



BOROUGH OF HIGHLANDS
COUNCIL REORGANIZATION MEETING
151 Navesink Avenue, Highlands NJ 07732
Monday, January 01, 2024 at 12:00 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, 2023 and on October 18, 2023. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

BLESSING - A Blessing by the Reverend Pastor McGrail

ROLL CALL Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

OATHS OF OFFICE

1. Jo-Anne Olszewski - Councilmember
2. Donald Melnyk - Councilmember
3. William Caizza - Fire Chief
4. Warren "Jay" Terwilliger - First Aid Chief
5. Yanni Gouzouassis - Special Officer II

APPROVAL OF MINUTES

6. December 20, 2023 Meeting Minutes
7. December 20, 2023 Executive Session Minutes

INTRODUCTION OF PROPOSED ORDINANCES

8. O-24-01 Amending Chapter 21 (Zoning and Land Use Regulations), Part VII (Flood Damage Prevention), Article XXIV (Flood Damage Prevention), Section 21-111.1 (Floodplain Administrator Designation)

CONSENT AGENDA

R 24-001 Electing Council President for the Calendar Year 2024

- [R 24-002](#) Authorizing the Borough to Enter into an Employment Agreement with Michael Muscillo Effective January 1, 2023 through December 31, 2025 Governing the Terms and Conditions of His Employment as Borough Administrator
- [R 24-003](#) Appointing Municipal Attorney for the Calendar Year 2024 & Authorizing the Award of a Fair and Open Contract for Professional Legal Services
- [R 24-004](#) Appointing a Borough Engineer for the Calendar Year 2024 & Authorizing the Award of a Fair and Open Contract for Professional Engineering Services
- [R 24-005](#) Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
- [R 24-006](#) Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Attorney
- [R 24-007](#) Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services
- [R 24-008](#) Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
- [R 24-009](#) Authorizing Award of a Fair and Open Contract for Professional Services as Borough Planner
- [R 24-010](#) Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
- [R 24-011](#) Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
- [R 24-012](#) Authorizing Award of a Fair and Open Contract for Professional Services as Redevelopment Attorney
- [R 24-013](#) Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal and Tax Foreclosure Matters
- [R 24-014](#) Authorizing Award of a Non-Fair And Open Contract for Professional Services – Affordable Housing Attorney
- [R 24-015](#) Authorizing Award of a Non-Fair and Open Contract for Professional Services – Risk Management
- [R 24-016](#) Authorizing Award of a Fair and Open Contract for Professional Services – Consulting Engineer
- [R 24-017](#) Authorizing Award of a Fair and Open Contract for Professional Services – Administrative Agent
- [R 24-018](#) Authorizing Award of a Non-Fair and Open Contract for Professional Services – Conflict Attorney
- [R 24-019](#) Appointing Council Liaisons (1 Year Ending 12/31/2024)
- [R 24-020](#) Appointing Communications Committee Members

- [R 24-021 Appointing Members of the Environmental Advisory Commission](#)
- [R 24-022 Appointing Green Team Members](#)
- [R 24-023 Appointing Open Space Committee Members](#)
- [R 24-024 Appointing Shade Tree Commission Members](#)
- [R 24-025 Appointing Land Use Board Members](#)
- [R 24-026 Appointing Economic Development Review Board Members](#)
- [R 24-027 Appointing Community Development Representative](#)
- [R 24-028 Appointing a Clean Communities Coordinator](#)
- [R 24-029 Appointing Fire Police](#)
- [R 24-030 Appointing Juvenile Officer](#)
- [R 24-031 Appointing Special Police Officers](#)
- [R 24-032 Designating a Public Agency Compliance Officer \(PACO\)](#)
- [R 24-033 Appointing a Public Officer](#)
- [R 24-034 Appointing the 2024 Recycling Coordinator](#)
- [R 24-035 Appointing a Deputy Municipal Clerk](#)
- [R 24-036 Appointing a Tree Commissioner](#)
- [R 24-037 Appointing a Land Use Board Secretary](#)
- [R 24-038 Appointing Tax Search and Assessment Search Officer](#)
- [R 24-039 Approving 2024 Events on Various Borough Properties](#)
- [R 24-040 Approving the 2024 Temporary Budget](#)
- [R 24-041 Authorizing a Cash Management Plan](#)
- [R 24-042 Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2024](#)
- [R 24-043 Designating Official Newspapers of the Borough of Highlands](#)
- [R 24-044 Authorizing Execution of Municipal Services Agreement with Hilltop at Highlands Condominium Association](#)
- [R 24-045 Authorizing Execution of Municipal Services Agreement with East Manor Square Condominium Association](#)

[R 24-046 Authorizing Execution of Municipal Services Agreement with Gravelly Point Condominium Association](#)

[R 24-047 Authorizing Execution of Municipal Services Agreement with Hilltop Terrace Condominium Association](#)

[R 24-048 Authorizing Execution of Municipal Services Agreement with Sandpiper Condominium Association](#)

[R 24-049 Authorizing Payment of Bills](#)

REPORTS

9. 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 3-minute time limit for your comments.

ADJOURNMENT

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-24-01

AMENDING CHAPTER 21 (ZONING AND LAND USE REGULATIONS), PART VII (FLOOD DAMAGE PREVENTION), ARTICLE XXIV (FLOOD DAMAGE PREVENTION), SECTION 21-111.1 (FLOODPLAIN ADMINISTRATOR DESIGNATION)

WHEREAS, Chapter 21 (Zoning And Land Use Regulations), Part VII (Flood Damage Prevention), Article XXIV (Flood Damage Prevention), Section 21-111.1 (Floodplain Administrator Designation) sets forth the duties and powers of the Floodplain Administrator; and

WHEREAS, the governing body desires to amend the Floodplain Administrator designation.

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

SECTION I.

Borough Code Chapter 21 (Zoning and Land Use Regulations), Part VII (Flood Damage Prevention), Article XXIV (Flood Damage Prevention), Section 21-111.1 (Floodplain Administrator Designation) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

§ 21-111.1

The ~~Borough Engineer~~ Construction Official is designated as the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees.

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 immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-24-01:

	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, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-24-01:

	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 17, 2023

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-001

ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2024

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 2024 or until the next annual meeting.

Motion to Approve R 24-001:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-002

AUTHORIZING THE BOROUGH TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH MICHAEL MUSCILLO EFFECTIVE JANUARY 1, 2023 THROUGH DECEMBER 31, 2025 GOVERNING THE TERMS AND CONDITIONS OF HIS EMPLOYMENT AS BOROUGH ADMINISTRATOR

WHEREAS, by Resolution 21-032, duly adopted on January 1, 2021, Michael Muscillo was appointed to serve as the Borough Administrator for a two (2) year term set to expire on December 31, 2022; and

WHEREAS, the Borough entered into an Employment Agreement with Michael Muscillo effective January 1, 2021, through December 31, 2022, governing the terms and conditions of his employment; and

WHEREAS, Ordinance 22-25, which was duly adopted on December 21, 2022, amended Borough Code, Chapter 2-6.2 to provide that the Borough Administrator serves a (3) year term; and

WHEREAS, by Resolution 23-002, duly adopted on January 1, 2023, the governing body of the Borough of Highlands reappointed Michael Muscillo to serve as Borough Administrator, for a three (3) year term beginning January 1, 2023, to expire on December 31, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor be and is hereby authorized to execute an Employment Agreement governing the terms and conditions of Michael Muscillo' employment as the Borough Administrator effective January 1, 2023 through December 31, 2025.

Motion to Approve R 24-002:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-003

APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2024 & 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 2024 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 2024 and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 21, 2023; 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 2024; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 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 2024 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 \$160 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, 2024 through December 31, 2024, 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 24-003:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-004

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL ENGINEER

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 2024 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 contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2024; 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 2024 budget.

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

1. Joseph Raftery, PE, CME, of Colliers Engineering & Design is hereby appointed Borough Engineer for the calendar year 2024 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, 2024, through December 31, 2024.
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 24-004:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-005

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 2024 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 2024; 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 2024 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 \$65,850 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024.
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 24-005:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-006

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 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Borough Bond Counsel; and

WHEREAS, the position of Borough 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 Borough Bond Counsel for the calendar year 2024; 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 2024 budget.

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

1. Meghan Ann Bennett of the law firm of Dilworth Paxson 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, 2024 through December 31, 2024.
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.
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 24-006:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-007

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR THE BOROUGH OF HIGHLANDS INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Borough of Highlands has a need for professional information technology services for the calendar year 2024 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 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 2024 budget.

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

1. That the firm of Targeted Technologies, LLC, is hereby retained to provide professional services for an amount not to exceed \$39,420 for a 12-month period to expire December 31, 2024.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional IT Services in accordance with this Resolution.
4. This contract is awarded without competitive bidding as "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.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 24-007:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-008

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 151 Navesink Ave., 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 2024; 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 2024 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 \$185.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.
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 24-008:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-009

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH PLANNER

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Borough Planner; and

WHEREAS, the Borough of Highlands has a need for professional planning services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; 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 individuals and firms for the appointment and position of Borough Planner for the calendar year 2024; 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 2024 budget.

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

1. That the firm of Heyer, Gruel, & Associates is hereby retained to provide professional services – Borough Planner for an amount not to exceed \$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Planning 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 24-009:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-010

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 2024 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 November 21, 2023; 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 provision of said services for the year of 2024; 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, 2024, 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 24-010:

	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.

4DATE OF VOTE: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-011

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, 2024 through December 31, 2024 for an amount not to exceed \$9,000.00.
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 24-011:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-012

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS REDEVELOPMENT ATTORNEY

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Special Counsel for Redevelopment Projects within the Borough; and

WHEREAS, the position of Special Counsel for Redevelopment Projects is a position/appointment for specialized legal work and services in connection with its various redevelopment projects in the Borough of Highlands for the calendar year 2024; 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 Special Counsel for Redevelopment Projects for the calendar year 2024; 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 2024 budget.

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

1. McManimon, Scotland & Baumann, LLC, is hereby retained to provide professional services as Special Counsel for Redevelopment Projects for an amount not to exceed \$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.
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.
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 24-012:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-013

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 2024 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 November 21, 2023; 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 provision of said services for the year of 2024; 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 2024 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, 2024, through December 31, 2024.
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, 2024, through December 31, 2024, 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 24-013:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-014

AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – AFFORDABLE HOUSING ATTORNEY

WHEREAS, the Borough of Highlands has a need for professional legal services for affordable housing counsel for the calendar year 2024 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 the firm of Surenian, Edwards, Buzak & Nolan LLC are so recognized; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has set forth its proposed services in a written proposal dated December 7, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Surenian, Edwards, Buzak & Nolan LLC 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 Surenian, Edwards, Buzak & Nolan LLC from making any reportable contributions through the term of the contract; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; 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 2024 budget.

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

1. That the firm of Surenian, Edwards, Buzak & Nolan LLC is hereby appointed and retained to provide professional legal services as affordable housing counsel at an hourly rate of \$200.00 per hour, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024, in an amount not to exceed \$25,000.00.
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 24-014:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-015

**AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
 RISK MANAGEMENT**

WHEREAS, the Borough of Highlands has a need for professional risk management services for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

1. That the firm of Danskin Insurance Agency, Inc. is hereby appointed Borough Risk Manager for the calendar year 2024 and is awarded a professional service contract not to exceed 6% of the assessment by the Monmouth Municipal Joint Insurance Fund for the calendar year 2024 for professional insurance consulting services provided for the period of January 1, 2024, through December 31, 2024.
2. That the services to be rendered shall be in compliance with the laws of New Jersey.
3. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
4. 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.
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 public notice of this award as required by law.

Motion to Approve R 24-015:

	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: January 1, 2024

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-016

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – CONSULTING ENGINEER

WHEREAS, the Borough of Highlands has a need for professional consulting engineering services to be provided to the Borough of Highlands for the calendar year 2024 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 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 person/firm and the Borough for the provision of said services for the year of 2024; 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 2024 budget.

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

1. ENGenuity Infrastructure is hereby appointed Borough Consulting Engineer for the calendar year 2024 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, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for professional consulting 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 24-016:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-017

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT

WHEREAS, the Borough of Highlands has a need for professional administrative agent services to be provided to the Borough of Highlands for the calendar year 2024 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 Administrative Agent; 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 provision of said services for the year of 2024; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

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

1. Heyer, Gruel & Associates is hereby appointed Borough Administrative Agent for the calendar year 2024 and is awarded a professional services contract for an amount not to exceed \$3,000.00 for Administrative Agent services for the period of January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for professional administrative agent 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 24-017:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-018

AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – CONFLICT ATTORNEY

WHEREAS, the Borough of Highlands has a need for professional conflict attorney legal services for the calendar year 2024 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 Maraziti Falcon, LLP are so recognized; and

WHEREAS, Maraziti Falcon, LLP has set forth its proposed services in a written proposal dated December 14, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, Maraziti Falcon, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Maraziti Falcon, LLP 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 Maraziti Falcon, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, Maraziti Falcon, LLP has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2024 budget.

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

1. That the firm of Maraziti Falcon, LLP is hereby appointed and retained to provide professional conflict attorney services at an hourly rate of \$195.00 per hour, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024, in an amount not to exceed \$25,000.00.
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 24-018:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-019

APPOINTING COUNCIL LIAISONS (1 YEAR ENDING 12/31/2024)

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

Motion to Approve R 24-019:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-020
APPOINTING COMMUNICATIONS COMMITTEE MEMBERS

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 2024 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, 2024 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	12/31/2024
Member	Larry Chesal		
	Allison Duncil		
	Kurt Martin		
	Lorna Milbauer		
	Dina Pistone		
	Johnny Rivera		
	Alex Tallman		
	Sheila Weinstock		
	Douglas Widman		

Motion to Approve R 24-020:

	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: January 1, 202

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-021

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	12/31/2024
Member & LUB	Mark Zill*	3 Year	12/31/2026
Member	Bill Maier	3 Year	12/31/2025
Member	Peter Mullen	3 Year	12/31/2024
Member	Steve Szulecki	3 Year	12/31/2024
Member	Robert Zilinski	3 Year	12/31/2024
Member	Andrew Manning	3 Year	12/31/2025

*Reappointment

Motion to Approve R 24-021:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-022
APPOINTING GREEN TEAM MEMBERS

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)

Position:	Name:	Term:	Expiration:
Council Liaison	Donald Melynk**	1 Year	12/31/2024
Environmental Commission Member	Mark Zill**	1 Year	12/31/2024
Public Works	Spencer Carpenter	3 Years	12/31/2024
Recreation Dept.	Jacqueline Kane	3 Years	12/31/2026
Land Use Board	Carolyn Broullon***	3 Years	12/31/2024
Resident Member 1	Alyson Hallander	3 Years	12/31/2024
Resident Member 2	Patricia Hoffman **	3 Years	12/31/2026
Resident Member 3	Megan Ekleberry	3 Years	12/31/2025
Resident Member 4	Valerie Montecalvo	3 Years	12/31/2025
Business Owner	Kim Ramin*	3 Years	12/31/2026
Resident Member 5	Martin Rosen	3 Years	12/31/2024

*Reappointment

**New Appointment

***Filling Vacancy

Motion to Approve R 24-022:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-023
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	12/31/2024
Resident Member 1	Jason Reynolds	3 Years	12/31/2025
Resident Member 2	Bruce Kutosh*	3 Years	12/31/2026
Resident Member 3	Mark Luithle	3 Years	12/31/2025
Resident Member 4	Laurie Salka	3 Years	12/31/2024
Resident Member 5	Tim Sanfratello*	3 Years	12/31/2026
Resident Member 6	Douglas Widman	3 Years	12/31/2024

*Reappointment

Motion to Approve R 24-023:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-024

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	Carolyn Broullon*	1 Year	12/31/2024
Member	Douglas Flannery		
	Chris Francy		
	Christian Lee		
	Peter Moles		
	VACANT		

*New Appointment

Motion to Approve R 24-024:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-025
APPOINTING LAND USE BOARD MEMBERS

WHEREAS, vacancies exist on the Land Use Board to be appointed by the 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	12/31/2025
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2024
Councilmember (Class III)	Jo-Anne Olszewski*	1 Year	12/31/2024
Member (Class IV)	Robert Knox	4 Years	12/31/2026
	Bruce Kutosh	4 Years	12/31/2024
	Laurie LaRussa*	4 Years	12/31/2027
	Frank Montecalvo	4 Years	12/31/2024
	Annemarie Tierney	4 Years	12/31/2026
	Mark Zill	4 Years	12/31/2025
Alternate 1	Helen Chang*	2 Years	12/31/2025
Alternate 2	Dean Cramer	2 Years	12/31/2024
Alternate 3	Kevin Cody*	2 Years	12/31/2025
Alternate 4	Stacy Vickery	2 Years	12/31/2024

* Reappointment

Motion to Approve R 24-025:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-026

APPOINTING ECONOMIC DEVELOPMENT REVIEW BOARD MEMBERS

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:
Mayor	Carolyn Broullon	Term of Office	12/31/2025
Borough Administrator	Michael Muscillo	Term of Office	12/31/2025
Land Use Board Governing Body	Jo-Anne Olszewski	1 Year	12/31/2024
Borough Business Owner 1	Jay Cosgrove	1 Year	12/31/2024
Borough Business Owner 2	Luke Bollerman	1 Year	12/31/2024
Non-Business Member 1	Joseph DeCrescenzo	1 Year	12/31/2024
Non-Business Member 2	Valerie Montecalvo	1 Year	12/31/2024

Motion to Approve R 24-026:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-027

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, 2024.

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, 2024.

Motion to Approve R 24-027:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-028

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, 2024.

Motion to Approve R 24-028:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-029
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 2024:

Chief of Fire Police Thomas Snow

Officers Edward Sulkowski
 Charles Roemmele
 Pat Mason Jr.
 Marty Hawley Sr.
 Marty Hawley Jr.
 Ali Quast
 Cheis Creighton

Motion to Approve R 24-029:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-030
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, 2024.

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

Motion to Approve R 24-030:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-031
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 IT 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, 2024:

Special Officer Class I	Diane Alvator
Special Officer Class I	Martin Hawley Jr.
Special Officer Class II	David Osuch
Special Officer Class II	Michael Richards
Special Officer Class II	Yanni Gouzouassis

Motion to Approve R 24-031:

	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: January 1, 2024

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-032

DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (PACO)

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 (PACO); 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, Municipal Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2024; 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 2024.

Motion to Approve R 24-032:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-033
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, 2024 through December 31, 2024.

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, 2024 through December 31, 2024.

Motion to Approve R 24-033:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-034

APPOINTING THE 2024 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, 2024; 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, 2024.

