and

WHEREAS, Colliers Engineering & Design has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design 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 Colliers Engineering & Design from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; 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:

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. Colliers Engineering & Design is hereby retained to provide professional engineering services in connection with the Geographic Information System (GIS) needs assessment, to implement a GIS, and map the Borough's stormwater conveyance system as described above in their proposal dated December 9, 2021, for an amount not to exceed \$51,615.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-22-041:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-042

RESOLUTION APPOINTING DONNA CONRAD TO SERVE IN THE POSITION OF REGISTRAR

WHEREAS, the position of Registrar shall become vacant on January 7, 2022, due to the resignation of Michelle Hutchinson; and

WHEREAS, pursuant to N.J.S.A. 26:8-15, "Any vacancy occurring in the office of local registrar shall be filled in the same manner as an original appointment but for the unexpired term only."; and

WHEREAS, Michelle Hutchinson was appointed as Registrar effective September 2, 2020, and accordingly the unexpired term extends until September 2, 2023; and

WHEREAS, the Borough wishes to appoint Donna Conrad to serve as the Registrar for the remainder of the unexpired term.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Donna Conrad is hereby appointed to serve as Registrar until September 2, 2023, effective January 8, 2022.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its enactment.

Motion to Approve R-22-042:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-043

RESOLUTION APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for the term to expire December 31, 2022:

Tax Search Officer Donna Conrad

Assessment Search Officer Donna Conrad

Motion to Approve R-22-043:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-044

A RESOLUTION APPOINTING NANCY TRAN TO SERVE IN THE POSITION OF ACTING MUNICIPAL CLERK

WHEREAS, the position of Municipal Clerk shall become vacant on January 7, 2022, due to the resignation of Michelle Hutchinson; and

WHEREAS, N.J.S.A. 40A:9-133 provides that “Within 90 days of the occurrence of a vacancy in the office of municipal clerk by reason of the departure of a registered municipal clerk, the governing body may appoint a person who does not hold a registered municipal clerk certificate to serve as acting municipal clerk for a period not to exceed one year and commencing on the date of the vacancy.”; and

WHEREAS, the Borough wishes to appoint Nancy Tran to serve as the Acting Municipal Clerk for 60 days.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Nancy Tran is hereby appointed to serve as Acting Municipal Clerk, for a 60-day term effective January 8, 2022.

Motion to Approve R-22-044:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-045
A RESOLUTION AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 27, 2021, which totals as follows:

Current Fund	\$ 70,054.21
Sewer Account	\$ 5,537.38
Capital Fund	\$ 30,270.00
Trust-Other	\$ 499.50
Federal/State Grants	\$ 257.63
Total	\$ 106,618.72

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$106,618.72** 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.

Motion to Approve R 22-045:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk

RECAP OF PAYMENT OF BILLS
01/01/2022

Item 55.

CURRENT:		\$	68,518.81
Payroll	(12/30/2021)	\$	
Manual Checks		\$	1,535.40
Voided Checks		\$	
SEWER ACCOUNT:		\$	5,537.38
Payroll	(12/30/2021)	\$	
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	30,270.00
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	
Payroll	(12/30/2021)	\$	
Manual Checks		\$	499.50
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	257.63
Payroll	(12/30 /2021)	\$	
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

**THE COMPLETE PAYMENT OF BILLS IS AVAILABLE IN
THE CLERK'S OFFICE FOR ANYONE THAT WISHES TO REVIEW THE LIST.**

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
102BA005 102 BAY TYH HIGHLANDS LLC										
21-01439 10/01/21 whole and Chocolate milk										
1 whole and Chocolate milk	257.63	G-02-41-807-133-201	B Summer Food 2019 (159)	Res	R	12/17/21	12/20/21		9/9/21	N
Vendor Total:	257.63									
ACACT005 ACACIA FINANCIAL GROUP, INC.										
21-01443 12/20/21 Annual EMMA filing										
1 Annual EMMA filing	750.00	1-01-20-130-000-224	B Finance: Paying Agent Fees		R	12/20/21	12/20/21		12/14/21	N
Vendor Total:	750.00									
ACEWA005 ACE WALCO TERMITE CONTROL										
21-01475 12/27/21 PEST CONTROL										
1 PEST CONTROL	58.99	1-01-25-263-000-201	B Fire Dept: Building and grounds		R	12/27/21	12/27/21		926984	N
Vendor Total:	58.99									
ACTIV005 ACTIVITY CONNECTION.COM, LLC										
21-01428 12/14/21 Annual subscription										
1 Annual subscription	174.95	1-01-28-360-000-235	B Community Ctr: Senior Citizens		R	12/14/21	12/20/21		E-2139	N
Vendor Total:	174.95									
ARMYN005 ARMY & NAVY STORE										
21-01362 12/07/21 uniforms new employee										
1 uniforms new employee	199.98	1-01-26-290-000-132	B Streets: Uniform Clothing & Access.		R	12/07/21	12/20/21		633961	N
Vendor Total:	199.98									

