BOROUGH OF HIGHLANDS

COUNCIL REGULAR MEETING

151 Navesink Ave., Highlands, NJ 07732
Wednesday, October 15, 2025 at 7:00 PM

AGENDA

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

APPROVAL OF MINUTES

1. October 1, 2025 Meeting Minutes

2. October 1, 2025 Executive Session Minutes

PUBLIC HEARING ON PROPOSED ORDINANCES

3. **O-25-23** Amending Chapter 10 “Buildings and Housing” Section 10-2 “Fees” of the Code of the Borough of Highlands

INTRODUCTION OF PROPOSED ORDINANCES

RESOLUTIONS

4. **R 25-186** Authorizing Adoption of Amendments to the Borough’s Personnel Policies and Procedures Manual and Personnel Policies and Procedures Manual Supervisory Supplement and Distribution of Personnel Policies and Procedures Manual and Personnel Policies and Procedures Manual Supervisory Supplement

5. **R 25-187** Providing for the Transfer of Surplus Funds

CONSENT AGENDA

6. **R 25-188** Designating Arjika Builders Inc. as the Exclusive Redeveloper of that Certain Property Located at 289 Bay Avenue, Identified as Block 81, Lot 12 on the Tax Map of the Borough of Highlands, and Authorizing the Execution of a Redevelopment Agreement

7. **R 25-189** Amending Resolution 25-183 Entitled Property Tax Cancellation

8. **R 25-190** Confirming Temporary Appointment of Patrolman

9. **R 25-191** Approving a Membership Application for the Highlands First Aid Squad

10. **R 25-192** Affirming the Borough of Highlands Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors and Members of the Public that Come into Contact with Municipal Employees, Officials and Volunteers

11. **R 25-193** Authorizing Payment of Bills

REPORTS

12. Administrator's Report & Best Practices

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@highlandsnj.gov.

Next Council Meeting: *November 5, 2025*

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-23

AMENDING CHAPTER 10 "BUILDINGS AND HOUSING" SECTION 10-2 "FEES" OF THE CODE OF THE BOROUGH OF HIGHLANDS

WHEREAS, Chapter 10, Section 10-2 of the Borough Code establishes various subcode fees; and

WHEREAS, the Construction Official has analyzed and evaluated the Borough Code and has recommended certain changes; and

WHEREAS, the governing body finds that these recommendations should be adopted for the general welfare of the Borough.

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

SECTION I.

Borough Code Section 10-2 entitled "Fees" shall be amended by the following: (All additions are shown in ***bold italics with underlines.*** The deletions are shown as ~~***strikeovers in bold italics***~~.):

NOTE TO CODIFIER: Changes were made to this Section by way of Ordinance No. O-25-20 adopted on September 3, 2025. These are additional changes to be made to this Section.

Section 10-2. FEES.

§ 10-2.1. Uniform Construction Code Fees, Subsection c. Fee Schedule.

1. Building Subcode Fees

Use	Fee
~~***Extension of temporary certificate of occupancy***~~	~~***$125.00***~~

5. Certificate and Other Fees.
(c) The fee for a certificate of continued occupancy issued under N.J.A.C. 5:23-2.23(c): ~~***$175.00***~~ ***$30.00***.

NOTE TO CODIFIER: All other sections not noted in this Ordinance remain the same.

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 after final passage as provided by law.

First Reading and Set Hearing Date for O-25-23:

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

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

DATE OF VOTE: October 1, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-23:

	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: October 15, 2025

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-186

AUTHORIZING ADOPTION OF FURTHER AMENDMENTS TO THE BOROUGH'S PERSONNEL POLICIES AND PROCEDURES MANUAL AND PERSONNEL POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT AND DISTRIBUTION OF REVISED PERSONNEL POLICIES AND PROCESURES MANUAL AND PERSONNEL POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT

WHEREAS, on October 18, 2023, the Borough of Highlands adopted Resolution No. 23-208, amending the Personnel Policies and Procedures Manual and Personnel Policies and Procedures Supervisory Supplement; and

WHEREAS, the Borough has determined that additional amendments and updates are needed to incorporate recent changes in State and Federal law, as well as updates required by the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the adoption and distribution of a revised Personnel Policies and Procedures Manual and further revised Personnel Policies and Procedures Manual Supervisory Supplement will protect the interests and rights of both the Borough and its employees; and

WHEREAS, the Borough has made certain amendments and updates to the current Personnel Policies and Procedures Manual and the Personnel Policies and Procedure Manual Supervisory Supplement to conform with the requirements set forth above; and

WHEREAS, the revised Personnel Policies and Procedures Manual will be distributed to all Borough employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory Borough employees; and

WHEREAS, the Borough employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual and supervisory employees will acknowledge receipt of the revised Policies and Procedures Manual Supervisory Supplement; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the revised Personnel Policies and Procedures Manual and revised Personnel Policies and Procedures Manual Supervisory Supplement are adopted.

BE IT FURTHER RESOLVED, that copies of the revised Personnel Policies and Procedures Manual will be distributed to all employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory employees, as applicable.

BE IT FURTHER RESOLVED, that the Borough Administrator is authorized to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

Motion to Approve R 25-186:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-187

PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS

WHEREAS, N.J.S. 40:4-58 provides for the transfer of surplus funds from one account to the other during the last two months of the calendar year:

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Highlands that transfers be made in the Boroughs' 2025 budget appropriations in accordance with the following schedule:

BE IT FURTHER RESOLVED that this Resolution shall take on November 1, 2025:

A/C #	FROM	TO
20-152-200 Central Services-S&W	$ 10,000.00	
20-152-200 Central Services-OE		$ 10,000.00
20-165-200 Engineering-OE	10,000.00	
20-155-200 Legal-OE		10,000.00
30-415-100 Accumulated Leave-S&W	15,000.00	
25-265-010 Uniform Fire Safety-S&W		10,000.00
26-300-200 Municipal Garage-OE		5,000.00
31-460-192 Fuel	15,000.00	
31-440-213 Telephone		5,000.00
34-450-213 Telecommunications		5,000.00
31-463-193 Fire Hydrants		5,000.00
		-
Totals	$ 50,000.00	$ 50,000.00

Motion to Approve R 25-187:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-188

DESIGNATING ARJIKA BUILDERS INC. AS THE EXCLUSIVE REDEVELOPER OF THAT CERTAIN PROPERTY LOCATED AT 289 BAY AVENUE, IDENTIFIED AS BLOCK 81, LOT 12 ON THE TAX MAP OF THE BOROUGH OF HIGHLANDS, AND AUTHORIZING THE EXECUTION OF A REDEVELOPMENT AGREEMENT

