



BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING
22 Snug Harbor Avenue, Highlands NJ 07732
Wednesday, January 19, 2022 at 7:00 PM

AGENDA

REGULAR 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 January 1, 2022. Items listed on the agenda are subject to change.

REGULAR MEETING: 7:00 PM

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, 2022.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Cervantes | Councilmember Chelak

Councilmember Melnyk | Council President Olszewski

Mayor Broullon

APPROVAL OF MINUTES - January 1, 2022 Meeting Minutes

1. 01-01-2022 Meeting Minutes

INTRODUCTION OF PROPOSED ORDINANCES

- [2.](#) O-22-03 Ordinance Amending Schedule A of the Borough of Highlands Salary Ordinance
- [3.](#) O-22-04 Designating Restricted Parking in Front of a Residence

PUBLIC HEARING ON PROPOSED ORDINANCES

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

RESOLUTIONS

- [6.](#) R 22-048 Resolution Authorizing to Apply for NJDEP I-Bank Grant for Phase 2 Sanitary Sewer Improvements
- [7.](#) R 22-049 Resolution Authorizing Award of a Fair and Open Contract for Drainage Improvements to Barberie Ave

CONSENT AGENDA

- [8.](#) R 22-050 A Resolution Appointing a Deputy Municipal Clerk
- [9.](#) R 22-051 A Resolution Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services
- [10.](#) R 22-052 Authorizing Refund of Tax Overpayment
- [11.](#) R 22-053 Resolution Appointing Borough Planner for Business District and Residential Development Modifications for the Calendar Year 2022 & Authorizing the Award of a Non-Fair and Open Contract for Professional Services
- [12.](#) R 22-054 Resolution Appointing Special Counsel For Redevelopment Projects for the Calendar Year 2022 & Authorizing the Award of a Non-Fair and Open Contract for Professional Services
- [13.](#) R 22-055 A Resolution Approving 2022 Events on Various Borough Properties
- [14.](#) R 22-056 Resolution Authorizing Payment of Bills
- [15.](#) R 22-057 Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services Regarding Phase 2 Sanitary Sewer Improvements

OTHER BUSINESS

- [16.](#) NJLM 28th Annual Scholarship Competition
- [17.](#) 2022 Economic Development Review Board Report

REPORTS

- 18. Committee Reports

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.

ROLL CALL

Councilmember Cervantes | Councilmember Chelak

Councilmember Melnyk | Council President Olszewski

Mayor Broullon

EXECUTIVE SESSION:

Executive Session will be held following the Regular Council Meeting. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13.

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

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

19. Attorney/Client Privilege - Regionalization Feasibility Study
20. Pending or Anticipated Litigation – Docket No. P2021-003358
21. Matters of Personnel - Personnel Matter

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

ADJOURNMENT

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-03

AN ORDINANCE AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY
ORDINANCE

WHEREAS the Governing Body has determined that it is necessary to amend Ordinance O-20-27 which established Salaries and fixed Compensation of certain Borough Employees for the year 2021 and beyond unless amended;

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

SECTION I.

Schedule A of O-20-27 Establishing Salaries and Fixing Compensation of Certain Borough Employees of the Borough of Highlands is hereby amended to provide as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics**~~.)

SCHEDULE A

1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION		Minimum	Maximum
Deputy Clerk		\$4,000	\$6,000
Registrar		\$500.00	\$1,000 <u>\$2,500</u>
Deputy Registrar		\$500	\$1,000
Land Use Board Secretary		\$6,000	\$16,000
Municipal Clerk		\$40,000	\$80,000
Municipal Administrator		\$24,000	\$150,000
Municipal Alliance	Hourly	Minimum Wage	\$20.00
Emergency Management Coordinator		\$3,650	\$10,000
Secretary to Administrator		\$2,000	\$6,000
Secretary to Chief of Police		\$25,000	\$63,000 <u>\$70,000</u>
Deputy Office of Emergency Management		\$1,500	\$2,500
<u>Confidential Administrative Assistant to the Mayor and Administrator</u>		<u>\$10,000</u>	<u>\$60,000</u>
BUILDING AND HOUSING			
Clerical Office Help	Hourly	Minimum Wage	\$26.00
Fire Official		\$18,000	\$28,000
DEPARTMENT OF FINANCE			
Assessment Searcher		\$3,000	\$4,000
		Minimum-Wage	\$26.00
Cashier/Typist	Hourly		
Chief Financial Officer		\$30,000	\$74,000
FEMA/NJOEM Coordinator	Hourly	\$25.00	\$35.00
Payroll Clerk		\$5,000	\$45,000
Qualified Purchasing Agent		\$7,000	\$75,000
Deputy Tax Assessor	Part Time	\$3,000	\$6,000
MUNICIPAL COURT			
Judge of Municipal Court		\$13,500	\$20,000
Court Administrator		\$25,000	\$75,000