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BOROUGH OF HIGHLANDS
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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099-Exc1
Item Description	Amount	Charge Account	Acct Type Description								
BANKERS BANKERS LIFE AND CASUALTY CO											
21-01448 12/20/21 retiree medical											
1 retiree medical	621.43	1-01-35-410-000-201	B Contingent	R		12/20/21	12/20/21			B2182539	N
Vendor Total:	621.43										
BAYSHORE BAYSHORE SINGLE STREAM SOLUTION											
21-01466 12/23/21 commingled											
1 commingled	35.72	1-01-26-305-000-294	B Sanitation: Other	R		12/23/21	12/23/21			12183	N
2 commingled	25.85	1-01-26-290-000-294	B Streets: Other	R		12/23/21	12/23/21			12247	N
	61.57										
Vendor Total:	61.57										
BEACON BEACON AWARDS & SIGNS											
21-01416 12/13/21 Retiring council members											
1 Retiring council members	90.00	1-01-20-110-000-294	B Mayor/Council: Misc. Expenses	R		12/13/21	12/20/21			1208-HB RETIRIN	N
Vendor Total:	90.00										
CAVAN005 CAVANAUGH'S EXTERMINATING CO											
21-01452 12/21/21 pest control											
1 pest control	40.00	1-01-26-310-000-178	B B&G: Building Maintenance	R		12/21/21	12/21/21			838463	N
2 pest control	30.00	1-01-26-310-000-178	B B&G: Building Maintenance	R		12/21/21	12/21/21			843976	N
3 pest control	30.00	1-01-26-310-000-178	B B&G: Building Maintenance	R		12/21/21	12/21/21			843974	N
	100.00										
Vendor Total:	100.00										
CINTA005 CINTAS CORPORATION											
21-00158 02/19/21 FACILITY CLEANING SERVICES											
17 FACILITY CLEANING SERVICES	500.70	1-01-26-310-000-294	B B&G: Other/Janitorial Contract	R		02/19/21	12/21/21			4099877338	N
18 FACILITY CLEANING SERVICES	527.50	1-01-26-310-000-294	B B&G: Other/Janitorial Contract	R		02/19/21	12/21/21			4101229263	N
19 FACILITY CLEANING SERVICES	500.70	1-01-26-310-000-294	B B&G: Other/Janitorial Contract	R		02/19/21	12/21/21			4102746912	N
	1,528.90										
Vendor Total:	1,528.90										

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Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CME01 CME ASSOCIATES										
	21-00008 01/19/21 2021 general engineering									
	78 Barberie drainage improvements	963.00	1-01-20-165-000-244	B Engineering:General Engineering	R	12/27/21	12/27/21		0295041	N
	79 Barberie drainage improvements	1,363.00	1-01-20-165-000-244	B Engineering:General Engineering	R	12/27/21	12/27/21		0295042	N
	80 Barberie drainage improvements	1,791.00	1-01-20-165-000-244	B Engineering:General Engineering	R	12/27/21	12/27/21		0295023	N
		4,117.00								
	21-00773 07/15/21 King Street & Matthew Street									
	9 King Street & Matthew Street	1,008.00	1-01-20-165-000-244	B Engineering:General Engineering	R	07/15/21	12/27/21		0295028	N
	21-01105 10/07/21 Improvement to Gertrude Park									
	4 Improvement to Gertrude Park	3,439.00	1-01-20-165-000-244	B Engineering:General Engineering	R	10/07/21	12/27/21		0295026	N
	21-01106 10/07/21 Improvements to Veterans Park									
	4 Improvements to Veterans Park	2,120.50	1-01-20-165-000-244	B Engineering:General Engineering	R	10/07/21	12/27/21		0295025	N
	21-01107 10/08/21 land surveying/Improv Hillside									
	4 land surveying/Improv Hillside	2,680.50	C-04-14-108-000-510	B Ord 14-08 Engineer	R	10/08/21	12/27/21		0295022	N
	21-01271 11/15/21 Overlook Park Improvements									
	2 Overlook Park Improvements	4,595.50	C-04-17-101-000-201	B Ord#17-03 Various Improv-Open Space	R	11/15/21	12/27/21		0295027	N
	21-01272 11/15/21 Engineering services									
	2 Engineering services	15,619.00	C-04-17-101-000-201	B Ord#17-03 Various Improv-Open Space	R	11/15/21	12/27/21		0295024	N
	Vendor Total:	33,579.50								

COMCAST COMCAST										
	21-01457 12/22/21 firehouse									
	1 firehouse	74.48	1-01-31-450-000-213	B Telecommunications	R	12/22/21	12/22/21		FIREHOUSE SPC	N
	2 27 shore drive	305.53	1-01-35-410-000-201	B Contingent	R	12/22/21	12/22/21		27 SHORE DR	N
	3 first aid	148.03	1-01-35-410-000-201	B Contingent	R	12/22/21	12/22/21		FIRST AID	N
	4 42 shore dr	463.08	1-01-31-440-000-213	B Telephone	R	12/22/21	12/22/21		42 SHORE DR	N
		991.12								

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Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
COMCAST COMCAST Continued													
21-01467	12/27/21	22	Snugharbor Avenue										
1	22	Snugharbor Avenue	263.44	1-01-31-440-000-213	B Telephone	R	12/27/21	12/27/21				22 SNUGHARBOR	N
Vendor Total:			1,254.56										
DYNAMIC DYNAMIC TESTING SERVICE													
21-01464	12/23/21		Breath alcohol/random 5 panel										
1	Breath alcohol/random 5 panel	80.00	1-01-26-290-000-294	B Streets: Other	R	12/23/21	12/23/21					14316	N
Vendor Total:			80.00										
ELANC005 ELAN CITY													
21-01414	12/13/21		Equipment										
1	12V 22AH Battery	166.00	1-01-25-240-000-294	B Police: Other	R	12/13/21	12/21/21					20-2425	N
2	Article After-Sales Carriage	50.00	1-01-25-240-000-294	B Police: Other	R	12/13/21	12/21/21					20-2425	N
		216.00											
Vendor Total:			216.00										
FRANNY01 FRANNY'S PIZZA													
21-01403	12/10/21		Draw down										
1	Draw down	76.77	1-01-28-360-000-245	B Community Ctr: Teen Activities	R	12/10/21	12/27/21					12/21/21	N
Vendor Total:			76.77										
GANNE005 GANNETT NJ													
21-01429	12/14/21		Nove 1 thru Nove 30, 2021										
1	Nove 1 thru Nove 30, 2021	114.20	1-01-20-120-000-220	B Municipal Clerk: Advertising	R	12/14/21	12/20/21					4269807	N
Vendor Total:			114.20										
GATE001 GATEWAY VILLAS CONDO ASSOC													
21-01459	12/22/21		electric reimbursement										
1	electric reimbursement	181.56	1-01-26-325-000-217	B Condo Services: Street Lighting	R	12/22/21	12/22/21					11/18-12/20/21	N
Vendor Total:			181.56										