WHEREAS, the Borough of Highlands ("**Borough**") is a political subdivision of the State of New Jersey (the "**State**"), located in the County of Monmouth (the "**County**"); and

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A.* 40A:12A-1, *et seq.* ("Redevelopment Law") authorizes municipalities to determine whether certain parcels of land located therein constitute areas in need of redevelopment; and

WHEREAS, on October 20, 2021, by Resolution No. 21-199, the Borough Council of the Borough of Highlands ("**Borough Council**") accepted the Land Use Board's recommendations set forth in Resolution No. 2021-21 and designated the entire Study Area as a non-condemnation redevelopment area pursuant to the Redevelopment Law (the "**Redevelopment Area**") and authorized Phillips Preiss Grygiel Leheny Hughes LLC to prepare one or more redevelopment plans for the Redevelopment Area; and

WHEREAS, on May 18, 2022 the Borough Council adopted Ordinance No. 22-10 adopting a redevelopment plan for the Redevelopment Area, entitled *Central Business District Redevelopment Plan* (the "**Original Redevelopment Plan**"); and

WHEREAS, following a review of the Original Redevelopment Plan, the Borough determined to amend the Original Redevelopment Plan to facilitate redevelopment within the Redevelopment Area; and

WHEREAS, Heyer, Gruel and Associates, prepared an amended redevelopment plan for the Redevelopment Area, entitled *Amended Central Business District Redevelopment Plan*, dated August 21, 2024 (the "**Redevelopment Plan**"); and

WHEREAS, on September 18, 2024 the Borough Council adopted Ordinance No. 24-15 adopting the Redevelopment Plan; and

WHEREAS, Arjika Builders Inc. (the "**Redeveloper**") owns a property within the Redevelopment Area identified as Block 81, Lot 12 on the Borough's official tax map and located at 289 Bay Avenue, Highlands, New Jersey and described in that certain metes and bounds description attached hereto (the "**Project Site**"); and

WHEREAS, the Redeveloper proposes to redevelop the Project Site by constructing a 3-story mixed use building to include up to four (4) rental residential units over approximately 1,450 sf of retail/commercial use, and related site and infrastructure improvements; all in accordance with the Redevelopment Plan (the "**Project**"); and

WHEREAS, the Borough determined that the Redeveloper is a corporation with resources and has retained a team of experts in planning, redevelopment, law, engineering, environmental issues, architecture, design, finance, and real estate development necessary to effectuate the redevelopment of the Project Site in accordance with the Redevelopment Plan and all other Applicable Laws, ordinances and regulations; and

WHEREAS, on January 15, 2025, the Borough Council designated the Redeveloper as the redeveloper of the Project Site for a period of one hundred eighty (180) days, conditioned on the successful negotiation of a Redevelopment Agreement; and

WHEREAS, on July 8, 2025, the Borough extended said conditional redeveloper designation for an additional ninety (90) days through October 12, 205; and

WHEREAS, in order to effectuate the Redevelopment Plan, the Project and the redevelopment of the Project Site, the Borough and its professionals have negotiated a comprehensive Redevelopment Agreement with Redeveloper which designates Redeveloper as the exclusive Redeveloper of the Project Site in accordance with the Redevelopment Law, and which specifies the respective rights and responsibilities of the Parties with respect to the Project; and

WHEREAS, the Borough has determined to enter into the Redevelopment Agreement (the "Redevelopment Agreement") with the Redeveloper in substantially the form attached hereto as Exhibit A.)

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

Section 1. The foregoing recitals are hereby incorporated by reference as if fully set forth herein.

Section 2. In order to implement the redevelopment of the Project Site in a manner consistent with the goals and vision of the Redevelopment Plan, the Borough of Highlands Council hereby designates Arjika Builders Inc. as the exclusive Redeveloper of the Project Site.

Section 3. The Mayor of the Borough of Highlands is hereby authorized to execute the Redevelopment Agreement by and between the Borough of Highlands and Arjika Builders Inc., in substantially the form attached hereto as **Exhibit A**.

Section 4. Borough staff and consultants are hereby authorized and directed to take all actions as shall be deemed necessary or desirable to implement this Resolution.

Section 5. This Resolution shall be effective immediately upon execution, subject to the condition of the Redeveloper's full payment of any outstanding escrow costs related to the review of the Project and the negotiation and preparation of the Redevelopment Agreement, together with the payment of any outstanding taxes, payments, or other monies which may be due and owing to the Borough of Highlands, as may be applicable.

Section 6. This Resolution shall take effect at the time and in the manner prescribed by law.

EXHIBIT A (to the Resolution)
FORM OF REDEVELOPMENT AGREEMENT BY AND BETWEEN THE BOROUGH OF HIGHLANDS AND ARJIKA BUILDERS INC.

Motion to Approve R 25-188:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-189

AMENDING RESOLUTION 25-183 ENTITLED PROPERTY TAX CANCELLATION

WHEREAS, Resolution 25-183 approved the property tax cancellation for Block 49, Lot 16.02 for the calendar year 2024 in the amount of $15,810.00, which was duly adopted on October 1, 2025; and

WHEREAS, the Borough of Highlands was later advised by the Tax Collector that an incorrect Block and Lot number were identified for this particular property; and

WHEREAS, the Tax Collector advised that the property that should have been identified for the tax cancellation in Resolution 25-183 was Block 19, Lot 16.02; and

WHEREAS, in light of the aforementioned, the Tax Collector is making the recommendation that the 2024 calendar year taxes be cancelled for Block 19, Lot 16.02.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 25-183 be and is hereby amended to reflect that the Mayor and Council approve the property tax cancellation for Block 19, Lot 16.02 for the calendar year 2024 in the amount of $15,810.30, rather than for Block 49 Lot 16.02.

BE IT FURTHER RESOLVED, that the Tax Collector cancel the 2024 calendar year taxes for Block 19, Lot 16.02 in the amount of $15,810.30.

BE IT FURTHER RESOLVED, that the property tax cancellation for Block 49, Lot 16.02 for the calendar year 2024 that was identified in Resolution 25-183 be and is hereby rescinded.