Deputy Court Administrator		\$5,000	\$50,000
Special Sessions (Per Session)			
Court Administrator		\$250	\$400
Deputy Court Administrator		\$150	\$400
Judge of Municipal Court		\$500	\$600
Municipal Prosecutor		\$350	\$400
Public Defender		\$350	\$400

POLICE

Chief		\$124,125	\$150,000	\$160,000
Crossing Guard	Hourly	Minimum Wage		\$20.00
Dispatcher				
[Communications Operator]	Hourly	Minimum-Wage		\$25.00
Special Officer:				
Class I	Hourly	Minimum-Wage		\$22.00
Class II	Hourly	\$15.00		\$28.00

DEPARTMENT OF PUBLIC WORKS

<u>Superintendent of Public Works</u>		<u>\$35,000</u>	<u>\$110,000</u>
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RECREATION

Clerical Office Help	Hourly	Minimum Wage		\$20.00
Recreation Leader	Hourly	Minimum Wage		\$20.00
Summer Seasonal:				
Laborer	Hourly	\$10.00		\$20.00
Programmer	Hourly	\$13.00		\$20.00
Recreation Aide	Hourly	\$8.00		\$20.00
Supervisor	Hourly	\$17.00		\$22.00
Preparer	Hourly	Minimum Wage		\$15.00

2. UNITED FOOD AND COMMERICAL WORKERS UNION, LOCAL 56-152

BUILDING & HOUSING

Code Enforcement Officer		\$15,000	\$76,000
Construction Official		\$18,000	\$33,000
Fire Inspector	Hourly	Minimum Wage	\$22.00
Property Maintenance	Part Time Salary	\$5,000	\$26,000
Property Maintenance	Part Time Hourly	\$15.00	\$22.00
Zoning Officer		\$5,000	\$20,000

DEPARTMENT OF FINANCE

Tax Assessor	Part Time	\$20,000	\$40,000
Tax Collector	Part Time	\$20,000	\$40,000

~~DEPARTMENT OF PUBLIC WORKS~~

Supervisor of Public Works		\$35,000	\$110,000
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DEPARTMENT OF RECREATION

Recreation Supervisor		\$34,500	\$55,000
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3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032

BUILDING & HOUSING

Fire Sub Code Official	Part Time	\$8,000	\$15,000
Plumbing Sub Code Official	Part Time Hourly	\$25.00	\$44.00
Secretary, Licensing Clerk	Full Time	\$20,000	\$50,000

Secretary, Licensing Clerk	Part Time Hourly	Minimum Wage	\$22.00
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DEPARTMENT OF FINANCE

Cashier/Sewer Clerk		\$20,000	\$40,000
HR Coordinator		\$32,000	\$81,000
Senior Accounting Clerk		\$25,000	\$85,000
Tax Clerk		\$20,000	\$45,000
Tax Clerk	Part Time Hourly	Minimum Wage	\$20.00
Account Clerk		\$29,000	\$55,000

POLICE

Records Clerk		\$25,000	\$50,000
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DEPARTMENT OF PUBLIC WORKS

Equipment Operator		\$45,000	\$70,000
Laborer	Hourly	\$15.00	\$30.00
<u>Laborer 2</u>		<u>\$30,000</u>	<u>\$50,000</u>
<u>Laborer 3</u>		<u>\$35,000</u>	<u>\$65,000</u>
<u>Laborer/Motor Broom Driver</u>		<u>\$30,000</u>	<u>\$50,000</u>

Recycling Yard Attendant	Part Time Hourly	Minimum Wage	\$20.00
Road Repairer		\$30,000	\$55,000
Senior Road Repairer		\$45,000	\$75,000
<u>Public Works Repairer</u>		<u>\$45,000</u>	<u>\$75,000</u>
Sewer Operator		\$3,500	\$55,000
Sewer Repairer		\$30,000	\$70,000
Truck Driver		\$30,000	\$70,000

DEPARTMENT OF RECREATION

Recreation Aide	Hourly	\$8.00	\$18.00
Recreation Assistant	Hourly	\$15.00	\$22.00
Recreation Coordinator		\$29,900	\$55,000

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-22-03:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Public Hearing for O-22-03:

	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: February 2, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-04

AN ORDINANCE DESIGNATING RESTRICTED PARKING IN FRONT OF RESIDENCE OCCUPIED BY PERSON WITH DISABILITIES

WHEREAS, N.J.S.A. 39:4-197.6 provides that any municipality may, by ordinance, establish a restricted parking zone in front of a residence occupied by a person with a disability provided such parking is not otherwise prohibited and the permitting thereof would not interfere with the normal flow of traffic.

WHEREAS, Ordinance 18-03 governs applications for restricted parking in front of residences occupied by persons with disabilities; and

WHEREAS, the Highlands Police Department has received an application for on-street resident parking for persons with disabilities, which has been reviewed and approved by the Chief of Police; and

WHEREAS, the governing body of the Borough of Highlands wishes to designate an appropriate space for resident parking for persons with disabilities in accordance with the recommendation of the Chief of Police.