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
GEORGE GEORGE WALL																
21-01352	12/01/21	Items for 17-43 dpw														
1	Items for 17-43 dpw		60.63	1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/01/21	12/20/21		212266						N
21-01426	12/14/21	rear rotors for dpw 17-43														
1	rear rotors for dpw 17-43		302.56	1-01-26-300-000-201	B Mech Garage: Motor Vehicle - Streets	R	12/14/21	12/22/21		212307						N
Vendor Total:			363.19													
GLE01 GLENCO SUPPLY, INC																
21-01375	12/07/21	signs/no parking/speed limit														
1	signs/no parking/speed limit		1,005.00	1-01-26-290-000-181	B Streets: General Hardware - Minor Tools	R	12/07/21	12/27/21		27649						N
Vendor Total:			1,005.00													
GTBM GTBM																
21-01063	09/27/21	kenwood vhf radios														
1	kenwood vhf radios		1,036.00	1-01-25-252-000-273	B Emergency Mgmt: Radio Repair	R	09/27/21	12/20/21		33463						N
Vendor Total:			1,036.00													
H2MAS005 H2M ASSOCIATES, INC																
20-01163	11/09/20	waterwitch wastewater pumpstat														
6	waterwitch wastewater pumpstat		7,375.00	C-06-18-001-000-201	B ORD#18-23 Storm Water-Soft Costs	R	11/09/20	12/20/21		222269						N
Vendor Total:			7,375.00													
FIRSTAID HIGHLANDS FIRST AID SQUAD																
21-01431	12/14/21	clothing allowance														
1	clothing allowance		3,500.00	1-01-25-260-000-232	B First Aid: Uniform Clothing & Access.	R	12/14/21	12/20/21		2021						N
Vendor Total:			3,500.00													
HILLT005 HILLTOP AT HIGHLANDS CONDO ASS																
21-01460	12/22/21	electric reimbursement														
1	electric reimbursement		118.16	1-01-26-325-000-217	B Condo Services: Street Lighting	R	12/22/21	12/22/21		11/19-12/21/21						N
Vendor Total:			118.16													

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Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd - Chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Stat/Chk Enc Date Date	Date Invoice	Exc1
IPVIDEO05 IP VIDEO CORPORATION				
21-01190 10/22/21 Training				
1 FTO-11/29-30 McGrath/O'Donnell	598.00 1-01-25-240-000-236 B Police: Schooling/Training	R 10/22/21 12/21/21	2162	N
2 discount	59.80- 1-01-25-240-000-236 B Police: Schooling/Training	R 12/20/21 12/21/21	2162	N
	538.20			
Vendor Total:	538.20			
KANE JACQUELINE KANE				
21-01438 12/17/21 Supplies				
1 Supplies	29.86 1-01-20-152-000-203 B Central Services: Consumable Supplies	R 12/17/21 12/20/21	12/16/21	N
Vendor Total:	29.86			
JASPAN JASPAN				
21-01453 12/21/21 supplies				
1 supplies-paint spray	12.38 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1234962	N
2 supplies-ext cord.	128.90 1-01-20-120-000-226 B Municipal Clerk: Election Expense	R 12/21/21 12/21/21	A1235590	N
3 supplies-mis bolts amd washers	18.84 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1238191	N
4 supplies-hardware	21.72 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1239708	N
5 supplies-bit spade	61.49 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1239769	N
6 supplies-cable tie,bulbs	159.83 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1239926	N
7 supplies-timer	121.95 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1242874	N
8 supplies-primer, cement	24.66 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1235160	N
9 supplies-ext. cord	22.30 1-01-26-310-000-181 B B&G: General Hardware - Minor Tools	R 12/21/21 12/21/21	A1240050	N
	572.07			
Vendor Total:	572.07			
JCP L JCP & L				
21-01458 12/22/21 cedar st				
1 cedar st	15.26 1-01-31-430-000-215 B Electric	R 12/22/21 12/22/21	95826009990	N
2 master bill	616.37 1-01-31-430-000-215 B Electric	R 12/22/21 12/22/21	95009413060	N
3 master mua	352.05 1-01-31-430-000-215 B Electric	R 12/22/21 12/22/21	95009413079	N

