



BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING
151 Navesink Ave., Highlands, NJ 07732
Wednesday, September 16, 2026 at 7:00 PM

AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2026. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk
Council President Olszewski | Mayor Broullon

PROCLAMATION: 1. Highlands Lions Club's 100th Anniversary

APPROVAL OF MINUTES: 2. 09-02-2026 Meeting Minutes

PUBLIC HEARING ON PROPOSED ORDINANCES

- 3. **O-26-21** Authorizing Purchase of Property Located at 179 Navesink Avenue and Known as Block 37, Lot 10
- 4. **O-26-22** Amending Schedule A of the Borough of Highlands Salary Ordinance

INTRODUCTION OF PROPOSED ORDINANCES

RESOLUTIONS

CONSENT AGENDA

- 5. **R 26-185** Property Tax Cancellation
- 6. **R 26-186** Authorizing Payment of Bills

OTHER BUSINESS

REPORTS: 7. Administrator'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 3-minute time limit for your comments.

EXECUTIVE SESSION

Executive Session will be held following the Regular Council Meeting. 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. No formal action will be taken during Executive Session.

RESOLUTION TO ENTER EXECUTIVE SESSION

BE IT RESOLVED that the following portion of this meeting shall not be open to the public,

BE IT FURTHER RESOLVED that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists.

ADJOURNMENT

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

Next Council Meeting: October 7, 2026



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-26-21

AUTHORIZING PURCHASE OF PROPERTY LOCATED AT 179 NAVESINK AVENUE
AND KNOWN AS BLOCK 37, LOT 10

WHEREAS, Block 37, Lot 10 is located within the Borough of Highlands at 179 Navesink Avenue;
and

WHEREAS, Block 37, Lot 10 consists of approximately 11,334 square feet of land improved with
a single-family dwelling and related site improvements; and

WHEREAS, the Borough has received an independent appraisal for the property, negotiated with
the property owner and will prepare a contract to purchase the property in the amount of
\$650,000.00, contingent upon title review, taxes and other closing costs; and

WHEREAS, the Mayor and Council have determined that acquisition of the property is in the best
interests of the Borough.

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

- 1. The Mayor, Borough Administrator and Borough Clerk are hereby authorized to execute a
Contract for the Sale of Real Estate, together with any and all documents necessary to
effectuate the purchase of property located at 179 Navesink Avenue, Highlands, New Jersey,
and designated as Block 37, Lot 10 on the Borough tax maps.
- 2. The Borough Attorney, Borough Administrator and other Borough officials are hereby
authorized to undertake any and all acts reasonably necessary to effectuate the purchase of
the above-described property.

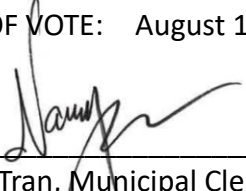
BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon passage and
publication according to law.

First Reading and Set Hearing Date for O-26-21:

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

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

DATE OF VOTE: August 19, 2026



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-26-21:

	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: September 16, 2026

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-26-22

AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY ORDINANCE

WHEREAS the Governing Body has determined that it is necessary to amend Ordinance O-26-02 which established Salaries and fixed Compensation of certain Borough Employees for the year 2026 and beyond unless amended;

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

SECTION I.

Schedule A of O-26-02 Establishing Salaries and Fixing Compensation of certain Borough Employees of the Borough of Highlands is hereby amended to provide as follows: (All additions are shown in bold italics with underlines. The deletions are shown as ~~strikeovers in bold italics~~.)

SCHEDULE A

1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION	Minimum	Maximum
Alternate Deputy Registrar	\$250	\$1,000
Confidential Administrative Assistant to the Mayor and Administrator	\$10,000	\$60,000 <u>\$65,000</u>
Deputy Clerk	\$10,000	\$40,000
Deputy Land Use Board Secretary	\$3,000	\$8,000
Deputy Office of Emergency Management Coordinator	\$1,500	\$2,500
Deputy Registrar	\$500	\$2,000 <u>\$5,000</u>
Land Use Board Secretary	\$6,000	\$16,000 <u>\$65,000</u>
Municipal Administrator	\$100,000 <u>\$60,000</u>	\$175,000
Municipal Alliance Hourly	\$15.92	\$30.00
Municipal Clerk	\$50,000	\$100,000
Office of Emergency Management Coordinator	\$5,000	\$15,000 <u>\$20,000</u>
Registrar	\$4,000	\$8,000
Secretary to Chief of Police	\$25,000	\$90,000
BUILDING AND HOUSING		
Clerical Office Help Hourly	\$15.49	\$26.00
<u>Certified Flood Plain Manager</u>	<u>\$10,000</u>	<u>\$30,000</u>
Construction Official	\$30,000 <u>\$100,000</u>	\$80,000 <u>\$200,000</u>
Electrical Sub-Code	\$10,000	\$20,000
Fire Official/Housing Inspector	\$30,000	\$50,000
DEPARTMENT OF FINANCE		
Assessment Searcher	\$3,000	\$4,000
Cashier	\$40,000	\$50,000
Chief Financial Officer	\$30,000	\$80,000
Deputy Tax Assessor Part Time	\$3,000	\$6,000
FEMA/NJOEM Coordinator Hourly	\$25.00	\$35.00
Payroll Clerk	\$5,000	\$45,000
Qualified Purchasing Agent	\$7,000	\$75,000