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

SECTION I.

A parking space on the south-western side of Locust Street at the curb line 2 feet north of reference point pole #JC185 is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to a resident of 10 Locust Street. A sign shall be installed specifically identifying the parking space in accordance with Ordinance 18-03.

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-22-04:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Public Hearing for O-22-04:

	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: February 2, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-01

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

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

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

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

22-1.3 Definitions and Word Usage.

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

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

There are no changes to the remainder of this Section.

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

22-1.7 Review of Applications.

- a. Application will be reviewed by the Tree Commissioner.
- b. When reviewing applications, the Tree Commissioner will, after inspecting the site, evaluating soil, location, grading, drainage and other conditions on the site and adjacent properties and consulting with such other officials, agencies, committees, boards and commissions as the ~~Officer~~ **Commissioner** deems appropriate, determine

if the regulated activity proposed is prohibited, permitted or restricted in accordance with this section.

1. Prohibited regulated activities include:

- (a) Clear cutting areas, outside of the limits of removal which collectively exceed forty (40%) percent of a lot.
- (b) Removal of any trees.
- (c) Any action that will substantially increase the potential of erosion.
- (d) Removal of any vegetation, including trees with a DBH less than four (4) inches on a slope.
- (e) Any action that will substantially change drainage patterns.
- (f) Any action inconsistent with other land use approvals or regulations affecting the site.
- (g) Any action that would create a potential hazard to persons or property.

2. Restricted regulated activities include:

- (a) All regulated activities, which are neither prohibited nor permitted, are restricted. Applications may propose a combination of prohibited, permitted and restricted activities. In such cases, the ~~Tree Conservation Officer~~ **Tree Commissioner** may segregate the activities proposed and take the appropriate action on each type of activity.
- (b) Applications for restricted activities shall be referred to the ~~Planning Board~~ **Land Use Board** for recommendation to the ~~Tree Conservation Officer~~ **Tree Commissioner**.

- c. The ~~Planning Board~~ **Land Use Board** shall consider these factors in making a recommendation to the Tree Commissioner concerning a restricted regulated activity:

- 1. Whether the proposed cutting or removal would impair the growth and redevelopment of the remaining trees on the applicant's property or adjacent property.
- 2. Whether the proposed cutting or removal would change existing drainage patterns.
- 3. Whether the proposed removal would allow soil erosion or increase dust.

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

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

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

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

First Reading and Set Hearing Date for O-22-01:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES			X			
CHELAK			X			
MELNYK		X	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: January 1, 2022



Michelle Hutchinson, Municipal Clerk
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-22-02

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

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

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

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

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

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

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

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

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

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

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

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

SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect on June 15, 2022.

First Reading and Set Hearing Date for O-22-02:

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

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

DATE OF VOTE: January 1, 2022



Michelle Hutchinson, Municipal Clerk
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-048

A RESOLUTION AUTHORIZING THE BOROUGH OF HIGHLANDS TO APPLY FOR A NJDEP I-BANK GRANT FOR PHASE 2 SANITARY SEWER IMPROVEMENTS

WHEREAS, the New Jersey Department of Environmental Protection's Environmental Infrastructure Financing Program, Coastal Community Water Quality Restoration (I-Bank) offers fifty percent (50%) principal forgiveness on projects that "eliminate, prevent, or reduce shellfish bed or beach closings due to the presence of pathogens"; and

WHEREAS, the Governing Body of the **Borough of Highlands** desires to obtain I-Bank funds in the amount of **\$1,601,000.00** to fund **Phase 2 Sanitary Sewer Improvements**; and

WHEREAS, the total cost of the project including all matching funds is **\$3,202,000.00**; and

WHEREAS, the **Borough of Highlands** is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Council of the Borough of Highlands THAT:

1. **Michael Muscillo, Administrator** or his/her successor is authorized to (a) make an application to the NJDEP I-Bank, (b) provide additional application information and furnish such documents as may be required for the NJDEP I-Bank and (c) act as the municipal contact person and correspondent of the above-named municipality; and
2. The **Borough of Highlands** is committed to this project and will provide the balance of funding necessary to complete the project; and
3. If the NJDEP I-Bank determines that the application is complete and in conformance adopted thereto, the municipality is willing to use the approved Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and
4. **Carolyn Broullon, Mayor** or his/her successor is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the NJDEP I-Bank for the approved; and
5. This resolution shall take effect immediately.

Motion to Approve R 22-048

	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 19, 2022

Nancy Tran,
Acting Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-049

A Resolution Authorizing Award of a Non-Fair and Open Contract for Drainage Improvements to Barberie Avenue

WHEREAS, the Borough of Highlands has a need for the reconstruction of a failing structure located near Barberie Avenue; and

WHEREAS, N.J.S.A. 40A:11-6.1 permits the award of a contract less than the bid threshold after soliciting at least two competitive quotations; and

WHEREAS, CME has solicited quotations from three (3) contractors; and

WHEREAS, Compass Construction provided a quotation in the amount of \$35,275.00; and

WHEREAS, CME has had satisfactory experience with Compass Construction's work in the past and their quote was the lowest received; and

WHEREAS, CME recommends the awarding the contract to Compass Construction in the amount of \$35,275.00 as it is the most advantageous to the Borough, price and other factors considered.