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Vendor # Name	PO # PO Date Description	Contract PO-Type	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Date Invoice	Exc1
JCPL JCP & L Continued					
21-01458 12/22/21 cedar st	Continued				
4 street lighting	2,460.82 1-01-31-435-000-217 B Street Lighting	R	12/22/21	12/22/21	95826009988 N
	3,444.50				
Vendor Total:	3,444.50				
JERSE005 JERSEY AUTO SPA CAR WASH					
21-01412 12/13/21 Car Wash					
1 Nov 2021 Car Washes	80.00 1-01-25-240-000-265 B Police: Car Wash	R	12/13/21	12/21/21	721 N
Vendor Total:	80.00				
JOHNG005 JOHN GUIRE LLC					
21-01081 09/30/21 supplies					
1 supplies	147.20 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	45550 N
2 supplies	52.49 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	36301 N
3 supplies	78.87 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	36438 N
4 supplies	183.92 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	36440 N
5 supplies	133.87 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	39332 N
6 supplies	144.93 1-01-26-290-000-154 B Streets: Equipment Maintenance	R	09/30/21	12/20/21	44902 N
	741.28				
21-01359 12/03/21 Ice Melt for sidewalks					
1 Ice Melt for sidewalks	884.50 1-01-26-292-000-187 B Snow Removal: Sand & Salt	R	12/03/21	12/20/21	46627 N
Vendor Total:	1,625.78				
KEVIN025 KEVIN ROONEY					
21-01473 12/27/21 Study guide/ clerks class					
1 Study guide/ clerks class	181.26 1-01-20-120-000-219 B Municipal Clerk: Books & Publications	R	12/27/21	12/27/21	2021 N
Vendor Total:	181.26				
GLU01 LAW OFFICES GLUCK WALRATH LLP					
21-01462 12/23/21 Bond anticipation notes 2021					
1 Bond anticipation notes 2021	2,275.00 1-01-20-155-000-246 B Legal Services: Consultants - Bonding At R		12/23/21	12/23/21	2021

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item	Description	Amount	Charge Account	Acct Type Description								
GLU001 LAW OFFICES GLUCK WALRATH LLP Continued												
21-01462	12/23/21 Bond anticipation notes 2021	Continued										
2	Bond anticipation notes 2021	1,231.00	1-01-20-130-000-252	B Finance: Bonding Expenses	R		12/23/21	12/23/21			2021	N
		3,506.00										
Vendor Total:		3,506.00										
MGL MGL PRINTING SOLUTIONS												
21-01357	12/03/21 delinquent notices											
1	delinquent notices	241.50	1-01-20-145-000-261	B Tax Collection: Printing	R		12/03/21	12/20/21			184659	N
2	delinquent notices	351.00	1-05-55-502-000-161	B Sewer: Printing	R		12/03/21	12/20/21			184659	N
		592.50										
21-01401	12/10/21 Registrar Materials											
1	Registrar Materials	378.00	1-01-20-120-000-201	B Municipal Clerk: Office Supplies	R		12/10/21	12/20/21			183710	N
Vendor Total:		970.50										
MICHA045 MICHAEL MARZOVILLA												
21-01444	12/20/21 TAX REFUND											
1	TAX REFUND	3,470.92	1-01-99-999-000-205	B Tax Overpayments	R		12/20/21	12/20/21			B98/L6.11	N
Vendor Total:		3,470.92										
MIDDLE020 MIDDLETOWN TRAILER SUPPLY												
21-01064	09/27/21 repairs to light tower Lt-1/4											
1	repairs to light tower Lt-1/4	52.95	1-01-25-252-000-296	B Emergency Mgmt: Equipment	R		09/27/21	12/20/21			9/9/21	N
2	repairs to light tower Lt-1/4	103.95	1-01-25-252-000-296	B Emergency Mgmt: Equipment	R		09/27/21	12/20/21			9/21/21	N
		156.90										
Vendor Total:		156.90										
MOTOR010 MOTOROLA SOLUTIONS, INC.												
21-01451	12/21/21 2 way radio											
1	2 way radio	350.00	1-01-35-410-000-201	B Contingent	R		12/21/21	12/21/21			025449	N
Vendor Total:		350.00										

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Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd	chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Date Invoice	Exc1
NATALO10 NATALE MACHINE & TOOL CO., INC					
21-01214 10/29/21 Streamlight Waypoint 300					
1 Streamlight Waypoint 300	705.00 1-01-25-252-000-296	B Emergency Mgmt: Equipment	R	10/29/21 12/20/21	157870 N

Vendor Total: 705.00

NAYLORS NAYLORS AUTO PARTS					
21-01454 12/21/21 oil filter					
1 oil filter	13.88 1-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/21/21 12/21/21	192645 N
2 tamper proof	49.95 1-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/21/21 12/21/21	193147 N
3 battery, oil	172.22 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	193399 N
4 led	32.59 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	193429 N
5 lamp, socket	31.49 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	193572 N
6 battery	172.99 1-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/21/21 12/21/21	193708 N
7 brake pads/rotor	614.94 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	193819 N
8 credit	399.98 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	193905 N
9 strobe kit	75.80 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	194092 N
10 DexronIII	95.88 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	194116 N
11 trans oil cooler	59.99 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	194188 N
12 strobe kit	151.60 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194192 N
13 ties	18.88 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194298 N
14 copper nickl	31.05 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194489 N
15 fitting	40.80 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194502 N
16 wiper blade	48.98 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194548 N
17 headlamp	149.00 1-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	12/21/21 12/21/21	194575 N
18 hub cap	61.98 1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/21/21 12/21/21	194598 N
19 license plate bracket	6.89 1-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/21/21 12/21/21	194629 N
	1,428.93				

Vendor Total: 1,428.93

NJAMERIC NEW JERSEY AMERICAN WATER					
21-01470 12/27/21 122 hydts					
1 122 hydts	2,460.96 1-01-31-445-000-219	B Water	R	12/27/21 12/27/21	122 HYDTS N

Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd	Stat/Chk	Enc Date	Date	chk/Void	Invoice	1099
Item Description	Amount	Charge Account	Acct Type Description				Date		Excl
NJAMERIC NEW JERSEY AMERICAN WATER									
21-01470 12/27/21 122 hydts		Continued							
2 122 hydts	3,853.76	1-01-31-463-000-193	B Fire Hydrants	R	12/27/21	12/27/21		122 HYDTS	N
	6,314.72								
Vendor Total:	6,314.72								
NJNG NEW JERSEY NATURAL GAS									
21-01449 12/21/21 s 2nd street									
1 s 2nd street	173.53	1-01-31-446-000-218	B Natural Gas	R	12/21/21	12/21/21		S 2ND ST	N
2 22 snugharbor	502.21	1-01-31-446-000-218	B Natural Gas	R	12/21/21	12/21/21		22 SNUGHARBOR	N
3 public works	209.57	1-01-31-446-000-218	B Natural Gas	R	12/21/21	12/21/21		PUBLIC WORKS	N
4 shore dr	448.71	1-01-31-446-000-218	B Natural Gas	R	12/21/21	12/21/21		SHORE DR	N
	1,334.02								
Vendor Total:	1,334.02								
NEWPO005 NEWPORT MEDIA HOLDINGS, LLC									
21-01445 12/20/21 Landuse Board Publication									
1 Landuse Board Publication	6.82	1-01-21-180-000-220	B Municipal Land Use Law: Advertising	R	12/20/21	12/21/21		16672	N
Vendor Total:	6.82								
OMSOL005 O&M SOLUTIONS, LLC									
21-00486 05/07/21 MAINTENANCE OF WASTEWATER									
12 MAINTENANCE OF WASTEWATER	285.00	1-05-55-502-000-154	B Sewer: Equipment Maintenance	R	05/07/21	12/21/21		2959	N
13 MAINTENANCE OF WASTEWATER	492.50	1-05-55-502-000-154	B Sewer: Equipment Maintenance	R	05/07/21	12/21/21		2990	N
	777.50								
Vendor Total:	777.50								
OLDD0005 OLD DOMINION BRUSH COMPANY									
21-01167 10/15/21 Brushes for Street Sweeper									
1 Brushes for Street Sweeper	960.00	1-01-26-290-000-296	B Streets: Machinery & Equipment	R	10/15/21	12/20/21		7843137	N
Vendor Total:	960.00								

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ON-SITE ON-SITE TIRE REPAIR, LLC																
21-01353	12/01/21	Tires for pd vehicles and dpw														
1	Tires for pd vehicles and dpw			468.84	1-01-42-717-000-198	B Interlocal: Tires	R	12/01/21	12/20/21					33426		N
2	Tires for pd vehicles and dpw			778.62	1-01-42-717-000-198	B Interlocal: Tires	R	12/01/21	12/20/21					33425		N
3	Tires for dpw enforcer			545.28	1-01-42-717-000-198	B Interlocal: Tires	R	12/13/21	12/20/21					33426		N
				1,792.74												
Vendor Total:				1,792.74												
PHILLIPS, PREISS, GRYGIEL, LEHENY																
21-00070	01/27/21	Borough planner														
11	Borough planner			9,608.75	1-01-21-185-000-245	B Zoning: Consultants - Planning	R	12/21/21	12/21/21					34469		N
Vendor Total:				9,608.75												
POWER POWERHOUSE SIGNWORKS																
21-01285	11/19/21	Vehicle Lettering														
1	3M Refeective Lettering			550.00	1-01-25-240-000-294	B Police: Other	R	11/19/21	12/20/21					22-121302		N
Vendor Total:				550.00												
PUMPING PUMPING SERVICES, INC.																
21-01355	12/02/21	Sump pump trouble/North street														
1	Sump pump trouble/North street			1,354.50	1-05-55-502-000-190	B Sewer: Station Repairs	R	12/02/21	12/20/21					1125572		N
2	Sump pump trouble/North street			1,204.00	1-05-55-502-000-190	B Sewer: Station Repairs	R	12/02/21	12/20/21					1126455		N
3	Sump pump trouble/North street			989.60	1-05-55-502-000-190	B Sewer: Station Repairs	R	12/03/21	12/20/21					1126806		N
				3,548.10												
21-01418	12/13/21	Emergency service/North st														
1	Emergency service/North st			624.40	1-05-55-502-000-190	B Sewer: Station Repairs	R	12/13/21	12/21/21					1127246		N
Vendor Total:				4,172.50												
SKIP SKIP'S SPORTS																
21-01346	12/01/21	Uniforms														
1	Uniforms			463.00	1-01-28-360-000-132	B Community Ctr: Uniform Clothing & Acces	R	12/01/21	12/20/21					47469		N
Vendor Total:				463.00												

Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Date Invoice	Exc1
STAPLES STAPLES ADVANTAGE					
21-01344 11/30/21 office supplies and technology					
1 office supplies and technology	853.48 1-01-28-360-000-101 B Community Ctr: Office Supplies	R	11/30/21	12/20/21	3494823373 N
21-01370 12/07/21 Office Supplies					
1 Plastic Cups Item 24394128	37.56 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
2 16GB USB 10/pk Item 106622	49.69 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
3 2022 12x15 Wall Calendar	35.97 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
5 2022 11x8 Wall Calendar	17.20 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
7 2022 6x3.5 Calendar Refill	5.81 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
9 2022 9x11 Monthly Planner	17.56 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
11 Tru Red Kraft Folder w/2	65.44 1-01-25-240-000-201 B Police: Office Supplies	R	12/07/21	12/21/21	3494823374 N
13 heater	72.41 1-05-55-502-000-101 B Sewer: Office Supplies	R	12/07/21	12/21/21	3494823374 N
	301.64				
21-01388 12/09/21 Office Furniture/Supplies					
1 Item 923571 Manager Chair	449.97 1-01-25-240-000-201 B Police: Office Supplies	R	12/09/21	12/20/21	3494823375 N
2 Item 920274 Received Stamp	18.84 1-01-25-240-000-201 B Police: Office Supplies	R	12/09/21	12/20/21	3494823375 N
3 Item 100079 8GB USB 10/pk	49.95 1-01-25-240-000-201 B Police: Office Supplies	R	12/09/21	12/20/21	3494823375 N
4 office supplies	46.31 1-01-20-152-000-201 B Central Services: Office Supplies	R	12/20/21	12/20/21	3494823375 N
	565.07				
Vendor Total:	1,720.19				