Motion to Approve R 25-189:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-190

CONFIRMING TEMPORARY APPOINTMENT OF PATROLMAN

WHEREAS, on January 1, 2025, the Borough of Highlands adopted Resolution No. 25-029, appointing Alexander Pilkington as a Special Officer Class II; and

WHEREAS, pursuant to N.J.S.A. 11A:4-1.3 and Chapter 2-10.17 of the Borough Code, a temporary entry-level law enforcement officer may be appointed by the Borough Administrator upon the recommendation of the Chief of Police without taking a Civil Service examination, so long as the individual successfully completes a full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training Commission within nine months from the date of hire as a temporary entry-level law enforcement officer; and

WHEREAS, pursuant to N.J.S.A. 11A:4-1.3 and Chapter 2-10.17 of the Borough Code, upon successful completion of the training course, the temporary entry level law enforcement officer shall be appointed as a permanent entry-level enforcement officer; and

WHEREAS, pursuant to Chapter 2-10.2 of the Borough Code, the Police Department may include up to ten patrolmen in their ranks; and

WHEREAS, the Borough of Highlands from time-to-time has a need to employ additional patrolmen; and

WHEREAS, effective October 31, 2025, one of the Borough's Police Officers is being transferred to another municipality via an Intergovernmental Transfer; and

WHEREAS, Alexander Pilkington is a Class Two Special Law Enforcement Officer with the Borough of Highlands; and

WHEREAS, the Chief of Police has made the recommendation to the Borough Administrator with regard to the temporary appointment of Alexander Pilkington to serve as a Patrolman for the Borough of Highlands Police Department pending successful completion of the aforesaid required coursework within nine months.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the temporary appointment of Alexander Pilkington as a Patrolman for the Borough of Highlands Police Department, effective November 1, 2025, be and is hereby confirmed.

BE IT FURTHER RESOLVED, that the aforesaid temporary appointment of Alexander Pilkington as a Patrolman for the Borough of Highlands Police Department shall be for a salary in accordance with the Collective Bargaining Agreement between the Borough of Highlands and PBA Local 48. This appointment shall be conditioned upon the successful completion of the hiring process including, but not limited to, medical screening requirements.

Motion to Approve R 25-190:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-191

APPROVING A MEMBERSHIP APPLICATION FOR THE HIGHLANDS FIRST AID SQUAD

WHEREAS, Peter Burke has submitted a Membership Application to be an Associate Member for the Highlands First Aid Squad; and

WHEREAS, Warren "Jay" Terwilliger, Chief of the First Aid Squad, has approved the aforesaid Membership Application;

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands that the First Aid Squad Membership Application of Peter Burke be and is hereby approved.

Motion to Approve R 25-191:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-192

AFFIRMING THE BOROUGH OF HIGHLANDS CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Borough of Highlands to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to, the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and,

WHEREAS, the governing body of the Borough of Highlands determined that certain procedures need to be established to accomplish this policy.

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

Section 1: No official, employee, appointee or volunteer of the Borough of Highlands by whatever title known, or any entity that is in any way a part of the Borough of Highlands shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer or entity is engaged in or acting on behalf of the Borough of Highlands' business or using the facilities or property of the Borough of Highlands.

Section 2: The prohibitions and requirements of this Resolution shall extend to any person or entity, including but not limited to, any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Highlands to provide services that otherwise could be performed by the Borough of Highlands.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this Resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Borough of Highlands establishes the attached General Complaint Procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this Resolution. This procedure includes alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator if the alleged violator is the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Highlands as well as all other entities subject to this Resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this Resolution.

Section 7: The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Borough Administrator shall cause a summary of this Resolution and the procedures established pursuant to this Resolution to be communicated within the Borough of Highlands. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this Resolution. This Resolution shall be posted on the Borough of Highlands' web site.

Section 9: This Resolution shall take effect immediately.

Section 10: A copy of this Resolution shall be published in the official newspaper of the Borough of Highlands for the public to be made aware of this policy and the Borough of Highlands' commitment to the implementation and enforcement of this policy.

Section 11: A certified copy of this Resolution shall be forwarded to the Borough Administrator, the Chief Financial Officer and the Borough Attorney.

Motion to Approve R 25-192:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS

GENERAL COMPLAINT PROCEDURE

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Borough of Highlands may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Borough of Highlands will follow the Employee Complaint Procedure. All other individuals including volunteers and members of the public may report the alleged wrongdoing the Borough Administrator or the Borough Clerk. Any individual who does not think that the matter can be discussed with the Borough Administrator or the Borough Clerk should feel free to go to the head of the applicable department or volunteer organization or any upper management representative with whom they feel comfortable relaying the problem.

Reporting such incidents is encouraged when an individual feels that they are subject to such incidents or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask the Borough Administrator or Borough Clerk. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not alleged to be involved in the alleged harassment or wrongdoing.

An individual will not be penalized in any way for reporting a complaint. The Borough of Highland prohibits discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. The Borough of Highlands also prohibits discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, the Borough of Highlands will swiftly pursue appropriate corrective and/or disciplinary action. The Borough of Highlands will take disciplinary action up to and including discharge against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate to protect the privacy of the individuals involved. An investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individual will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of the incident.

BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-193

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared, and dated October 15, 2025, which totals as follows:

Current Fund	$	938,541.85
Sewer Account	$	91,522.11
Capital Fund	$	113,827.00
Trust-Other	$	51,407.99
Federal/State Grants	$	---
TOTAL	**$**	**1,207,278.95**

NOW, THERFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **$ 1,207,278.95** 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.highlandsnj.gov and on file with the Municipal Clerk's Office for reference.

Motion to Approve R 25-193:

	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: October 15, 2025

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Nancy Tran, Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS
10/15/ 2025

CURRENT:		$	926,097.38
Payroll	(09/30/2025)	$	
Manual Checks		$	11,980.00
Voided Checks		$	
SEWER ACCOUNT:		$	91,522.11
Payroll	(09/30/2025)	$	
Manual Checks		$	
Voided Checks		$	
CAPITAL/GENERAL		$	113,827.00
CAPITAL-MANUAL CHECKS		$	
Voided Checks		$	
WATER CAPITAL ACCOUNT		$	
TRUST FUND		$	51,407.99
Payroll	(09/30/2025)	$	
Manual Checks		$	
Voided Checks		$	
UNEMPLOYMENT ACCT-MANUALS		$	
DOG FUND		$	
GRANT FUND			
Payroll	(09/30 /2025)	$	
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 Include Non-Budgeted: Y
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