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

1. That the firm of Compass Construction is hereby retained to provide services for an amount not to exceed \$35,275 for a 12-month period to expire December 31, 2022.
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 in accordance with this Resolution.
4. This contract is awarded without competitive bidding through the competitive quotation process in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-6.1.

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-22-049:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Nancy Tran, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 19, 2022.

Nancy Tran
Acting Municipal Clerk
Borough of Highlands



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-050

A RESOLUTION APPOINTING A DEPUTY MUNICIPAL CLERK

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

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Heidi Brunt shall serve as Deputy Municipal Clerk for term ending 12/31/2022.

Motion to Approve R-22-050:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-051

A RESOLUTION 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 2022 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

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

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

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

1. That the firm of, Targeted Technologies, LLC, is hereby retained to provide professional services for an amount not to exceed \$25,000 for a 12-month period to expire December 31, 2022.
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 22-051:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
Cervantes						
Chelak						
Melnyk						
Olszewski						
Broullon						

I, Nancy Tran, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held January 19, 2022.

Nancy Tran
Acting Municipal Clerk
Borough of Highlands



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-052

Authorizing Refund of Tax Overpayment

WHEREAS, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

WHEREAS, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to certain enumerated individuals,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed below, and attached hereto:

<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
7	6.11	2019, 2020	\$4,879.07	Davis, Robert

Motion to Approve R-22-052:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-053

**A RESOLUTION APPOINTING BOROUGH PLANNER FOR BUSINESS DISTRICT AND RESIDENTIAL
DEVELOPMENT MODIFICATIONS FOR THE CALENDAR YEAR 2022 & AUTHORIZING THE
AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES**

WHEREAS, by way of Resolution 20-172, duly adopted August 3, 2020, the Borough appointed Phillips Preiss Grygiel Leheny Hughes, LLC to serve as the Borough Planner to provide professional services for business district and residential redevelopment modifications; and

WHEREAS, by way of Resolution 21-043, duly adopted January 20, 2021, the Borough reappointed Phillips Preiss Grygiel Leheny Hughes, LLC to serve as the Borough Planner to provide professional services for business district and residential redevelopment modifications; and

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

WHEREAS, such professional services can only be provided by licensed professionals and Phillips Preiss Grygiel Leheny Hughes, LLC. are so recognized; and

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

WHEREAS, Phillips Preiss Grygiel Leheny Hughes has completed and submitted a Business Entity Disclosure Certification which certifies that they have 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 them from making any reportable contributions through the term of the contract; and

WHEREAS, Phillips Preiss Grygiel Leheny Hughes, has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c. 271; and

WHEREAS, this contract is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, for professional services, for the period of January 1, 2022 through December 31, 2022, for an amount not to exceed \$25,000.00; and

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

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. Phillips Preiss Grygiel Leheny Hughes, LLC is hereby appointed to serve as Borough Planner to provide professional services for business district and residential redevelopment modifications for the calendar year 2022 and is awarded a professional services contract for the period of January 1, 2022 through December 31, 2022, for an amount not to exceed \$ 25,000.00.
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(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk
5. The Borough Clerk is hereby directed to publish notice of this award as required by law

Motion to Approve R 22-053:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands
Clerk



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-054

**A RESOLUTION APPOINTING SPECIAL COUNSEL FOR REDEVELOPMENT PROJECTS FOR THE
CALENDAR YEAR 2022 & AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR PROFESSIONAL SERVICES**

WHEREAS, by way of Resolution 20-217, duly adopted on October 7, 2020, the law firm of McManimon, Scotland & Baumann, LLC was appointed to serve as special counsel for redevelopment projects within the Borough; and

WHEREAS, by way of Resolution 21-044, duly adopted on January 20, 2021, the law firm of McManimon, Scotland & Baumann, LLC was reappointed to serve as special counsel for redevelopment projects within the Borough; and

WHEREAS, the Borough of Highlands continues to require special counsel to perform professional legal services in connection with its various redevelopment projects in the Borough of Highlands for the calendar year 2022 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional legal services can only be provided by licensed professionals and the law firm of McManimon, Scotland & Baumann LLC. are so recognized; and

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

WHEREAS, McManimon, Scotland & Baumann LLC. completed and submitted a Business Entity Disclosure Certification which certifies that they have 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 them from making any reportable contributions through the term of the contract; and

WHEREAS, McManimon, Scotland & Baumann LLC., has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c. 271; and

WHEREAS, this contract is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, for professional services, for the period of January 1, 2022 through December 31, 2022, for an amount not to exceed \$25,000.00; and

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

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. McManimon, Scotland & Baumann LLC. is hereby appointed special counsel for redevelopment projects for the calendar year 2022 and is awarded a professional services contract for the period of January 1, 2022 through December 31, 2022, for an amount not to exceed \$ 25,000.00.
2. The Mayor and Borough Clerk are hereby authorized to sign a 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(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 22-054:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

Resolution 22-055

A RESOLUTION APPROVING 2022 EVENTS ON VARIOUS BOROUGH PROPERTIES

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

1. Saturday, March 5th: Guinness Run at Off the Hook via (Highlands Avenue) – 2PM
2. Saturday, March 19th: 18th Annual St. Patrick's Day Parade, Huddy Park – 2PM
3. Sunday, May 29th: 21st Annual Seaport Craft Show, Huddy Park – 10AM - 5PM
4. Saturdays, June 18th – Nov.19th: 28th Annual Farmer's Market, Huddy Park – 8:30AM-2PM
5. Fri-Sun, August 5th - 7th: 27th Annual Clamfest, Huddy Park – 3 days
6. Saturday, September 17th: 20th Annual Twin Lights Bike Ride, Huddy Park – 7AM
7. Saturday, October 1st: 21st Annual Oktoberfest, Veterans Park – 2-9PM
(Rain date – Sunday, October 2nd)

Note: The event calendar is subject to change due to the Pandemic and State guidelines

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 2022.

Motion to Approve R 22-055:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS
01/19/2022

Item 14.

CURRENT:		\$	832,188.74
Payroll	(01/15/2022)	\$	
Manual Checks		\$	189,718.00
Voided Checks		\$	
 SEWER ACCOUNT:		\$	51,705.06
Payroll	(01/15/2022)	\$	
Manual Checks		\$	5,500.00
Voided Checks		\$	
 CAPITAL/GENERAL		\$	38,918.18
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
 TRUST FUND		\$	77,747.00
Payroll	(01/15/2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 UNEMPLOYMENT ACCT-MANUALS		\$	
 DOG FUND		\$	
 GRANT FUND		\$	2,613.00
Payroll	(01/15 /2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

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

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

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

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ADVANCED ADVANCED MICRO DISTRIBUTION														
	21-01371	12/07/21	Office Equipment											
			1 LG 27" Monitor	1,668.00	1-01-25-240-000-295			B Police: Office Equipment/Furniture	R	12/07/21	01/11/22		72974	N
Vendor Total:				1,668.00										
ALL01 ALLIED 100, LLC														
	21-01463	12/23/21	DEFIBTECH LIFELINE AUTO AED											
			1 DEFIBTECH LIFELINE AUTO AED	4,984.20	T-03-56-855-000-000			B Trust: Storm Recovery Trust	R	12/23/21	01/11/22		2062366	N
Vendor Total:				4,984.20										
ALLIED12 Allied Fire & Safety														
	21-01465	12/23/21	Fire extinguisher public works											
			1 Fire extinguisher public works	672.28	1-01-26-310-000-178			B B&G: Building Maintenance	R	12/23/21	01/11/22		SM 91721	N
Vendor Total:				672.28										
ANTHO015 ANTHONY MACRI														
	22-00015	01/11/22	medicare reimbursement											
			1 medicare reimbursement	531.90	2-01-36-472-000-000			B Statutory: Social Security	R	01/11/22	01/11/22		2/1-4/30/22	N
Vendor Total:				531.90										
BAYSH010 BAYSHORE SINGLE STREAM SOLUTIO														
	22-00059	01/14/22	Commingling											
			1 Commingling	38.54	2-01-26-306-000-283			B Sanitation Contract: Co-Mingled Disposal	R	01/14/22	01/14/22		12272	N
Vendor Total:				38.54										
BB316005 BB 316 INVESTMENTS LLC														
	22-00022	01/11/22	Lien redemption											
			1 Lien redemption	29,438.30	T-03-56-851-000-003			B Trust: Redemption O/S Liens	R	01/11/22	01/11/22		B1.01/L23	

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No Item 14.

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
Item Description	Amount	Charge Account	Acct Type Description								Excl
BB316005 BB 316 INVESTMENTS LLC											
Continued											
22-00022 01/11/22 Lien redemption			Continued								
2 Premium bid	21,500.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		01/11/22	01/11/22			B1.01/L23	N
	50,938.30										
Vendor Total:	50,938.30										
MOU01 BILL MOUNT											
21-01069 09/27/21 reimbursement-fix ipad											
1 reimbursement-fix ipad	152.58	1-01-25-260-000-294	B First Aid: Other	R		09/27/21	01/13/22				N
Vendor Total:	152.58										
BRO01 BROWN & BROWN BENEFIT ADVISORS											
21-00609 06/04/21 Medical insurance advisor											
7 Medical insurance advisor	1,250.00	1-01-23-210-000-251	B Current: Insurance - Other	R		06/04/21	01/11/22			126302	N
Vendor Total:	1,250.00										
BUSIN005 BUSINESS INFORMATION SYSTEMS											
22-00061 01/14/22 Liberty digital recording											
1 Liberty digital recording	522.50	2-01-20-120-000-252	B Municipal Clerk: Contractual Service	R		01/14/22	01/14/22			86640	N
2 Liberty digital recording	522.50	2-01-21-180-000-254	B Mun Land Use Law: Equipment Maintenance	R		01/14/22	01/14/22			86640	N
	1,045.00										
Vendor Total:	1,045.00										
CHRIS010 CHRISTIANA TRUST											
22-00017 01/11/22 Lien redemption											
1 Lien redemption	5,384.10	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R		01/11/22	01/11/22			B78/L9.01	N
2 Premium bid	9,300.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		01/11/22	01/11/22			B78/L9.01	N
	14,684.10										
Vendor Total:	14,684.10										
CME01 CME ASSOCIATES											
21-00008 01/19/21 2021 general engineering											
81 2021 general engineering	1,429.50	1-01-20-165-000-244	B Engineering:General Engineering	R		01/13/22	01/13/22			0295836	

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
CME01 CME ASSOCIATES Continued											
21-00008 01/19/21 2021 general engineering	Continued										
82 rogers avenue	246.50	1-01-20-165-000-244	B Engineering:General Engineering	R	01/13/22	01/13/22			0295835	N	
83 rogers avenue	1,339.00	2-01-20-165-000-244	B Engineering:General Engineering	R	01/13/22	01/13/22			0295838	N	
	3,015.00										
21-01105 10/07/21 Improvement to Gertrude Park											
5 Improvement to Gertrude Park	1,600.00	1-01-20-165-000-244	B Engineering:General Engineering	R	10/07/21	01/13/22			0295840	N	
21-01106 10/07/21 Improvements to Veterans Park											
5 Improvements to Veterans Park	1,347.00	1-01-20-165-000-244	B Engineering:General Engineering	R	10/07/21	01/13/22			0295839	N	
21-01107 10/08/21 land surveying/Improv Hillside											
5 land surveying/Improv Hillside	2,630.50	C-04-14-108-000-510	B Ord 14-08 Engineer	R	10/08/21	01/13/22			0295837	N	
21-01271 11/15/21 Overlook Park Improvements											
3 Overlook Park Improvements	789.00	C-04-17-101-000-201	B Ord#17-03 Various Improv-Open Space	R	11/15/21	01/13/22			0295841	N	
21-01272 11/15/21 Engineering services											
3 Engineering services	1,907.00	C-04-17-101-000-201	B Ord#17-03 Various Improv-Open Space	R	11/15/21	01/13/22			0295809	N	
21-01435 12/16/21 Improv. King and Matthew St.											
1 Improv. King and Matthew St.	2,613.00	G-02-41-815-000-101	B GRANT-2021-159-NJDOT King/Mathew	R	12/16/21	01/13/22			0295842	N	
21-01437 12/16/21 NJdot improv.South Bay/Hillside											
1 NJdot improv.South Bay/Hillside	11,634.00	1-01-26-294-000-144	B Stormwater: Consultants-Engineer	R	12/16/21	01/13/22			0295843	N	
Vendor Total:	25,535.50										
COAST010 COASTAL METAL RECYCLING CORP											
22-00060 01/14/22 Refrigerator removal											
1 Refrigerator removal	22.00	2-01-26-305-000-294	B Sanitation: Other	R	01/14/22	01/14/22			12512	N	
Vendor Total:	22.00										
COLL1005 COLLIERS ENGINEERING/DESIGN											
21-00680 06/22/21 Restoration bulkheads											
7 Restoration bulkheads	1,397.04	C-04-20-101-000-202	B ORD#20-07 Various Capital Improv	R	06/22/21	01/13/22			720592		

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page N Item 14.