STREE005 STREET COP TRAINING					
21-01364 12/07/21 Training					
1 Flipping Informants	199.00 1-01-25-240-000-236 B Police: Schooling/Training	R	12/07/21	12/20/21	5509260217BD0 N
Vendor Total:	199.00				

STRYKER STRYKER					
21-00894 08/16/21 strap green-6250001125					
1 strap green-6250001125	40.10 1-01-25-260-000-297 B First Aid: Rescue Equipment	R	08/16/21	12/21/21	3504602M N
2 strap black-6250001126	80.20 1-01-25-260-000-297 B First Aid: Rescue Equipment	R	08/16/21	12/21/21	3507233M N
3 freight	14.22 1-01-25-260-000-297 B First Aid: Rescue Equipment	R	08/16/21	12/21/21	3504602M N
4 freight	15.77 1-01-25-260-000-297 B First Aid: Rescue Equipment	R	12/21/21	12/21/21	3507233M N
	150.29				

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Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
Item Description	Amount Charge Account	Acct Type Description						Exc1
STRYKER STRYKER Continued								
21-01421 12/14/21 x-restraint package								
1 x-restraint package	342.00	1-01-25-260-000-297	B First Aid: Rescue Equipment	R	12/14/21	12/21/21	2668235M	N
2 labor ems	260.00	1-01-25-260-000-297	B First Aid: Rescue Equipment	R	12/14/21	12/21/21	3149988M	N
	602.00							
Vendor Total:	752.29							
TAYLOR TAYLOR FENCE COMPANY								
21-01390 12/09/21 Fence Segments								
1 Fence Segments	130.73	1-01-26-290-000-181	B Streets: General Hardware - Minor Tools	R	12/09/21	12/22/21	21-014038	N
Vendor Total:	130.73							
TWINLIGHT TWIN LIGHTS TERRACE CONDO								
21-01447 12/20/21 lighting reimbursement								
1 lighting reimbursement	673.81	1-01-26-325-000-217	B Condo Services: Street Lighting	R	12/20/21	12/20/21	9/1-12/1/21	N
Vendor Total:	673.81							
TWO RIVER TWO RIVER TIMES								
21-01430 12/14/21 Newspaper Publications								
1 Newspaper Publications	111.91	1-01-20-120-000-220	B Municipal Clerk: Advertising	R	12/14/21	12/20/21	16440	N
Vendor Total:	111.91							
UNITE005 UNITED SITE SERVICES								
21-01474 12/27/21 CLEANOUT RECYCLING YARD								
1 CLEANOUT RECYCLING YARD	45.40	1-01-26-290-000-294	B Streets: Other	R	12/27/21	12/27/21	6367530	N
Vendor Total:	45.40							
VERIZON1 VERIZON								
21-01469 12/27/21 Valley St. Pump Station								
1 Valley St. Pump Station	40.31	1-05-55-502-000-213	B Sewer: Telephone	R	12/27/21	12/27/21	VALLEY PUMP	N
2 40 Shore Drive	123.66	1-05-55-502-000-213	B Sewer: Telephone	R	12/27/21	12/27/21	40 SHORE DR.	N

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item Description	Amount	Charge Account	Acct Type	Description				Enc Date	Date	Date	Invoice	Excl
VERIZON1 VERIZON Continued												
21-01469 12/27/21 Valley St. Pump Station		Continued										
3 Police Repeater	1,195.08	1-01-31-440-000-213	B Telephone		R		12/27/21	12/27/21			POLICE REPEATER N	
	1,359.05											
Vendor Total:	1,359.05											
VERIZON005 VERIZON												
21-01471 12/27/21 Fios												
1 Fios	139.00	1-01-31-440-000-213	B Telephone		R		12/27/21	12/27/21			FIOS	N
Vendor Total:	139.00											
VERIZON15 VERIZON CONNECT												
21-01468 12/27/21 bundled billing												
1 bundled billing	150.00	1-01-31-440-000-213	B Telephone		R		12/27/21	12/27/21			2632454	N
Vendor Total:	150.00											
VERWIRE VERIZON WIRELESS												
21-01472 12/27/21 cell phone												
1 cell phone	1,580.43	1-01-31-440-000-213	B Telephone		R		12/27/21	12/27/21			9894632503	N
Vendor Total:	1,580.43											
VERME005 VERMEER NORTH ATLANTIC												
21-01374 12/07/21 maintenance to Wood Chipper												
1 maintenance to Wood Chipper	972.15	1-01-26-290-000-296	B Streets: Machinery & Equipment		R		12/07/21	12/22/21			10369005	N
Vendor Total:	972.15											
LAIRD1 WILLIAM F. LAIRD												
21-01427 12/14/21 RESIDENTIALMODELING 2022 REASS												
1 RESIDENTIALMODELING 2022 REASS	857.50	1-01-20-150-000-255	B Tax Assessor: Assessment Services (New)		R		12/14/21	12/22/21			2021-01	N
Vendor Total:	857.50											

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Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
WITMER WITMER PUBLIC SAFETY GROUP											
21-01135	10/12/21	Headband suspension									
1		Headband suspension	97.50	1-01-25-263-000-109	B Fire Dept: Personal Protective Equip.	R	10/12/21	12/27/21		2167521	N
2		Freight	11.50	1-01-25-263-000-109	B Fire Dept: Personal Protective Equip.	R	10/12/21	12/27/21		2167521	N
			109.00								
Vendor Total:			109.00								