Vendor # / PO # / Item	Name / PO Date / Description	Amount	Contract PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ALLIED12	Allied Fire & Safety									
25-01229	09/30/25 fire extinguisher service									
1	fire extinguisher service	424.00	5-01-26-310-000-178	B B&G: Building Maintenance	R	09/30/25	10/08/25		013911	N
	Vendor Total:	424.00								
AMAZO005	AMAZON CAPITAL SERVICES									
25-00252	02/24/25 Patrol Equipment									
1	CKPART 20pack Wire Clips	14.50	5-01-25-240-000-269	B Police: Patrol Equipment	R	02/24/25	03/11/25		11N19N6JFGTD	N
25-01188	09/18/25 RECREATION PROGRAM ITEMS									
1	RECREATION PROGRAM ITEMS	99.84	5-01-28-360-000-240	B Community Ctr: Spring Programs	R	09/18/25	10/08/25		1C6R7RNTQKQ7	N
2	RECREATION PROGRAM ITEMS	603.73	5-01-28-360-000-241	B Community Ctr: Summer Programs	R	09/18/25	10/08/25		1V447X4R66JJ	N
3	RECREATION PROGRAM ITEMS	181.16	5-01-28-360-000-242	B Community Ctr: Fall Programs	R	09/18/25	10/08/25		1V447X4R66JJ	N
4	RECREATION PROGRAM ITEMS	71.51	5-01-28-360-000-240	B Community Ctr: Spring Programs	R	09/18/25	10/08/25		1V447X4R66JJ	N
		956.24								
25-01231	10/01/25 office supplies									
1	office supplies	55.60	5-01-43-490-000-101	B Municipal Court: Office Supplies	R	10/01/25	10/08/25		1TLVFJ9CNCLT	N
	Vendor Total:	1,026.34								
AMCHAR	AMCHAR WHOLESALE INC.									
24-01415	11/15/24 glock									
1	glock	9,438.00	4-01-25-240-000-269	B Police: Patrol Equipment	R	11/15/24	10/08/25		01134909	N
2	pistol	8,594.08	4-01-25-240-000-269	B Police: Patrol Equipment	R	11/15/24	10/08/25		01134547	N
3	amggl429	909.26	4-01-25-240-000-269	B Police: Patrol Equipment	R	11/15/24	10/08/25		01135220	N
4	str69260 streamlight weapon li	3,079.34	4-01-25-240-000-269	B Police: Patrol Equipment	R	11/15/24	10/08/25		01135220	N

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AMCHAR	AMCHAR WHOLESALE INC. Continued									
24-01415	11/15/24 glock		Continued							
5	discount	5,145.00-	4-01-25-240-000-269	B Police: Patrol Equipment	R	11/15/24	10/08/25		CR021897	N
		16,875.68								
	Vendor Total:	16,875.68								
ANTHO015	ANTHONY MACRI									
25-01250	10/08/25 medicare reimbursement									
1	medicare reimbursement	555.00	5-01-36-472-000-201	B Statutory-Soc Security-Employee Reimburs	R	10/08/25	10/08/25		NOV-DEC 2025	N
	Vendor Total:	555.00								
ATLAN010	ATLANTIC SECURITY & FIRE									
25-01275	10/10/25 fire monitoring									
1	fire monitoring	300.00	5-01-28-360-000-154	B Community Ctr: Equipment Maintenance	R	10/10/25	10/10/25		31547	N
2	fire monitoring	300.00	5-01-28-360-000-154	B Community Ctr: Equipment Maintenance	R	10/10/25	10/10/25		34420	N
		600.00								
	Vendor Total:	600.00								
BAYSH010	BAYSHORE SINGLE STREAM SOLUTIO									
25-01241	10/06/25 CCOMCMCINGLED 9/08/25-9/14/25									
1	CCOMCMCINGLED 9/08/25-9/14/25	57.81	5-01-26-306-000-283	B Sanitation Contract: Co-Mingled Disposal	R	10/06/25	10/08/25		20901	N
	Vendor Total:	57.81								
BOUND01	BOUND TREE MEDICAL LLC									
25-01075	08/25/25 medical supplies									
1	medical supplies	84.16	5-01-25-260-000-210	B First Aid: First Aid Supplies	R	08/25/25	10/08/25		85893631	N
2	medical supplies	161.70	5-01-25-260-000-210	B First Aid: First Aid Supplies	R	08/25/25	10/08/25		85904644	N
		245.86								
25-01256	10/08/25 medical supplies									
1	medical supplies	35.80	5-01-25-260-000-210	B First Aid: First Aid Supplies	R	10/08/25	10/08/25		85943703	N
	Vendor Total:	281.66								

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BRIDG005 BRIDGECONNEX									
25-01249 10/08/25 telephone									
1 telephone	1,099.98	5-05-55-502-000-213	B Sewer: Telephone	R	10/08/25	10/08/25		142960	N
Vendor Total:	1,099.98								
BRO01 BROWN & BROWN BENEFIT ADVISORS									
25-01263 10/08/25 consulting fee- october 2025									
1 consulting fee- october 2025	1,250.00	5-01-23-220-000-253	B Current: Group Insurance	R	10/08/25	10/08/25		21865851	N
Vendor Total:	1,250.00								
COAST010 COASTAL METAL RECYCLING CORP									
25-01259 10/08/25 refrigerator cfc removal									
1 refrigerator cfc removal	44.00	5-01-26-305-000-294	B Sanitation: Other	R	10/08/25	10/08/25		13207	N
Vendor Total:	44.00								
COLLI005 COLLIERS ENGINEERING/DESIGN									
25-00737 06/05/25 2026 NJDOT State Aid App									
2 2026 NJDOT State Aid App	8,747.50	5-01-20-165-000-244	B Engineering:General Engineering	R	06/05/25	10/08/25		1074821	N
25-01274 10/09/25 49 miller street									
1 49 miller street	2,114.50	T-03-56-875-000-142	B TRUST: LUB2021-01 49 Miller B54 L7.01	R	10/09/25	10/09/25		1079110	N
Vendor Total:	10,862.00								
COMCAST COMCAST									
25-01239 10/06/25 17-1 SHORE DRIVE									
1 17-1 SHORE DRIVE	94.90	5-01-31-450-000-213	B Telecommunications	R	10/06/25	10/08/25		17-1 SHORE DR	N
2 22 SNUGHARBOR AVENUE	514.37	5-01-31-440-000-213	B Telephone	R	10/06/25	10/08/25		22 SNUGHARBOR	N
	609.27								
25-01260 10/08/25 40 shore drive									
1 40 shore drive	243.29	5-05-55-502-000-213	B Sewer: Telephone	R	10/08/25	10/08/25		40 SHORE DRIVE	N
Vendor Total:	852.56								

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DAV02	DAVISON,EASTMAN,MUNOZ,LEDERMAN									
25-00094	01/17/25 2025 borough attorney									
66	borough attorney	6,000.00	5-01-20-155-000-242	B Legal Services: Consultants -Boro Attny	R	10/08/25	10/08/25		433744	N
67	borough attorney	7,598.28	5-01-20-155-000-252	B Legal Services: Consultants Hourly	R	10/08/25	10/08/25		433745	N
68	agate	264.00	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	10/08/25	10/08/25		433746	N
69	roman	2,884.45	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	10/08/25	10/08/25		433747	N
70	kappa	33.00	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	10/08/25	10/08/25		433748	N
71	44 miller street	1,064.50	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	10/08/25	10/08/25		433749	N
		17,844.23								
	Vendor Total:	17,844.23								
DIANN005	DIANNE CLEMENTE									
25-01269	10/08/25 LIEN REDEMPTION									
1	LIEN REDEMPTION	1,339.77	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	10/08/25	10/08/25		B17/L7	N
2	PREMIUM BID	600.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	10/08/25	10/08/25		B17/L7	N
		1,939.77								
	Vendor Total:	1,939.77								
FAIRL005	FAIRLEIGH DICKERSON UNIVERSITY									
25-01049	08/15/25 collaborative leadership									
1	collaborative leadership	4,670.00	5-01-26-290-000-294	B Streets: Other	R	08/15/25	10/08/25		2025	N
	Vendor Total:	4,670.00								
FF1 PROF	FF1 APPARATUS LLC									
25-00923	07/21/25 service for all trucks									
1	service for all trucks	3,276.01	5-01-25-263-000-154	B Fire Dept: Equipment Maintenance	R	07/21/25	10/08/25		202304737	N
2	service for all trucks	1,490.00	5-01-25-263-000-154	B Fire Dept: Equipment Maintenance	R	07/21/25	10/08/25		202304718	N
3	service for all trucks	1,445.00	5-01-25-263-000-154	B Fire Dept: Equipment Maintenance	R	07/21/25	10/08/25		202304707	N
4	service for all trucks	1,940.00	5-01-25-263-000-154	B Fire Dept: Equipment Maintenance	R	07/21/25	10/08/25		202304693	N
		8,151.01								
	Vendor Total:	8,151.01								

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FRA	**FRA TECHNOLOGIES**									
25-01247	10/08/25 2025-2026contract-macs/mils									
1 2025-2026contract-macs/mils		1,350.00	5-01-20-120-000-252	B Municipal Clerk: Contractual Service	R	10/08/25	10/08/25		2025-2026	N
	Vendor Total:	1,350.00								
HENRY006	**HENRY B. CLAGETT**									
25-01257	10/08/25 medicare reimbursement									
1 medicare reimbursement		185.00	5-01-36-472-000-201	B Statutory-Soc Security-Employee Reimburs	R	10/08/25	10/08/25		OCTOBER 2025	N
	Vendor Total:	185.00								
HENRY	**HENRY HUDSON REGIONAL HIGH SCH**									
25-01267	10/08/25 OCTOBER 2025									
1 OCTOBER 2025		757,420.00	5-01-99-999-002-206	B Regional School Taxes Payable	R	10/08/25	10/08/25		OCTOBER 2025	N
	Vendor Total:	757,420.00								
IMPAC005	**IMPAC**									
25-01251	10/08/25 fuel									
1 fuel		6,624.84	5-01-31-460-000-192	B Fuel	R	10/08/25	10/08/25		SQLCD-1125952	N
	Vendor Total:	6,624.84								
JASPAN	**JASPAN**									
25-01273	10/09/25 painter tape									
1 painter tape		28.67	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20161553	N
2 mop		16.99	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20165490	N
3 hardware		13.80	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20166014	N
4 cable tie natural		4.29	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20161960	N
5 battery,bit drill		31.27	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20164823	N
6 pin shower curtain		4.49	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20164932	N
7 white cable tie		29.97	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20165092	N
8 stretch film		40.00	5-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/09/25	10/09/25		A20166706	N
		169.48								
	Vendor Total:	169.48								

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JCPL	**JCP & L**									
25-01255	10/08/25 linden avenue									
1	linden avenue	11.29	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463381	N
2	waterwitch receptacles	46.82	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463382	N
3	waterwitch/bay	20.22	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463383	N
4	firehouse	733.69	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463384	N
5	streetscape	83.92	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463387	N
6	42 shore dr	404.58	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463388	N
7	171 bay ave	559.80	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95900463391	N
8	201-203 bay ave	69.70	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95846307775	N
9	public works	73.74	5-01-31-430-000-215	B Electric	R	10/08/25	10/08/25		95807603464	N
10	north st pump station	651.38	5-05-55-502-000-214	B Sewer: Gas & Electric	R	10/08/25	10/08/25		95900463390	N
11	40 shore drive	3,500.92	5-05-55-502-000-214	B Sewer: Gas & Electric	R	10/08/25	10/08/25		95900463386	N
12	valley st pump station	242.71	5-05-55-502-000-214	B Sewer: Gas & Electric	R	10/08/25	10/08/25		95900463385	N
		6,398.77								
25-01276	10/10/25 151 Navesink avenue									
1	151 Navesink avenue	16.69	5-01-31-430-000-215	B Electric	R	10/10/25	10/10/25		95408583707	N
	Vendor Total:	6,415.46								
LAWES005	**LAWES OUTDOOR POWER EQUIPMENT**									
25-00324	03/10/25 Draw Down Small Equipment Part									
8	Draw Down Small Equipment Part	144.20	5-01-26-290-000-183	B Streets: Machinery Parts	R	04/08/25	10/08/25		92056	N
	Vendor Total:	144.20								
LORNA010	**LORNA MILBAUER**									
25-01235	10/03/25 chair yoga									
1	chair yoga	175.00	5-01-20-130-000-294	B Finance: Other	R	10/03/25	10/08/25		2025	N
	Vendor Total:	175.00								
MASTE005	**MASTER MAINTENANCE OF RED BANK**									
25-01236	10/06/25 CLEANING OF BUILDING									
1	CLEANING OF BUILDING	300.00	5-01-26-310-000-178	B B&G: Building Maintenance	R	10/06/25	10/08/25		7354	N
	Vendor Total:	300.00								

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MCMANIMO	MCMANIMON SCOTLAND & BAUMANN									
25-01264	10/08/25 shadow lawn redevelopment									
1	shadow lawn redevelopment	1,382.50	T-03-56-856-810-196	B Redevel Scenic Highlands/KRE 105.107/1.1	R	10/08/25	10/08/25		248194	N
	Vendor Total:	1,382.50								
MONMOUPO	MONMOUTH COUNTY POLICE ACADEMY									
25-01184	09/16/25 Training									
1	109 BCPO & 60th SLEO II Course	1,200.00	5-01-25-240-000-236	B Police: Schooling/Training	R	09/16/25	10/08/25		109 BCPO/SLEOII	N
	Vendor Total:	1,200.00								
MONMO075	MONMOUTH DOCK WORKS									
25-01111	08/29/25 INPROV. OVERLOOK/FRANK HALL									
1	INPROV. OVERLOOK/FRANK HALL	113,827.00	C-04-23-101-000-201	B ORD#23-10 Bayside/Marie Ave-now Park Imp	R	08/29/25	10/09/25		PAYMENT #1	N
	Vendor Total:	113,827.00								
NJAMERIC	NEW JERSEY AMERICAN WATER									
25-01254	10/08/25 boro garage									
1	boro garage	34.16	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		BORO GARAGE	N
2	linden avenue	23.86	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		LINDEN AVENUE	N
3	22 snugharbor avenue	80.25	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		22 SNUGHARBOR A	N
4	s bay ave	23.86	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		S BAY AVE	N
5	waterwitch ave	157.81	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		WATERWITCH AVE	N
6	bay ave park	945.77	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		BAY AVE PARK	N
7	42 shore dr	23.86	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		42 SHORE DR	N
8	17-1 shore	232.28	5-01-31-445-000-219	B Water	R	10/08/25	10/08/25		17-1 SHORE DR	N
9	151 navesink avenue	277.40	5-01-31-463-000-193	B Fire Hydrants	R	10/08/25	10/08/25		151 NAV AVE	N
10	17-1 shore hydrant	135.64	5-01-31-463-000-193	B Fire Hydrants	R	10/08/25	10/08/25		17-1 SHORE HYDR	N
11	123 hydrants	8,118.99	5-05-55-502-000-219	B Sewer: Water	R	10/08/25	10/08/25		123 HYDRANTS	N
12	40 shore dr	172.99	5-05-55-502-000-219	B Sewer: Water	R	10/08/25	10/08/25		40 SHORE DR	N
		10,226.87								
	Vendor Total:	10,226.87								

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ONE CALL	ONE CALL CONCEPTS, INC.									
25-01252	10/08/25 mark outs for september 2025									
1	mark outs for september 2025	68.40	5-05-55-502-000-154	B Sewer: Equipment Maintenance	R	10/08/25	10/08/25		5095086	N
	Vendor Total:	68.40								
OTISE005	OTIS ELEVATOR COMPANY									
25-01238	10/06/25 MAINTENANCE SERVICE									
1	MAINTENANCE SERVICE	314.28	5-01-26-310-000-178	B B&G: Building Maintenance	R	10/06/25	10/08/25		100402096371	N
	Vendor Total:	314.28								
FAC01	PETER P. FACCAS & SONS									
25-01194	09/23/25 EMERGENCY SERVICE CALL									
1	EMERGENCY SERVICE CALL	3,514.16	5-05-55-502-000-190	B Sewer: Station Repairs	R	09/23/25	10/08/25		25882	N
	Vendor Total:	3,514.16								
PHOEN010	PHOENIX FUNDING, INC.									
25-01270	10/08/25 LIEN REDEMPTION									
1	LIEN REDEMPTION	21,071.22	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	10/08/25	10/08/25		B101/L25	N
2	PREMIUM BID	24,900.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	10/08/25	10/08/25		B101/L25	N
		45,971.22								
	Vendor Total:	45,971.22								
POORJ005	POOR JOHNS PORTABLE TOILETS									
25-01240	10/06/25 SNUGHARBOR AVENUE									
1	SNUGHARBOR AVENUE	183.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/06/25	10/08/25		22559	N
25-01277	10/10/25 kavoojian field									
1	kavoojian field	203.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/10/25	10/10/25		22817	N
2	kavoojian field	203.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/10/25	10/10/25		22818	N
3	kavoojian field	203.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/10/25	10/10/25		22819	N
4	kavoojian field	203.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/10/25	10/10/25		22820	N

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POORJ005 POOR JOHNS PORTABLE TOILETS	Continued								
25-01277 10/10/25 kavoojian field		Continued							
5 kavoojian field	203.00	5-01-28-375-000-181	B Parks: Restroom rental	R	10/10/25	10/10/25		22821	N
	1,015.00								
Vendor Total:	1,198.00								
REDBANKV RED BANK VETERINARY HOSPITAL									
25-01234 10/02/25 K9 Medical									
1 9-30-25: Injury Treatment	2,717.80	5-01-25-240-000-290	B Police: K-9 Unit	R	10/02/25	10/08/25		2968478	N
2 09-30-25: Consult/Medications	437.35	5-01-25-240-000-290	B Police: K-9 Unit	R	10/02/25	10/08/25		2968338	N
	3,155.15								
25-01244 10/07/25 K9 Medical									
1 10-03-25: Medication	195.07	5-01-25-240-000-290	B Police: K-9 Unit	R	10/07/25	10/08/25		2969857	N
Vendor Total:	3,350.22								
RICOH005 RICOH USA, INC.									
25-01261 10/08/25 copier lease									
1 copier lease	563.06	5-01-26-310-000-170	B B&G: Leased Equipment	R	10/08/25	10/08/25		5072100710	N
Vendor Total:	563.06								
RUDER005 RUDERMAN & ROTH, LLC									
25-00104 01/23/25 2025 Labor attorney									
8 2025 Labor attorney	7,585.00	5-01-20-155-000-294	B Legal Services: Other	R	10/08/25	10/08/25		SEPTEMBER 2025	N
Vendor Total:	7,585.00								
SEABO005 SEABOARD WELDING SUPPLY, INC.									
25-01258 10/08/25 acetylene/oxygen									
1 acetylene/oxygen	75.55	5-01-26-310-000-170	B B&G: Leased Equipment	R	10/08/25	10/08/25		986786	N
Vendor Total:	75.55								