MUNICIPAL COURT

Court Administrator		\$70,000	\$110,000
Deputy Court Administrator		\$20/hour	\$25/hour
Deputy Court Clerk	Part Time Hourly	\$15.92	\$20.00
Judge of Municipal Court		\$13,500	\$20,000
Municipal Prosecutor		\$10,000	\$20,000
Public Defender		\$8,000	\$20,000
Special Sessions (Per Session)			
Court Administrator		\$250	\$400
Deputy Court Administrator		\$150	\$400
Judge of Municipal Court		\$500	\$600
Municipal Prosecutor		\$350	\$400
Public Defender		\$350	\$400

POLICE

Chief		\$125,000	\$200,000
Crossing Guard	Hourly	\$15.92	\$25.00
Special Officer:			
Class I	Hourly	\$15.92	\$25.00
Class II	Hourly	\$15.92	\$30.00

RECREATION

Clerical Office Help	Hourly	\$15.92	\$20.00
Recreation Coordinator		\$40,000	\$70,000
Summer Seasonal:			
Laborer	Hourly	\$10.00	\$20.00
Preparer	Hourly	\$15.92	\$25.00
Programmer	Hourly	\$13.00	\$20.00
Supervisor	Hourly	\$17.00	\$22.00

2. UNITED FOOD AND COMMERICAL WORKERS UNION (UFCW), LOCAL 152

BUILDING & HOUSING

Building Sub-Code		\$10,000	\$20,000
Code Enforcement Officer		\$50,000	\$90,000
Fire Inspector	Hourly	\$15.92	\$22.00
Property Maintenance Part Time Salary		\$5,000	\$26,000
Property Maintenance Part Time Hourly		\$15.00	\$22.00
Zoning Officer		\$10,000	\$20,000

DEPARTMENT OF PUBLIC WORKS

Superintendent of Public Works		\$100,000	\$150,000
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DEPARTMENT OF FINANCE

Senior Account Clerk		\$25,000	\$85,000
Tax Assessor	Part Time	\$20,000	\$55,000
Tax Collector	Part Time	\$20,000	\$55,000

DEPARTMENT OF RECREATION

Recreation Leader		\$40,000	\$70,000
Recreation Supervisor		\$34,500	\$55,000

3. **COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032**

BUILDING & HOUSING

Fire Sub Code Official	Part Time	\$10,000	\$20,000
Plumbing Sub Code Official	Part Time	\$10,000	\$20,000
Secretary, Licensing Clerk	Full Time	\$20,000	\$50,000
Secretary, Licensing Clerk	Part Time Hourly	\$15.92	\$22.00
Technical Assistant (TACO)		\$50,000	\$80,000

DEPARTMENT OF FINANCE

Account Clerk		\$40,000	\$70,000
Cashier		\$40,000	\$50,000
Tax Clerk		\$40,000	\$65,000
Tax Clerk	Part Time Hourly	\$15.92	\$20.00

POLICE

Records Clerk		\$40,000	\$50,000
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DEPARTMENT OF PUBLIC WORKS

Driver		\$40,000	\$55,000
Equipment Operator		\$40,000	\$70,000
Heavy Equipment Operator		\$45,000	\$80,000
Laborer		\$40,000	\$65,000
Laborer 2		\$40,000	\$70,000
Laborer 3		\$40,000	\$75,000
Laborer/Motor Broom Driver		\$40,000	\$60,000
Public Works Repairer		\$45,000	\$75,000
Recycling Yard Attendant	Part Time Hourly	\$15.92	\$20.00
Road Repairer		\$30,000	\$55,000
Sewer Operator		\$3,500	\$55,000
Truck Driver		\$40,000	\$70,000

DEPARTMENT OF RECREATION

Recreation Aide	Hourly	\$15.92	\$25.00
Recreation Assistant	Hourly	\$15.92	\$30.00

SECTION II. SEVERABILITY.

If any section, subsection, sentence clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER.

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

SECTION IV: EFFECTIVE DATE.

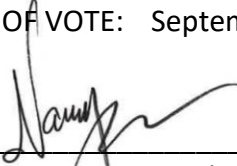
This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-26-22:

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

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

DATE OF VOTE: September 2, 2026



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-26-22:

	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: September 16, 2026

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-185
PROPERTY TAX CANCELLATION

WHEREAS, Block 37, lot 10 has a small tax balance for the 2025 year, and

WHEREAS, the Tax Collector has reviewed the records and is recommending the small balance be cancelled in the amount of \$12.49, and

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 26-185:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: September 16, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands