



BOROUGH OF HIGHLANDS
TOWN HALL: TNR PROGRAM
151 Navesink Ave., Highland, NJ 07732
Monday, June 02, 2025 at 7:00 PM

AGENDA

SPECIAL MEETING: 7:00PM

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on May 15, 2025. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

DISCUSSION ITEMS

1. Highlands and the Monmouth County Society for the Prevention of Cruelty to Animals (MCSPCA)'s joint Trap and Release (TNR) Program

PUBLIC PORTION

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

ADJOURNMENT

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



TOWN HALL: Highlands Trap and Release Program

June 2, 2025 – 7:00pm

Borough Hall, Court Room, 151 Navesink Ave., Highlands, NJ 07732

This Town Hall of the Borough of Highlands is called pursuant to the provisions of the Open Public Meetings Law. Notice has been transmitted to the Asbury Park Press, Two River Times, and by posting at the Borough of Highlands Municipal Building and website and filing with the Municipal Clerk all on May 15, 2025. This agenda is complete to the extent known; no formal action will be taken at this Meeting.

This Town Hall of the Borough of Highlands is called to give residents the opportunity to learn more about Highlands and the Monmouth County Society for the Prevention of Cruelty to Animals (MCSPCA)'s joint Trap and Release (TNR) Program.

1. Pledge of Allegiance
2. Roll Call
3. TNR Program - Public Information Meeting
4. Public Comments
5. Adjournment

Nancy Tran
Municipal Clerk



BOROUGH OF HIGHLANDS
TNR ANNUAL MEETING
151 Navesink Avenue, Highlands NJ 07732
Monday, June 2, 2025, at 7:00 PM

TNR ANNUAL MEETING 6/2/2025

Thank you for your efforts in Cat Caregiving for the Borough of Highlands. Please review the following forms. Please sign the agreement and provide us with a census of the cats you manage. You can take the documents to Borough Hall 8:30am to 4:30pm and mark them to my attention. If those hours do not fit your schedule, you may also put them in the drop box outside the front door of the office, 24/7. Once signed by the Borough and MCSPCA, the documents are scanned and emailed to the Caregiver.

The joint Highlands/MCSPCA TNR Program is discussed during the spring TNR public meeting. This notice is your invitation to attend along with other members of our community. Please join us on Monday June 2nd at 7pm. Our partners at MCSPCA will also be in attendance to answer any questions you may have regarding the program. Over the years, several caregivers and others have reached out to MCSPCA to alert them of areas where cats congregate.

Contact details for MCPCA are listed below:

MCSPCA TNR Animal Control Officers can be reached at 732-542-0040, at the prompt choose option 8 if you have questions or concerns.

Email: TNR@monmouthcountyspca.org

MCSPCA Website: www.monmouthcountyspca.org/services/spay-neuter-clinic/

If you are no longer a Caregiver, please let me know, so I can update our records.

I look forward to seeing you at the meeting.

All the best,

Mayor Carolyn Broullon

Borough of Highlands

151 Navesink Ave

Highlands, NJ 07732

www.highlandsnj.gov

Mobile: 732-291-4009

cbroullon@highlandsnj.gov



Borough of Highlands Trap Neuter and Return Program Colony Caretaker Registration Form

Name: _____ Address: _____

Phone: _____ Email: _____

Driver License Number: _____

Colony Caretaker Rules and Regulations

I understand that as part of my participation with the Borough of Highlands TNR Program, I agree that:

1. I am responsible for keeping the feeding stations for my colony neat and clean, providing fresh food and water for my colony every day, keeping accurate data on all cats in my colony including newcomers and kittens and reporting this data to the MCSPCA on a monthly basis.
2. I will allow MCSPCA personnel to trap feral cats for sterilization and to check that proper care is given to the colony. I will only trap feral cats if I am given prior approval by the MCSPCA Coordinator in charge of TNR programs.
3. If I am given approval to trap feral cats, I will not use the trap(s) to knowingly capture any cat with a home; to capture a healthy animal to be euthanized; for any unlawful purpose; or to capture any cat for research/testing purposes whatsoever.
4. All feral cats in the MCSPCA Trap/Neuter/Return program will receive a spay or neuter, rabies and distemper vaccinations, ear tip and microchip. Any other medical treatment will be done on a case by case need by the veterinarian.
5. In some cases it may be necessary to euthanize cats and/or kittens whose physical conditions may prevent them from having a quality life and that this decision will be made by the MCSPCA veterinarians. I further agree that I will not hold the MCSPCA or veterinarian(s) liable or responsible for the decision of their actions.

Upon signing below, I hereby agree to all rules and regulations stated above. DATE: _____

Caretaker Name: _____ Signature _____

DO NOT WRITE BELOW THIS LINE

MCSPCA Approval: _____ Highlands Approval: _____

DATE: _____ DATE: _____

MCSPCA Trap/Neuter/Release Program

Trapping Tips

Before You Trap

Familiarize yourself with the Trap-Neuter-Return process and plan your trapping day in advance. Throughout all of your trapping endeavors, plan ahead to ensure the safety and well-being of the cats and reduce your own stress.

- Coordinate with other caregivers who may be feeding the cats, and prepare the cats for trapping by feeding on a schedule and in a designated feeding area.
- Assess the colony to see how many cats need to be trapped.
- Determine a safe, temperature-controlled location where you will be able to hold the cats after surgery while they recover.
- Gather and prepare all of the appropriate equipment and understand how it all works ahead of time and practice. It is important to test all traps, to ensure that the trip plate works.
- Withhold food 24 hours before trapping, and you are ready to start trapping.

Trapping

- On the day-of, prepare the traps by lining the bottom with newspaper, tagging with a location description, and baiting.
- Set the traps and watch them from afar.
- Once a cat is trapped, cover the trap - this will help keep the cat calm.
- Ahead of time, learn how to deal with particularly hard-to-trap cats.
- Never leave a trap unattended
- Use stinky cat food such as, wet canned food, tuna fish, sardines or mackerel to bait the trap. Canned or Fried Chicken may also be used for tough cats
- Place a sheet over the trap once it is set, the sheet will help calm the cat down once it is trapped.

Post-Surgery

- Transport the cats safely back to your secure, indoor location where cats will be in a temperature-controlled environment, dry, and away from danger.
- Monitor the cats for any illness.
- For your safety and the cats keep them in their covered cages at all times.
- Feed the cats eight hours or so after surgery.
- Return the cats to the exact location where they were trapped.
- Clean the traps.

Feeding Stations

- Provide adequate food and water for the cats on a regular basis, year-round. Feed during daylight hours for your safety and so that you can easily assess the members of the colony. We recommend feeding colony cats at dawn and dusk.
- Some colonies find shelter for themselves in a shed or under a building where their safety is uncertain. You might want to consider building a shelter for the cats. It can keep them safe from the elements and help you control their location and deter them from neighbors' properties.

Highlands TNR Program Caregiver Log

Sponsored by Monmouth SPCA

Caregiver Manager Name _____

Home Address _____ Phone _____ Email _____

Colony Address if different _____

Cat No	Neuter Spay Date	Breed/Color	Sex, if known	Microchip Number	Age: Kitten Juvenile Adult Senior	Status: Adopted Released Unknown	Comments and Date of Status
1							
2							
3							
4							
5							
6							
7							
8							

I understand and will abide by all the rules of the Highlands/Monmouth County TRAP/NEUTER/RELEASE program listed in the Borough Code 5.16.

Date: _____

Signed: _____



BOROUGH OF HIGHLANDS
TNR ANNUAL REPORT
 151 Navesink Avenue, Highlands NJ 07732
 Monday, June 2, 2025, at 7:00 PM

TNR ANNUAL REPORT FOR FY 2024

The Borough of Highlands, working with the MCSPCA and 15 Cat Caregivers, successfully trapped 36 cats during the period of January 2024 through December 2024. Our Memorandum of Understanding with the MCSPCA is renewed each year in January. They provide Animal Control and TNR services to the Borough.

The joint Highlands/MCSPCA TNR Program is discussed during the spring TNR public meeting. Caregivers sign an agreement with the Borough and MCSPCA then provide census of the cats they manage. This flyer outlines where we are with the program. Over the years, several caregivers and others have reached out to MCSPCA to alert them of areas where cats congregate. Contact details for MCPCA are listed below.

The breakdown of the trapped cats with status is listed below:

Program Outcome	Program Total	Adopted	Deceased/ Euthanized	Released after TNR
Total #	405	148	19	238
% Total	100%	37%	5%	59%
2025 so far	6	0	2	4
2024	36	7	1	28
2023	56	34	1	21
2022	30	22	0	8
2021	22	13	1	9
2020	4	1	0	3
2019	69	33	2	34
2018	49	18	1	30
2017	26	2	0	24
2016	106	18	11	77

MCSPCA TNR Animal Control Officers can be reached at 732-542-0040, at the prompt choose option 8 if you have questions or concerns.

Email: TNR@monmouthcountyspca.org

MCSPCA Website: www.monmouthcountyspca.org/services/spay-neuter-clinic/