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
Item Description													Excl
COLLI005 COLLIERS ENGINEERING/DESIGN Continued													
21-00681 06/22/21 Veterans Park rip rap slope													
7 Veterans Park rip rap slope				270.00		C-04-20-101-000-202	B ORD#20-07 Various Capital Improv	R	06/22/21	01/13/22		720584	N
21-01184 10/21/21 Engineering services/SnugHarbo													
3 Engineering servicesSnugHarbor				24,617.14		C-06-18-001-000-202	B ORD#18-23 Storm Water Improv-Contracts	R	10/21/21	01/13/22		720549	N
22-00050 01/13/22 Ev charging stations													
1 Ev charging stations				4,807.50		C-04-21-102-000-201	B ORD#21-25 VARIOUS CAPITAL IMPROVEMENTS	R	01/13/22	01/13/22		718036	N
Vendor Total:				31,091.68									
COMCAST COMCAST													
22-00045 01/13/22 17-1 shore dr.													
1 17-1 shore dr.				89.90		2-01-31-450-000-213	B Telecommunications	R	01/13/22	01/13/22		17-1 SHORE DR	N
2 first aid				149.75		2-01-31-450-000-213	B Telecommunications	R	01/13/22	01/13/22		FIRST AID	N
3 40 shore dr.				181.02		2-05-55-502-000-213	B Sewer: Telephone	R	01/13/22	01/13/22		40 SHORE DR	N
				420.67									
Vendor Total:				420.67									
DAV02 DAVISON, EASTMAN, MUNOZ, LEDERMAN													
21-00003 01/19/21 tax appeal-2021 reso #21-005													
10 tax appeal-2021 reso #21-005				375.00		1-01-20-155-000-294	B Legal Services: Other	R	01/19/21	01/13/22		390117	N
21-00136 02/12/21 municipal attorney-reso 21-001													
49 Borough attorney retainer				5,500.00		2-01-20-155-000-242	B Legal Services: Consultants -Boro Attny	R	01/13/22	01/13/22		390155	N
50 Borough attorney hourly				3,315.43		2-01-20-155-000-252	B Legal Services: Consultants Hourly	R	01/13/22	01/13/22		390121	N
51 Highlands and Conway				75.00		2-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	01/13/22	01/13/22		390118	N
				8,890.43									
Vendor Total:				9,265.43									
DELTA005 DELTA DENTAL OF NJ, INC.													
22-00029 01/11/22 active dental													
1 active dental				1,877.40		2-01-23-220-000-253	B Current: Group Insurance	R	01/11/22	01/11/22		798780	N

January 14, 2022
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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No Item 14.

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
DELTA005 DELTA DENTAL OF NJ, INC.											
22-00029 01/11/22 active dental				Continued							
2 retiree dental	1,686.69	2-01-23-220-000-254	B Current: Retirees Group Insurance			R	01/11/22	01/11/22		798782	N
	3,564.09										
Vendor Total:	3,564.09										
FRA FRA TECHNOLOGIES											
22-00056 01/14/22 Macs/Mils											
1 Macs/Mils	1,350.00	2-01-20-120-000-252	B Municipal Clerk: Contractual Service			R	01/14/22	01/14/22		13308-B	N
Vendor Total:	1,350.00										
HENRY1 HENRY HUDSON REG HIGH SCHOOL											
21-01455 12/21/21 Yearbook Ad 2021-2022											
1 Yearbook Ad 2021-2022	150.00	1-01-20-110-000-294	B Mayor/Council: Misc. Expenses			R	12/21/21	01/11/22		DECEMBER 2021	N
22-00053 01/14/22 School taxes											
1 School taxes	308,047.00	2-01-99-999-002-206	B Regional School Taxes Payable			R	01/14/22	01/14/22		JANUARY 2022	N
Vendor Total:	308,197.00										
HIGHBDED HIGHLANDS BOARD OF EDUCATION											
22-00054 01/14/22 School taxes											
1 School taxes	349,965.00	2-01-99-999-001-206	B Local School Taxes Payable			R	01/14/22	01/14/22		JANUARY 2022	N
Vendor Total:	349,965.00										
IMPAC005 IMPAC											
22-00048 01/13/22 fuel											
1 fuel	2,029.95	1-01-31-460-000-192	B Fuel			R	01/13/22	01/13/22		SQLCD-731491	N
2 fuel	3,948.88	2-01-31-460-000-192	B Fuel			R	01/13/22	01/13/22		SQLCD-731491	N
	5,978.83										
Vendor Total:	5,978.83										

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FORENSIC INST. FOR FORENSIC PSYCHOLOGY								
	21-01446 12/20/21 Physicals							
	1 Psychological Evaluation		450.00	1-01-25-240-000-240	B Police: Physicals	R	12/20/21 01/11/22	16241 N
	Vendor Total:		450.00					
BUTLER JAMES BUTLER, ESQ.								
	21-00004 01/19/21 2021 municipal prosecutor							
	12 2021 municipal prosecutor		1,270.00	1-01-25-275-000-201	B Contract Cost	R	01/19/21 01/11/22	DECEMBER 2021 N
	22-00004 01/05/22 Municipal Prosecutor 2022							
	1 Municipal Prosecutor 2022		1,270.00	2-01-25-275-000-201	B Contract Cost	R	01/05/22 01/11/22	JANUARY 2022 N
	Vendor Total:		2,540.00					
JCP&L JCP & L								
	22-00040 01/12/22 27a shore dr							
	1 27a shore dr		549.88	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95038579850 N
	2 27 shore dr		373.84	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95038579849 N
	3 linden avenue		11.39	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95038579848 N
	4 streetscape		87.96	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95287291614 N
	5 waterwitch/bay ave		17.68	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95287291612 N
	6 waterwitch receptacles		35.25	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95287291611 N
	7 201-203 bay ave		77.70	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95247361393 N
	8 2 miller st		0.53	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95287291615 N
	9 public works		118.46	2-01-31-430-000-215	B Electric	R	01/12/22 01/12/22	95088353855 N
	10 street lighting		1,471.86	2-01-31-435-000-217	B Street Lighting	R	01/12/22 01/12/22	95826009988 N
	11 valley st pump station		14.70	2-05-55-502-000-214	B Sewer: Gas & Electric	R	01/12/22 01/12/22	95287291613 N
	12 waterwitch		155.37	2-01-31-430-000-215	B Electric	R	01/14/22 01/14/22	98809596592 N
	13 22 snugharbor ave		3,655.85	2-01-31-430-000-215	B Electric	R	01/14/22 01/14/22	98809596575 N
	14 42 shore dr		1,816.38	2-01-31-430-000-215	B Electric	R	01/14/22 01/14/22	98809597610 N
	15 firehouse		2,666.77	2-01-31-430-000-215	B Electric	R	01/14/22 01/14/22	98809596824 N
			11,053.62					
	Vendor Total:		11,053.62					