Motion to Approve R 24-034:

	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: January 1, 2024

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-035
APPOINTING A DEPUTY MUNICIPAL CLERK

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Heidi Pieluc as Deputy Municipal Clerk; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Heidi Pieluc shall serve as Deputy Municipal Clerk for term ending 12/31/2024.

Motion to Approve R 24-035:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-036
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 2024.

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, 2024.

Motion to Approve R 24-036:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-037
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 a term ending 12/31/2024.

Motion to Approve R 24-037:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-038

APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICER

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, 2024:

Tax Search Officer Donna Conrad

Assessment Search Officer Donna Conrad

Motion to Approve R 24-038:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-039

APPROVING 2024 EVENTS ON VARIOUS BOROUGH PROPERTIES

WHEREAS, the following events are planned on various properties that are owned by the Borough:

1. Saturday, March 9th: Guinness Run at Off the Hook via Highland Ave.
2. Saturday, March 23rd: Annual St. Patrick’s Day Parade, Huddy Park (starting at 2PM)
3. Sunday, May 26th: Annual Seaport Craft Show, Huddy Park (10AM – 5PM)
4. Saturdays, June 15th – Nov.16th: Annual Farmer’s Market, Huddy Park (8:30AM – 2PM)
5. Thur–Sat, August 1st – 3rd: Annual Clamfest, Huddy Park – 3 days
6. Sunday, September 29th: Annual Twin Lights Bike Ride, Huddy Park (7AM – 5PM)
7. Saturday, October 5th: Annual Oktoberfest, Veterans Park (1PM – 7PM)
 (Rain date – Sunday, October 6th)
8. Friday, December 6th: Holiday Tree Lighting (Rain date – Sunday, Dec. 7th)

Note: The event calendar is subject to change.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that it hereby approves all of the above events listed above taking place on Borough property in the year 2024.

Motion to Approve R 24-039:

	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: January 1, 2024

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-040

Approving the 2024 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 2024 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 2024: and

WHEREAS, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2023 Municipal Budget	\$13,332,311.45
2023 Sewer Utility Budget	\$ 1,777,101.53

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2023 budget is the sum of:

2023 Municipal Budget	\$2,975,782.51
2023 Sewer Utility Budget	\$ 336,607.03

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:

2024 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	\$ 22,500.00	\$ 11,250.00	\$ 33,750.00
Borough Administrator	\$ 45,000.00	\$ 1,393.75	\$ 46,393.75
Central Services	\$ 6,250.00	\$ 7,500.00	\$ 13,750.00
Financial Administration	\$ 39,500.00	\$ 4,500.00	\$ 44,500.00
Grants Writer	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Audit	\$ 0.00	\$ 13,750.00	\$ 13,750.00
Assessment of Taxes	\$ 13,750.00	\$ 11,125.00	\$ 24,875.00
Collection of Taxes	\$ 27,500.00	\$ 3,000.00	\$ 30,500.00

Legal Services	\$ 0.00	\$ 76,250.00	\$ 76,250.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Engineering Services	\$ 0.00	\$ 72,500.00	\$ 72,500.00
Public Buildings & Grounds	\$ 12,500.00	\$ 25,000.00	\$ 37,500.00
Municipal Land Use Law	\$ 3,000.00	\$ 14,637.50	\$ 17,637.50
Master Plan	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Insurance:			
Group Insurance	\$ 0.00	\$ 300,000.00	\$ 300,000.00
Group Insurance Stipend	\$ 12,500.00	0.00	\$ 12,500.00
General Liability	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Workers' Compensation	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Flood Insurance	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Public Safety:			
Fire	\$ 0.00	\$ 27,700.00	\$ 27,700.00
Police	\$ 500,000.00	\$ 41,375.00	\$ 541,375.00
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00
First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$ 0.00	\$ 0.00
Emergency Management	\$ 1,500.00	\$ 8,600.00	\$ 10,100.00
School Crossing Guards	\$ 11,250.00	\$ 1,000.00	\$ 12,250.00
Municipal Court	\$ 4,625.00	\$ 1,200.00	\$ 5,825.00
Public Defender	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Streets and Roads:			
Road Repair & Maintenance	\$ 115,000.00	\$ 23,750.00	\$ 138,750.00
Snow Removal	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00
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
Zoning-OE	\$ 0.00	\$ 5,250.00	\$ 5,250.00
Recreation and Education:			
Beachfront Maintenance	\$ 1,500.00	\$ 2,625.00	\$ 4,125.00
Parks & Playgrounds	\$ 0.00	\$ 3,000.00	\$ 3,000.00
Public Events	\$ 0.00	\$ 2,000.00	\$ 2,000.00

Community Center	\$ 43,750.00	\$ 10,000.00	\$ 53,750.00
Uniform Fire Safety Act	\$ 12,000.00	\$ 1,840.00	\$ 13,840.00
Code Enforcement Officer	\$ 31,250.00	\$ 2,750.00	\$ 34,000.00
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	\$ 106,250.00	\$ 106,250.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 53,750.00	\$ 53,750.00
Mechanical Garage	\$ 0.00	\$ 4,875.00	\$ 4,875.00
Condominium Services	\$ 0.00	\$ 10,625.00	\$ 10,625.00
Construction Code Official	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00
Accumulated Leave	\$ 8,750.00	\$ 0.00	\$ 8,750.00
Utilities:			
Electricity	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Street Lighting	\$ 0.00	\$ 15,000.00	\$ 15,000.00
Telephone	\$ 0.00	\$ 13,000.00	\$ 13,000.00
Water	\$ 0.00	\$ 4,750.00	\$ 4,750.00
Gasoline-Fuel	\$ 0.00	\$ 25,000.00	\$ 25,000.00
Natural Gas	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Telecommunications	\$ 0.00	\$ 11,250.00	\$ 11,250.00
Fire Hydrants	\$ 0.00	\$ 19,000.00	\$ 19,000.00
Deferred Charges:			
PERS	\$ 0.00	\$ 32,339.00	\$ 32,339.00
Social Security System	\$ 0.00	\$ 41,250.00	\$ 41,250.00
PFRS	\$ 0.00	\$ 120,999.25	\$ 120,999.25
DCRP	\$ 0.00	\$ 250.00	\$ 250.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
TOTAL INSIDE "CAP"	\$ 931,875.00	\$ 1,536,109.50	\$ 2,467,984.50
"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	\$ 15,000.00	\$ 15,000.00
Municipal Court	\$ 0.00	\$ 21,750.00	\$ 21,750.00