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SPECTROL SPECTROTEL									
25-01253 10/08/25 42 shore drive									
1 42 shore drive	1,621.03	5-05-55-502-000-213	B Sewer: Telephone	R	10/08/25	10/08/25		13280525	N
Vendor Total:	1,621.03								
STAPLES STAPLES ADVANTAGE									
24-01498 12/02/24 Office supplies									
1 Office supplies	915.92	4-01-20-130-000-201	B Finance: Office Supplies	R	12/02/24	10/10/25		6018859639	N
25-00005 01/09/25 office supplies									
1 office supplies	69.83	5-01-20-152-000-201	B Central Services: Office Supplies	R	01/09/25	10/10/25		6021403669	N
2 office supplies	471.06	5-01-22-195-000-201	B Construction: Office Supplies	R	01/09/25	10/10/25		6021403669	N
	540.89								
25-00171 01/30/25 Office Supplies									
1 2768002 Duracell AAA Batteries	14.65	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
2 #917881 P-Touch TZe-231 Tape	22.88	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
3 #24342351 Verbatim 32GB 10pk	41.24	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
4 #659760 Sharpie Highlighter	3.29	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
5 #808659 #64 Rubber Bands	5.54	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
6 cups	47.72	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
7 hp 30a toner	63.23	5-01-25-240-000-201	B Police: Office Supplies	R	01/30/25	10/10/25		6023420073	N
8 210a toner	122.89	5-01-22-195-000-201	B Construction: Office Supplies	R	01/30/25	10/10/25		6023420073	N
	321.44								
25-00197 02/07/25 Office supplies									
1 Office supplies	15.94	5-01-20-120-000-201	B Municipal Clerk: Office Supplies	R	02/07/25	10/10/25		6024097733	N
2 Office supplies	157.56	5-01-26-290-000-101	B Streets: Office Supplies	R	02/07/25	10/10/25		6024097733	N
3 Office supplies	7.65	5-01-43-490-000-101	B Municipal Court: Office Supplies	R	02/07/25	10/10/25		6024097733	N
	181.15								
25-00227 02/13/25 toner/clerk									
1 toner/clerk	114.21	5-01-20-120-000-201	B Municipal Clerk: Office Supplies	R	02/13/25	10/10/25		6024367447	N
25-00242 02/18/25 office supplies									
1 office supplies	14.26	5-01-20-100-000-201	B Admin: Office Supplies	R	02/18/25	10/10/25		6024978807	
2 office supplies	105.02	5-01-20-152-000-203	B Central Services: Consumable Supplies	R	02/18/25	10/10/25		6024978807	

Vendor # / PO # / Item	Name / PO Date / Description	Amount	Contract / PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
STAPLES	STAPLES ADVANTAGE	Continued								
25-00242	02/18/25 office supplies		Continued							
3	office supplies	12.59	5-01-43-490-000-101	B Municipal Court: Office Supplies	R	02/18/25	10/10/25		6024978807	N
		131.87								
25-00298	03/03/25 office supplies/first aid									
1	office supplies/first aid	314.89	5-01-25-260-000-294	B First Aid: Other	R	03/03/25	10/10/25		6026153486	N
25-00314	03/06/25 office supplies									
1	office supplies	96.52	5-01-43-490-000-101	B Municipal Court: Office Supplies	R	03/06/25	10/10/25		6026352186	N
25-00394	03/24/25 copy paper									
1	copy paper	136.98	5-01-28-360-000-101	B Community Ctr: Office Supplies	R	03/24/25	10/10/25		6027672992	N
25-00463	04/07/25 Office Supplies									
1	Office Supplies	57.97	5-01-20-130-000-201	B Finance: Office Supplies	R	04/07/25	10/10/25		6028961025	N
2	Office Supplies	205.42	5-01-22-200-000-201	B Code Enf: Office Supplies	R	04/07/25	10/10/25		6028961025	N
		263.39								
25-00621	05/07/25 Office supplies									
1	Office supplies	105.02	5-01-20-152-000-203	B Central Services: Consumable Supplies	R	05/07/25	10/10/25		6031653065	N
2	Office supplies	64.60	5-01-20-152-000-201	B Central Services: Office Supplies	R	05/07/25	10/10/25		6031653065	N
		169.62								
25-00671	05/20/25 office supplies									
1	office supplies	152.42	5-01-25-260-000-294	B First Aid: Other	R	05/20/25	10/10/25		6032488532	N
25-00785	06/23/25 Office supplies									
1	Office supplies	105.02	5-01-20-152-000-203	B Central Services: Consumable Supplies	R	06/23/25	10/10/25		6035202139	N
2	Office supplies	60.28	5-01-20-152-000-201	B Central Services: Office Supplies	R	06/23/25	10/10/25		6035202139	N
		165.30								
25-00963	07/30/25 Office supplies									
1	Office supplies	125.64	5-01-20-120-000-201	B Municipal Clerk: Office Supplies	R	07/30/25	10/10/25		6038694217	N
2	Office supplies	105.02	5-01-20-152-000-203	B Central Services: Consumable Supplies	R	07/30/25	10/10/25		6038694217	N
3	Office supplies	24.65	5-01-20-152-000-201	B Central Services: Office Supplies	R	07/30/25	10/10/25		6038694217	N
		255.31								

Vendor # / PO # / Item	Name / PO Date / Description	Amount	Contract / PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
STAPLES	**STAPLES ADVANTAGE** Continued									
25-01077	08/25/25 office supplies									
1	office supplies	565.71	5-01-22-195-000-201	B Construction: Office Supplies	R	08/25/25	10/10/25		6040803538	N
25-01124	09/05/25 office supplies									
1	office supplies	125.64	5-01-20-120-000-201	B Municipal Clerk: Office Supplies	R	09/05/25	10/10/25		6042057011	N
2	office supplies	52.51	5-01-20-152-000-203	B Central Services: Consumable Supplies	R	09/05/25	10/10/25		6042057011	N
3	office supplies	35.93	5-01-21-185-000-201	B Zoning: Office Supplies	R	09/05/25	10/10/25		6042057011	N
		214.08								
25-01191	09/22/25 Office Supplies									
1	Staples 9x12 Envelopes 250/box	31.98	5-01-25-240-000-201	B Police: Office Supplies	R	09/22/25	10/08/25		6043117503	N
2	Scotch Packing Tape 6/pack	29.88	5-01-25-240-000-201	B Police: Office Supplies	R	09/22/25	10/08/25		6043117503	N
3	Pendaflex Folder 2" Expansion	32.49	5-01-25-240-000-201	B Police: Office Supplies	R	09/22/25	10/08/25		6043117503	N
		94.35								
	Vendor Total:	4,634.05								
SUBUR005	**SUBURBAN DISPOSAL INC.**									
25-01272	10/09/25 SOLID WASTE									
1	SOLID WASTE	45,333.33	5-01-26-306-000-284	B Sanitation Contract: Solid Waste	R	10/09/25	10/09/25		11924	N
2	TIPPING FEES	15,442.24	5-01-26-309-000-220	B Mon Cty Rec: Tipping Fees	R	10/09/25	10/09/25		11924	N
3	RECYCLING FEE	3,969.28	5-01-26-306-000-283	B Sanitation Contract: Co-Mingled Disposal	R	10/09/25	10/09/25		11924	N
		64,744.85								
	Vendor Total:	64,744.85								
TOMSA	**T.O.M.S.A.**									
25-01248	10/08/25 september 2025									
1	september 2025	72,054.85	5-05-55-502-000-196	B Sewer: TOMSA	R	10/08/25	10/08/25		SEPTEMBER 2025	N
	Vendor Total:	72,054.85								
TARGE005	**TARGETED TECHNOLOGIES LLC**									
25-01278	10/10/25 SOFTWARE ANTIVIRUS SOLUTION									
1	SOFTWARE ANTIVIRUS SOLUTION	4,359.50	5-01-20-150-000-294	B Tax Assessor: Other	R	10/10/25	10/10/25		124019	N
2	EMAIL ESSENTIALS	456.00	5-01-20-152-000-294	B Central Services: Other	R	10/10/25	10/10/25		124044	