Total Purchase Orders:	75	Total P.O. Line Items:	150	Total List Amount:	104,583.82	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	1-01	68,518.81	0.00	68,518.81	0.00	0.00	68,518.81
	1-05	5,537.38	0.00	5,537.38	0.00	0.00	5,537.38
Year Total:		74,056.19	0.00	74,056.19	0.00	0.00	74,056.19
CAPITAL PROJECTS	C-04	22,895.00	0.00	22,895.00	0.00	0.00	22,895.00
	C-06	7,375.00	0.00	7,375.00	0.00	0.00	7,375.00
Year Total:		30,270.00	0.00	30,270.00	0.00	0.00	30,270.00
	G-02	257.63	0.00	257.63	0.00	0.00	257.63
Total Of All Funds:		104,583.82	0.00	104,583.82	0.00	0.00	104,583.82

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	1,535.40	0.00	0.00	1,535.40
Total of All Funds:		<u>1,535.40</u>	<u>0.00</u>	<u>0.00</u>	<u>1,535.40</u>

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-002	Cash - Clearing - Both A/C	0.00	1,535.40
1-01-201-20-000-000	Current Appropriations	<u>1,535.40</u>	<u>0.00</u>
	Grand Total:	<u>1,535.40</u>	<u>1,535.40</u>

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BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

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Batch Id: JORGI Batch Type: C Batch Date: 12/17/21 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
21-01434	12/16/21	1 Borough Event	1,535.40	1 NAVESINK AVENUE	1-01-20-152-000-203	Budget	Aprv	1	1
			1,535.40	Central Services: Consumable Supplies					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	1	1	1,535.40

There are NO errors or warnings in this listing.

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BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

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Batch Id: JORGI Batch Type: C Batch Date: 12/22/21 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
21-01417	12/13/21	1 KOM trip	499.50	1400 ROUTE 36	T-03-56-850-000-022	Budget	Aprv	1	1
			499.50	Trust: Recreation Camp					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	1	1	499.50

There are NO errors or warnings in this listing.

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BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
TRUST NON BUDGET-TWO RIVER	T-03	499.50	0.00	0.00	499.50
Total of All Funds:		<u>499.50</u>	<u>0.00</u>	<u>0.00</u>	<u>499.50</u>

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-002	Cash - Clearing - Both A/C	0.00	499.50
1-01-160-05-000-004	Due Trust Fund	<u>499.50</u>	<u>0.00</u>
	Totals for Fund 1-01 :	499.50	499.50
1-03-160-05-000-001	Due Current Fund	0.00	499.50
1-03-201-20-000-001	General Trust Appropriations	<u>499.50</u>	<u>0.00</u>
	Totals for Fund 1-03 :	499.50	499.50
	Grand Total:	<u>999.00</u>	<u>999.00</u>



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-046

RESOLUTION APPOINTING MUNICIPAL COURT JUDGE

WHEREAS, N.J.S.A. 2B: 12-1 et seq requires that every municipality to establish a Municipal Court, and therefore exists a need for the Borough to contract for the services of a Municipal Court Judge for the Borough of Highlands; and

WHEREAS, Attorneys who are New Jersey residents and have practiced law for at least five years may be appointed to the position of Municipal Court Judge by the Mayor with the advice and consent of the Council; and

WHEREAS, as per Resolution 15-65, Thomas Smith, Esq. has served in the role of Highlands Borough Municipal Court Judge since April 1st of 2015; and

WHEREAS, after reviewing all applicants the Borough wishes to reappoint Thomas Smith, Esq. as he meets all the qualifications of Municipal Court Judge and the Mayor recommends that Thomas Smith, Esq. be appointed to that position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, that they appoint Thomas Smith, Esq. to a term of three years as Municipal Court Judge ending December 31st 2024, is hereby confirmed.

BE IT FURTHER RESOLVED that the Borough hereby appoints Thomas Smith as Municipal Court Judge in accordance with the Borough's salary ordinance.

Motion to Approve R 22-046:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-047

RESOLUTION APPOINTING WILLIAM KANE TO POSITION OF OFFICE OF EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, by way of Resolution 19-050, duly adopted on January 16, 2019, Patrick Mason was appointed to serve as the Office of Emergency Management Coordinator for the Borough of Highlands for a three (3) year term expiring December 31, 2021; and

WHEREAS, in light of the expiration of the aforesaid term, the appointing authority shall forthwith fill the Emergency Management Coordinator position; and

WHEREAS, in accordance with N.J.S.A. App.A:9-40-1, the mayor shall appoint the municipal emergency management coordinator.

NOW, THEREFORE, BE IT RESOLVED, that Mayor Broullon hereby appoints William Kane to serve as the Office of Emergency Management Coordinator for the Borough of Highlands, County of Monmouth, State of New Jersey for the term, beginning January 1, 2022 and expiring December 31, 2024.

Motion to Approve R-22-047:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Michelle Hutchinson, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 1, 2022.

Michelle Hutchinson
Municipal Clerk



BOROUGH OF HIGHLANDS
MAYOR'S MONTHLY REPORT DECEMBER 2021
22 Snug Harbor Avenue, Highlands NJ 07732
Saturday, January 01, 2022 at 12:00 PM

We continue to work closely with the Administrator and Department Heads, we continued to balance the management of the health crisis and do the Borough's business.