Middletown Township:			
UCC Construction	\$ 0.00	\$ 0.00	\$ 0.00
Sea Bright Lifeguards	\$ 0.00	\$ 15,500.00	\$ 15,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
EMS/JFK Medical Services		\$ 45,000.00	\$ 45,000.00
Alliance Grant	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 159,625.00	\$ 159,625.00
SUB TOTAL APPROPRIATIONS	\$ 931,875.00	\$ 1,695,734.50	\$ 2,627,609.50
Statutory Additions:			
Capital Improvement Fund		\$ 200,000.00	\$ 200,000.00
Payment of Bond Principal		\$ 575,000.00	\$ 575,000.00
Interest on Bonds		\$ 312,611.11	\$ 312,611.11
Payment on Note Principal		\$ 892,306.00	\$ 892,306.00
Interest on Notes		\$ 398,746.70	\$ 398,746.70
Loan Principal		\$ 35,000.00	\$ 35,000.00
Lease Purchase			
Principal		\$ 2,000.00	\$ 2,000.00
Interest		\$ 1,000.00	\$ 1,000.00
SUB-TOTAL STATUTORY ADDITIONS	\$ 0.00	\$ 2,416,663.81	\$ 2,416,663.81
TOTAL TEMPORARY MUNICIPAL BUDGET	\$ 931,875.00	\$ 4,112,398.31	\$ 5,044,273.31
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 31,250.00	\$ 267,500.00	\$ 298,750.00
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	\$ 31,250.00	\$ 289,328.13	\$ 320,578.13
Statutory Additions:			
Payment of Bond Principal		\$ 100,000.00	\$ 100,000.00
Interest on Bonds		\$ 90,000.00	\$ 90,000.00

Principal/Interest on Notes/Loans		\$ 91,707.38	\$ 91,707.38
Total Statutory Additions	\$ 0.00	\$ 281,707.38	\$ 281,707.38
Total Sewer Utility Budget	\$ 31,250.00	\$ 571,035.51	\$ 602,285.51

I hereby certify the above Resolution was duly adopted by the Governing Body of the Borough of Highlands at a meeting held January 1, 2024.

Nancy Tran, RMC
Municipal Clerk

Motion to Approve R 24-040:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-041

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
 - b. Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
 - c. Ensure that all monies deposited are in interest bearing accounts.
 - d. 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.
 - e. 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.
 - f. 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
- b. Permitted Investment.

- c. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- d. The class or type of securities purchased, or Deposits made.
- e. The book value of such Deposits or Permitted Investment.
- f. 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.
- g. The fees incurred to undertake such Deposits or Permitted Investments.
- h. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- i. 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 24-041:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-042

SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2024

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 2024, at the Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732, in the Court Room/Council Chambers on the following dates:

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

January 17	August 21
February 7 & 21	September 4 & 18
March 6 & 20	October 2 & 16
April 3 & 17	November 6
May 1 & 15	December 4 & 18
June 5 & 19	January 1, 2025 Reorganization/Regular
July 17	

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 2024. 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 2025 shall be held at 12:00 noon on January 1, 2025, at the Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732, in the Court Room/Council Chambers.

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 24-042:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 24-043

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* and *The Two River Times* 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, 2024.

Motion to Approve R 24-043:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-044

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, 2024, 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, 2024.

Motion to Approve R 24-044:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-045

AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND EAST MANOR SQUARE 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, East Manor Square 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 East Manor Square 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, 2024, to reimburse the East Manor Square 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 East Manor Square 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, 2024.

Motion to Approve R 24-045:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-046

AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND GRAVELLY POINT 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, Gravelly Point 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 Gravelly Point 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, 2024, to reimburse the Gravelly Point 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 Gravelly Point 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, 2024.

Motion to Approve R 24-046:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-047

AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND HILLTOP TERRACE 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 Terrace 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 Terrace 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, 2024, to reimburse the Hilltop Terrace 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 Terrace 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, 2024.

Motion to Approve R 24-047:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-048

AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND 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 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, 2024, 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 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, 2024.

Motion to Approve R 24-048:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-049
AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 29, 2023, which totals as follows:

Current Fund	\$	36,380.87
Sewer Account	\$	17,296.77
Capital Fund	\$	70,653.49
Trust-Other	\$	1,015.00
<u>Federal/State Grants</u>	\$	<u>-</u>
Total	\$	125,346.13

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 125,346.13** 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 24-049:

	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: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands

**RECAP OF PAYMENT OF BILLS
01/01/2024**

CURRENT:		\$	36,380.87
Payroll	(12/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
 SEWER ACCOUNT:		 \$	 17,296.77
Payroll	(12/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
 CAPITAL/GENERAL		 \$	 70,653.49
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
 TRUST FUND		 \$	 1,015.00
Payroll	(12/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
 UNEMPLOYMENT ACCT-MANUALS		 \$	
 DOG FUND		 \$	
 GRANT FUND		 \$	
Payroll	(12/30/2023)	\$	
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
 Vendors: All
 Rcvd Batch Id Range: First to Last

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

Include Non-Budgeted: Y

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
APOLL005	APOLLO SEWER & PLUMBING INC.	23-01442	12/11/23	Pump out grease trap	250.00	3-05-55-502-000-188		B Sewer: Drains	R	12/11/23	12/27/23		72069	N
				1 Pump out grease trap										
				Vendor Total:	250.00									
ATC	ATC VOICE/DATA, INC.	23-01444	12/11/23	trouble shoot cameras	270.00	3-01-26-310-000-178		B B&G: Building Maintenance	R	12/11/23	12/27/23		60648	N
				1 trouble shoot cameras										
23-01496	12/15/23 TROUBLE SHOOTING VIDEO CONFERE													
				1 TROUBLE SHOOTING VIDEO CONFERE	493.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		59551	N
				2 TROUBLE SHOOTING VIDEO CONFERE	354.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		60216	N
				3 TROUBLE SHOOTING VIDEO CONFERE	198.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		60447	N
				4 TROUBLE SHOOTING VIDEO CONFERE	198.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		59175	N
				5 TROUBLE SHOOTING VIDEO CONFERE	294.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		59043	N
				6 TROUBLE SHOOTING VIDEO CONFERE	234.00	3-01-25-252-000-254		B Emergency Mgmt: Equipment Maintenance	R	12/15/23	12/27/23		59044	N
					1,771.00									
				Vendor Total:	2,041.00									
BANKERS	BANKERS LIFE AND CASUALTY CO.	23-01515	12/27/23	retiree medical	633.82	3-01-23-220-000-254		B Current: Retirees Group Insurance	R	12/27/23	12/27/23		B2386350	N
				1 retiree medical										
				Vendor Total:	633.82									
BAYSH010	BAYSHORE SINGLE STREAM SOLUTIO	23-01520	12/28/23	commingling	67.21	3-01-26-306-000-283		B Sanitation Contract: Co-Mingled Disposal	R	12/28/23	12/28/23		16689	N
				1 commingling										
				Vendor Total:	67.21									