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
TARGE005 TARGETED TECHNOLOGIES LLC Continued									
25-01278 10/10/25 SOFTWARE ANTIVIRUS SOLUTION Continued									
3 install new spillman router	323.75	5-01-25-240-000-294	B Police: Other	R	10/10/25	10/10/25		124135	N
	5,139.25								
Vendor Total:	5,139.25								
ARMYN005 TRADING HUT ARMY NAVY									
25-01230 09/30/25 uniform- dpw employees									
1 uniform- dpw employees	405.00	5-01-26-290-000-016	B Streets: Uniform Allowance	R	09/30/25	10/09/25		0018891	N
2 uniform- dpw employees	550.00	5-01-26-290-000-016	B Streets: Uniform Allowance	R	09/30/25	10/09/25		0018890	N
3 uniform- dpw employees	168.00	5-01-26-290-000-016	B Streets: Uniform Allowance	R	09/30/25	10/09/25		0018888	N
4 uniform- dpw employees	318.00	5-01-26-290-000-016	B Streets: Uniform Allowance	R	09/30/25	10/09/25		0018887	N
5 uniform- dpw employees	730.00	5-01-26-290-000-016	B Streets: Uniform Allowance	R	09/30/25	10/09/25		0018889	N
	2,171.00								
Vendor Total:	2,171.00								
SCAT TREASURER, COUNTY OF MONMOUTH									
25-00054 01/13/25 transportation for seniors									
4 transportation for seniors	1,860.00	5-01-28-360-000-234	B Community Ctr: Transportation	R	10/08/25	10/08/25		JULY-SEPT. 2025	N
Vendor Total:	1,860.00								
STATE6 TREASURER, STATE OF N.J.									
25-01265 10/08/25 annual site remediation fee									
1 annual site remediation fee	100.00	5-01-26-294-000-123	B Stormwater: Fees & Permits	R	10/08/25	10/08/25		251426160	N
2 annual site remediation fee	850.00	5-01-26-290-000-294	B Streets: Other	R	10/08/25	10/08/25		251426160	N
	950.00								
Vendor Total:	950.00								
STATE08 TREASURER, STATE OF NJ									
25-01266 10/08/25 LIFE HAZARD USE FEE									
1 LIFE HAZARD USE FEE	769.50	5-01-26-310-000-123	B B&G: Fees & Permits	R	10/08/25	10/08/25		5673478	N
Vendor Total:	769.50								

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract PO Type / Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VERIZON1 VERIZON									
25-01242 10/06/25 40 SHORE DRIVE									
1 40 SHORE DRIVE	171.45	5-05-55-502-000-213	B Sewer: Telephone	R	10/06/25	10/08/25		40 SHORE DR	N
2 VALLEY ST PUMP STATION	61.96	5-05-55-502-000-213	B Sewer: Telephone	R	10/06/25	10/08/25		VALLEY ST PUMP	N
	233.41								
Vendor Total:	233.41								
VIKIN005 VIKING PEST CONTROL									
25-01262 10/08/25 22 snugharbor avenue									
1 22 snugharbor avenue	46.66	5-01-26-310-000-178	B B&G: Building Maintenance	R	10/08/25	10/08/25		903212252	N
2 151 navesink avenue	35.60	5-01-26-310-000-178	B B&G: Building Maintenance	R	10/08/25	10/08/25		903211763	N
	82.26								
Vendor Total:	82.26								

Total Purchase Orders: 73 Total P.O. Line Items: 159 Total List Amount: 1,182,854.48 Total Void Amount: 0.00

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Totals by Year-Fund

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	4-01	17,791.60	0.00	17,791.60	0.00	0.00	17,791.60
	5-01	908,305.78	0.00	908,305.78	0.00	0.00	908,305.78
	5-05	91,522.11	0.00	91,522.11	0.00	0.00	91,522.11
Year Total:		999,827.89	0.00	999,827.89	0.00	0.00	999,827.89
CAPITAL PROJECTS	C-04	113,827.00	0.00	113,827.00	0.00	0.00	113,827.00
TRUST NON BUDGET-TWO RIVER	T-03	51,407.99	0.00	51,407.99	0.00	0.00	51,407.99
Total Of All Funds:		1,182,854.48	0.00	1,182,854.48	0.00	0.00	1,182,854.48

Batch Id: JORGI   Batch Type: C   Batch Date: 10/02/25   Checking Account: CLEARING   G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No. / PO #	Check Date / Enc Date	Vendor # / Item	Name / Description	Payment Amt	Street 1 of Address to be printed on Check / Charge Account / Description	Account Type	Status	Seq	Acct
	10/02/25	FORER005	FORERUNNER		548 MARKET STREET				
25-01063	08/21/25	1	floodplain software license	11,980.00	5-01-20-165-000-245 Engineering-Storm Water	Budget	Aprv	1	1
				11,980.00					

	Count	Line Items	Amount
Checks:	1	1	11,980.00

There are NO errors or warnings in this listing.

BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	5-01	11,980.00	0.00	0.00	11,980.00
Total Of All Funds:		11,980.00	0.00	0.00	11,980.00

G/L Posting Summary

Account	Description	Debits	Credits
5-01-101-01-000-002	Cash - Clearing - Valley	0.00	11,980.00
5-01-201-20-000-000	Current Appropriations	11,980.00	0.00
	Grand Total:	11,980.00	11,980.00