The December Report is as follows:

- Awarded contract for the Waterwitch Pump Station upgrades on December 15th. Work should start in the first quarter and be completed by the summer of 2022. This project has been on the books since before Sandy.
- Expanded our agreement with JFK Meridian from 8 hours per weekday to 12 hours, 5am-5 pm and entered into a Shared Service Agreement with Atlantic Highlands to share JFK/Meridian Ambulance service and costs. This agreement will reduce our costs while enjoying the higher amount of service hours.
- Awarded engineering and construction contract to rehab King and Matthews Streets for the NJ DOT sponsored project for resurfacing, reconstruction and drainage for these roads. Work should start in the first quarter.
- Grants Awarded
 - Monmouth County Open Space for the Skate Park \$200,000 on December 9th
 - 2022 Readiness and Environmental Protection Integration (REPI) Program Challenge pre-proposal accepted on December 21st. They are interested in a full proposal for our project. They received a total of 38 pre-proposals from organizations around the **country and only 20 were asked for a full proposal**; each offering a promising approach to preserving compatible land uses in areas where the military trains, tests and operates [Earle]. Our full application is due March 21, 2022.
 - Out total grants and other funds award for 2021 was **\$4,551,616**.

2021 Grants & Other Awards	Amount
FEMA Hazard Training	\$11,050
Community Development Block Grant to repair Marine Place	\$179,605
American Rescue Plan	\$246,703
NJ Transportation Municipal Aid	\$165,000
FY 2021 Police Body Camera Grant	\$38,722
Sandy Community Disaster Loan Forgiveness [loan + interest]	\$2,860,000
Body Armor Grant	\$38,722
DEP Green Acres Grant \$149,754+ Low Interest Loan \$449,260 for Skate Park	\$599,014
DOT Various Roads Grant	\$212,800
Monmouth County Open Space for Skate Park	\$200,000
Total	\$4,551,616

- Huddy and Veteran's Parks playground surfacing will be installed in January of 2022.
- For December, Highlands COVID-19 new cases are 75, the most in any month since the pandemic began. Total cases are 513. Out of the 53 municipalities in Monmouth County, Highlands has the lowest vaccination rate. We will have a Vaccine Clinic at the Community Center on 1/13 so if you have that first dose under your belt, that would be a great time to get your second shot. We will also begin COVID-19 testing starting 1/10 at the Community Center. Our percentages of population vaccinated are as follows:

	Total	12-17	12+	18+	30+	65+
1 shot	59%	49%	66%	66%	69%	83%
Complete	52%	46%	58%	59%	61%	71%

- **2019 Waterwitch and Bay Avenues sanitary project** – Waiting for final DEP authorization. All materials they requested from the Borough is in their hands.
 - **Phase 1:** the entirety of Waterwitch Ave [from R36 to Marine Place], North St, Gravelly Point Rd, Ralph St, William St, Ocean Ave, Beach Blvd, Linden Ave, Bay Ave.
 - **Phase 2:** Barberie Ave, Sea Drift Ave and both sides of Marine Place.
- **2021 Flood Mitigation Resiliency Plan** - This comprehensive plan targets four major areas. Each project can be constructed independently, and some will happen sooner than others due to complexity and funding.
 - North Street Pump Station upgrades and storm drainage
 - Marine Place steel bulkhead – Paint water side & replace cap
 - Veteran’s Park – Living Shoreline & Bulkhead Combination
 - Snug Harbor Avenue Pump Station – New pump station and replace storm drains
 - The plan will include the following grant submissions:
 - US Department of Defense Readiness & Environmental Protection Integration Program (REPI) – pre-proposal submitted 11/22 for joint Monmouth University, Highlands & Aberdeen. Pre-application accepted 12/21. Full application due 3/21/22.
 - FEMA Building Resilient Infrastructure and Communities (BRIC) – submitted to NJOEM 11/15/21, then they send to FEMA in January of 2022
 - FEMA Flood Mitigation Assistance (FMA) – This is a reimbursement grant
 - NJDEP Shore Protection Program – submitted 11/10
- **New Municipal Building** - We will be going out to bid for construction 1/14, with an award date of 2/16.
- **Waterwitch Pump Station Improvements** - Upgrades and install backup generator. Awarded engineering 12/15. Will go out to bid in January 2022.
- **Shadow Lawn Area of Redevelopment** – The DEP has demanded changing the orientation of the 6-story building and said once that is done, that height can be as tall as 20 stories. I tried to get an accommodation with DEP to no avail. Not wanting a 20-story building, I brought this information to the attention of the Governor’s office, they could not help. The stalemate is on-going, so the developer is looking at design changes.
- **Captain’s Cove Area of Redevelopment** - DEP permits were signed off on 12/20. We are working on the Developer’s Agreement and hope to have something in place by the end of the first quarter.
- **Commercial Business District Area of Redevelopment** - Draft Plan released 11/24, public meetings will continue before a final plan is adopted. Amendments to the draft plan will be sent in January.
- **Create Overlook Park [empty lot on NJSH 36]** - Awarded to Engineering 11/10/21. Will go out to bid in January.
- **Enter the Community Rating System [CRS] program for lower flood insurance** - Named CRS Coordinator to be Gregory R. Valesi, PE, PP, CME, CFM of CME on 11/10.
- **Update the Steep Slope Ordinance** - Waiting for recommendations from the Environmental Commission.
- **Skate Park upgrade** – Zoom meeting for final visioning will be in January 2022, work to start in the Spring.
 - Grant application to Green Acres submitted 7/12/21, awarded 10/21/21 \$449,260 in low interest loan and \$149,753 in a grant.
 - Grant application to Monmouth County Open Space submitted 9/16/21, \$200,000 awarded on 12/9.
- **Move electric out of flood zone in Borough parks**
 - Done for Vets and Cornwall completed in August, waiting for quote for Huddy
 - Ederle will be done as part of the larger project to rehab that entire park.
- **Address runoff issues from Monmouth Hills**
 - On-going discussions with Monmouth Hills HOA, State, County and Middletown officials. Monmouth Hills HOA hired an engineering firm to study the area and that engineer’s report due is in January.

All the best to you and yours. We will get through this together.

Mayor Carolyn Broullon