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
COMCAST	COMCAST	23-01521	12/28/23	42 shore drive	489.31	3-05-55-502-000-213	B Sewer: Telephone		R	12/28/23	12/28/23		12/12/23	N
		1		42 shore drive			B Sewer: Telephone		R	12/28/23	12/28/23		12/9/23	N
		2		firehouse spc video acct	<u>90.04</u>	3-05-55-502-000-213	B Sewer: Telephone		R	12/28/23	12/28/23		12/9/23	N
					579.35									
				Vendor Total:	579.35									
CRANE005	CRANEY'S INTERPRETING SERVICES	23-01477	12/14/23	interpreting services	130.00	3-01-43-490-000-151	B Municipal Court: Consultants - Other		R	12/14/23	12/27/23		31779	N
		1		interpreting services			B Municipal Court: Consultants - Other		R	12/14/23	12/27/23		31779	N
				Vendor Total:	130.00									
DELTA005	DELTA DENTAL OF NJ, INC.	23-01516	12/27/23	active dental	1,905.03	3-01-23-220-000-253	B Current: Group Insurance		R	12/27/23	12/27/23		989027	N
		1		active dental			B Current: Group Insurance		R	12/27/23	12/27/23		989027	N
		2		retired dental	<u>1,766.88</u>	3-01-23-220-000-254	B Current: Retirees Group Insurance		R	12/27/23	12/27/23		989029	N
					3,671.91									
				Vendor Total:	3,671.91									
AHNAS005	EAST MANOR SQUARE CONDO ASSOC.	23-01526	12/28/23	street light-Ag.-Dec. 2023	172.78	3-01-26-325-000-217	B Condo Services: Street Lighting		R	12/28/23	12/28/23		AUG-DEC 2023	N
		1		street light-Ag.-Dec. 2023			B Condo Services: Street Lighting		R	12/28/23	12/28/23		AUG-DEC 2023	N
				Vendor Total:	172.78									
EDCEL005	EDC ELECTRIC	23-01499	12/15/23	INSTALL OUTLET WALL COPY ROOM	470.00	3-01-26-310-000-154	B B&G: Equipment Maintenance		R	12/15/23	12/28/23		23A515	N
		1		INSTALL OUTLET WALL COPY ROOM			B B&G: Equipment Maintenance		R	12/15/23	12/28/23		23A515	N
				Vendor Total:	470.00									

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
EMRPO005	EMR POWER SYSTEMS,LLC	23-01495	12/15/23	SERVICE CALL EMERGENCY GENERAT										
		1		SERVICE CALL EMERGENCY GENERAT	1,456.71	3-01-25-263-000-204		B Fire Dept: Motor Vehicle - Fire	R	12/15/23	12/27/23		83181A	N
				Vendor Total:	1,456.71									
FILEB005	FILEBANK	23-01519	12/28/23	repacking/storage										
		1		repacking/storage	505.19	3-01-26-310-000-103		B B&G: Consumable Supplies	R	12/28/23	12/28/23		0121614	N
				Vendor Total:	505.19									
GALLS	GALLS, LLC	21-00665	06/16/21	Initial Uniforms (Bike)										
		1		Item # ST131 Royal Blue/Medium	46.75	3-01-99-999-200-230		B Acc Payable-2021-Police	R	06/16/21	12/27/23		019709912	N
		2		Item # ST131 Royal Blue/2X	46.75	3-01-99-999-200-230		B Acc Payable-2021-Police	R	06/16/21	12/27/23		019981495	N
		3		Item # TL015 Black Size Medium	42.50	3-01-99-999-200-230		B Acc Payable-2021-Police	R	06/16/21	12/27/23		018846634	N
		4		Item # TL015 Black Size 3X	42.50	3-01-99-999-200-230		B Acc Payable-2021-Police	R	06/16/21	12/27/23		018846634	N
		5		shipping	2.36	3-01-99-999-200-230		B Acc Payable-2021-Police	R	12/27/23	12/27/23		018846634	N
		6		shipping	1.33	3-01-99-999-200-230		B Acc Payable-2021-Police	R	12/27/23	12/27/23		019709912	N
		7		shipping	1.30	3-01-99-999-200-230		B Acc Payable-2021-Police	R	12/27/23	12/27/23		019981495	N
					183.49									
				Vendor Total:	183.49									
GATEWAY	GATEWAY PRESS	22-01007	09/08/22	Forms										
		1		Crash Business Cards (1000)	85.00	3-01-99-999-200-243		B Acc Payable-2022 Police	R	09/08/22	12/28/23		24439	N
		2		Artwork Set up	30.00	3-01-99-999-200-243		B Acc Payable-2022 Police	R	09/08/22	12/28/23		24439	N
					115.00									
				Vendor Total:	115.00									
GLE01	GLENCO SUPPLY, INC	23-01434	12/04/23	Parking Sign										
		1		Parking Sign	35.00	3-01-26-290-000-191		B Streets: Signs	R	12/04/23	12/27/23		32335	N
				Vendor Total:	35.00									

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
JASPAN	JASPAN	23-01533	12/29/23	builder paper, painter tape												
		1		builder paper, painter tape	34.67	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1429436	N
		2		gallon paint	49.99	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		B753979	N
		3		exterior cord, battery, rake	201.32	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1430151	N
		4		axe single bit	18.49	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1431270	N
		5		supplies	15.58	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1431687	N
		6		cable tie, velcro fastener	47.03	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1431809	N
		7		bolts, washers	20.69	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1431822	N
		8		hardware	9.12	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		B754462	N
		9		plastic anchors, hanger strips	17.28	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1432904	N
		10		cable ties	118.50	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1433432	N
		11		hardware	7.19	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1433516	N
		12		paint spray	6.99	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1434703	N
		13		plunger	8.99	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1435182	N
		14		tylo entry satin chrom	16.29	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1435303	N
		15		key ring, single key	14.49	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1435692	N
		16		hardware	7.77	3-01-26-310-000-181			B B&G: General Hardware - Minor Tools		R	12/29/23	12/29/23		A1435795	N
					<u>594.39</u>											
				Vendor Total:	594.39											
JCPL	JCP & L	23-01525	12/28/23	master bill												
		1		master bill mua	266.94	3-01-31-430-000-215			B Electric		R	12/28/23	12/28/23		95019650281	N
		2		master bill	455.42	3-01-31-430-000-215			B Electric		R	12/28/23	12/28/23		95019650261	N
		3		cedar st	15.52	3-01-31-430-000-215			B Electric		R	12/28/23	12/28/23		95059451461	N
		4		street lighting	1,521.84	3-01-31-435-000-217			B Street Lighting		R	12/28/23	12/28/23		95059451459	N
		5		street lighting	2,538.50	3-01-31-435-000-217			B Street Lighting		R	12/28/23	12/28/23		95059451460	N
					<u>4,798.22</u>											
				Vendor Total:	4,798.22											
KEVIN040	KEVIN MOYLAN	23-01509	12/21/23	UNIFORM REIMBURSEMENT												
		1		UNIFORM REIMBURSEMENT	53.63	3-01-25-240-000-235			B Police: Initial Outfitting		R	12/21/23	12/27/23		7/17/23	N
				Vendor Total:	53.63											

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
MICHA040 MICHAEL MUSCILLO	23-01537 12/29/23 reimbursement/zoom account						
	1 reimbursement/zoom account	3-01-43-490-000-294	B Municipal Court: Other	R	12/29/23 12/29/23	2023	N
	Vendor Total:	149.90					
SPCA MONMOUTH COUNTY SPCA	23-01524 12/28/23 animal control						
	1 animal control	3-01-27-340-000-152	B Dog Control: Contractual Service	R	12/28/23 12/28/23	2024825	N
	Vendor Total:	1,500.00					
MONTRUCK MONMOUTH TRUCK EQUIPMENT	22-00136 01/31/22 Rebuild dpw 17-44 plow pump						
	1 Rebuild dpw 17-44 plow pump	3-01-99-999-200-244	B Acc Payable-2022 Mechanic	R	01/31/22 12/28/23	50234	N
	Vendor Total:	735.75					
NAYLORS NAYLORS AUTO PARTS	23-01534 12/29/23 18 month warranty battery						
	1 18 month warranty battery	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	243856	N
	2 starter fluid	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	243891	N
	3 bracketed caliper	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	244163	N
	4 hex nuts	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	244638	N
	5 3.5 lo-pro serv jack	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	244752	N
	6 22 in exactfit	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	245201	N
	7 7rv-45fl mul-tow con	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	245268	N
	8 22 in trico force blade	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	12/29/23 12/29/23	245663	N
		829.44					
	Vendor Total:	829.44					
REG ASSO NEW JERSEY REGISTRARS ASS.	23-01527 12/28/23 11/14/23 conference dues						
	1 11/14/23 conference dues	3-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	12/28/23 12/28/23	11268	N
	Vendor Total:	95.00					

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Exc1
NEWPO005 NEWPORT MEDIA HOLDINGS,LLC								
	23-01536 12/29/23 Ad #23252							
	1 Ad #23252	8.68	3-01-20-120-000-220	B Municipal Clerk: Advertising	R	12/29/23 12/29/23	19808	N
	2 ad #19942	13.95	3-01-20-120-000-220	B Municipal Clerk: Advertising	R	12/29/23 12/29/23	19942	N
		<u>22.63</u>						
	Vendor Total:	22.63						
OSWALD OSWALD SEWER SERVICE								
	23-01443 12/11/23 Cleaning/various sewer lines							
	1 cleaning/various sewer lines	2,200.00	C-06-22-101-000-201	B ORD#22-07 PHASE I&II SANITARY SEWER	R	12/11/23 12/27/23	14157	N
	23-01503 12/19/23 cleaning out sewer lines							
	1 cleaning out sewer lines	4,975.00	3-05-55-502-000-189	B Sewer: Line Repairs	R	12/19/23 12/27/23	13937	N
	2 cleaning out Shore Dr pump sta	9,160.00	3-05-55-502-000-189	B Sewer: Line Repairs	R	12/19/23 12/27/23	13947	N
		<u>14,135.00</u>						
	Vendor Total:	16,335.00						
FAC01 PETER P. FACCAS & SONS								
	22-01158 10/19/22 Install power outlets/rec cent							
	1 Install power outlets/rec cent	1,196.00	3-01-99-999-200-245	B Acc Payable-2022 Bldg & Grounds	R	10/19/22 12/28/23	23757	N
	Vendor Total:	1,196.00						
POORJ005 POOR JOHNS PORTABLE TOILETS								
	23-01529 12/28/23 Kavoojian field							
	1 Kavoojian field	203.00	3-01-28-375-000-181	B Parks: Restroom rental	R	12/28/23 12/28/23	15835	N
	2 Kavoojian field	193.00	3-01-28-375-000-181	B Parks: Restroom rental	R	12/28/23 12/28/23	7763	N
	3 22 snug harbor avenue	203.00	3-01-28-375-000-181	B Parks: Restroom rental	R	12/28/23 12/28/23	13474	N
	4 22 snug harbor avenue	266.00	3-01-28-375-000-181	B Parks: Restroom rental	R	12/28/23 12/28/23	13092	N
		<u>865.00</u>						
	Vendor Total:	865.00						

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
POWER POWERHOUSE SIGNWORKS								
23-01494	12/15/23 REPAIRS TO 17-66							
	1 REPAIRS TO 17-66		400.00	3-01-25-263-000-181	B Fire Dept: General Hardware - Minor Tool	R 12/15/23 12/27/23	24-110104	N
	Vendor Total:		400.00					
PUMPING PUMPING SERVICES, INC.								
23-01375	11/21/23 Service/Repair Valley Pump							
	1 Service/Repair Valley Pump		1,094.09	3-05-55-502-000-190	B Sewer: Station Repairs	R 11/21/23 12/27/23	1140326	N
	2 Service/Repair Valley Pump		1,064.79	3-05-55-502-000-190	B Sewer: Station Repairs	R 11/21/23 12/27/23	1140325	N
			2,158.88					
	Vendor Total:		2,158.88					
ROBER035 ROBERT T. BURTON								
23-01507	12/19/23 Meetings & Conferences							
	1 Reimbursement Conference IACP		2,464.40	3-01-25-240-000-228	B Police: Meetings & Conferences	R 12/19/23 12/27/23		N
	Vendor Total:		2,464.40					
ROMAN005 ROMAN E&G CORPORATION								
22-00497	04/28/22 PHASE I SANITARY SEWER							
	11 PHASE I SANITARY SEWER		68,453.49	C-06-18-001-000-202	B ORD#18-23 Storm Water Improv-Contracts	R 04/28/22 12/28/23	PAYMENT #10	N
	Vendor Total:		68,453.49					
SPECTROL SPECTROTEL, INC.								
23-01522	12/28/23 fire department							
	1 fire department		101.98	3-01-31-440-000-213	B Telephone	R 12/28/23 12/28/23	11973653	N
	Vendor Total:		101.98					
STACK005 STACK, COOLAHAN & STACK, LLC								
22-00539	05/06/22 TAX VALUATION SHADOW LAWN							
	4 TAX VALUATION SHADOW LAWN		3,125.00	3-01-20-150-000-252	B Tax Assessor: Appraisal Services	R 12/27/23 12/27/23	1662	N
	Vendor Total:		3,125.00					

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
STAPLES STAPLES ADVANTAGE												
23-01513	12/21/23	office supplies										
		1 office supplies			349.99	3-01-43-490-000-101	B Municipal Court: Office Supplies	R	12/21/23	12/28/23	3555391323	N
		Vendor Total:			349.99							
TOMSF01 TOM'S FORD												
23-01441	12/11/23	Dpw truck towed to Toms Ford										
		1 Dpw truck towed to Toms Ford			1,476.16	3-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/11/23	12/27/23	794484	N
		2 ford 2011 dump truck			642.12	3-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/18/23	12/27/23	795292	N
					<u>2,118.28</u>							
		Vendor Total:			2,118.28							
TONY TONY D'S AUTO BODY												
23-01370	11/21/23	damage to police vehicle										
		1 damage to police vehicle			5,267.29	3-01-25-240-000-297	B Police: Vehicles	R	11/21/23	12/27/23	11/21/23	N
		Vendor Total:			5,267.29							
USCUT005 USCUTTER, INC.												
23-00934	08/03/23	September program										
		1 September program			167.93	3-01-28-360-000-241	B Community Ctr: Summer Programs	R	08/03/23	12/28/23	100343122	N
		Vendor Total:			167.93							
VERIZON1 VERIZON												
23-01530	12/28/23	Valley st pump station										
		1 Valley st pump station			43.06	3-05-55-502-000-213	B Sewer: Telephone	R	12/28/23	12/28/23	12/19/23	N
		2 40 Shore Drive			130.48	3-05-55-502-000-213	B Sewer: Telephone	R	12/28/23	12/28/23	40 SHORE DR	N
					<u>173.54</u>							
		Vendor Total:			173.54							
VERWIRE VERIZON WIRELESS												
23-01523	12/28/23	cell phone										
		1 cell phone			1,817.42	3-01-31-440-000-213	B Telephone	R	12/28/23	12/28/23	9951275908	N
		2 cell phone			46.29	3-01-31-440-000-213	B Telephone	R	12/28/23	12/28/23	9951139194	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VERWIRE	VERIZON WIRELESS					Continued								
23-01523	12/28/23	cell phone			76.02	Continued	3-01-31-440-000-213	B Telephone	R	12/28/23	12/28/23		9952022531	N
		3 cell phone			<u>1,939.73</u>									
		Vendor Total:			1,939.73									
WEINE005	WEINER LAW GROUP LLP													
23-01528	12/28/23	9 Shrewsbury Avenue												
		1 9 Shrewsbury Avenue			375.00		T-03-56-875-000-185	B TRUST: LUB2023-05 Sharkey B42 L2	R	12/28/23	12/28/23		305685	N
		2 32 Shrewsbury Avenue			105.00		T-03-56-875-000-159	B TRUST: LUB2021-07 Farrell B43 L7	R	12/28/23	12/28/23		305684	N
		3 17 Locust Street			300.00		T-03-56-875-000-182	B LUB2023-02 Catcherman B101 L27.04	R	12/28/23	12/28/23		305683	N
		4 Eric Wokas v borough of highla			<u>120.00</u>		3-01-21-180-000-242	B Mun Land Use Law: Consultants - Legal	R	12/28/23	12/28/23		305682	N
					900.00									
		Vendor Total:			900.00									
YANNI005	YANNIS GOUZOUASSIS													
23-01497	12/15/23	TOLL REIMBURSEMENT												
		1 TOLL REIMBURSEMENT			4.20		3-01-25-240-000-230	B Police: Travel Allowance	R	12/15/23	12/27/23		12/6/23	N
		Vendor Total:			4.20									
ZEEK	ZEEK'S TEE'S													
23-01232	10/17/23	item #6277-flex fit hat												
		1 item #6277-flex fit hat			235.00		T-03-56-850-000-013	B Trust: Police Explorers	R	10/17/23	12/27/23		23-2973	N
		Vendor Total:			235.00									
Total Purchase Orders: 43 Total P.O. Line Items: 96 Total List Amount: 125,346.13 Total Void Amount: 0.00														

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	3-01	36,380.87	0.00	36,380.87	0.00	0.00	36,380.87
	3-05	17,296.77	0.00	17,296.77	0.00	0.00	17,296.77
Year Total:		<u>53,677.64</u>	<u>0.00</u>	<u>53,677.64</u>	<u>0.00</u>	<u>0.00</u>	<u>53,677.64</u>
	C-06	70,653.49	0.00	70,653.49	0.00	0.00	70,653.49
TRUST NON BUDGET-TWO RIVER	T-03	1,015.00	0.00	1,015.00	0.00	0.00	1,015.00
Total of All Funds:		<u><u>125,346.13</u></u>	<u><u>0.00</u></u>	<u><u>125,346.13</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>125,346.13</u></u>