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JFKEM005 JFK EMS					
22-00058 01/14/22 ems agreement					
1 ems agreement	15,000.00 2-01-42-737-000-299 B Shared Service EMS/JFK Medical Center R 01/14/22 01/14/22 JANUARY 2022 N				
Vendor Total:	15,000.00				
LARRY005 LARRY CHESAL					
21-00761 07/13/21 EMT BOOKS FOR CLASS					
1 EMT BOOKS FOR CLASS	200.00 1-01-25-260-000-294 B First Aid: Other R 07/13/21 01/11/22 N				
Vendor Total:	200.00				
LIBER005 LIBERTY FENCE CO. INC.					
21-01358 12/03/21 Fence at Huddy Park					
1 Fence at Huddy Park	2,500.00 C-04-21-102-000-201 B ORD#21-25 VARIOUS CAPITAL IMPROVEMENTS R 12/03/21 01/11/22 11/29/21 N				
Vendor Total:	2,500.00				
LJDEN005 LJD ENTERTAINMENT					
21-01337 11/29/21 MOVIE, POPCORN AND SODA					
1 MOVIE, POPCORN AND SODA	672.00 T-03-56-850-000-011 B Trust: Recreation R 11/29/21 01/14/22 8813F858 N				
Vendor Total:	672.00				
MASTE005 MASTER MAINTENANCE OF RED BANK					
22-00057 01/14/22 Cleaning of borough buildings					
1 Cleaning of borough buildings	840.00 1-01-26-310-000-178 B B&G: Building Maintenance R 01/14/22 01/14/22 5505 N				
Vendor Total:	840.00				
MAZZA007 MAZZA MULCH, INC.					
22-00055 01/14/22 Concrete disposal					
1 Concrete disposal	72.24 2-01-26-305-000-294 B Sanitation: Other R 01/14/22 01/14/22 415838 N				
Vendor Total:	72.24				

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MIDDLE040 MIDDLETOWN TWP.								
	21-01258 11/05/21 Shared service leaf/brush disp							
	2 Shared service leaf/brush disp	300.00	1-01-26-305-000-284	B Sanitation: Brush & Bulk	R	11/05/21 01/14/22	12/29/21	N
	Vendor Total:	300.00						
MITCH005 MITCHELL HUMPHREY COMPANY								
	22-00063 01/14/22 Construction software							
	1 Construction software	3,125.00	2-01-22-195-000-260	B Construction: Computer Services	R	01/14/22 01/14/22	5294	N
	2 Construction software	1,500.00	2-01-22-195-000-260	B Construction: Computer Services	R	01/14/22 01/14/22	5295	N
	3 Construction software	2,481.25	1-01-22-195-000-260	B Construction: Computer Services	R	01/14/22 01/14/22	212000100000001	N
		7,106.25						
	Vendor Total:	7,106.25						
MONMOUPO MONMOUTH COUNTY POLICE ACADEMY								
	21-01456 12/21/21 Training							
	1 Method of Instruction 21	75.00	1-01-25-240-000-236	B Police: Schooling/Training	R	12/21/21 01/12/22	4238	N
	Vendor Total:	75.00						
MON02 MONMOUTH COUNTY TREASURER								
	21-01420 12/14/21 Haul Brush							
	1 Haul Brush	425.70	1-01-26-290-000-294	B Streets: Other	R	12/14/21 01/11/22	035-2021-1	N
	2 Haul Brush	425.70	1-01-26-290-000-294	B Streets: Other	R	12/14/21 01/11/22	034-2021-1	N
	3 Haul Brush	642.37	1-01-26-290-000-294	B Streets: Other	R	12/14/21 01/11/22	036-2021-1	N
	4 Haul Brush	627.78	1-01-26-290-000-294	B Streets: Other	R	12/14/21 01/11/22	037-2021-1	N
		2,121.55						
	Vendor Total:	2,121.55						
MONMO045 MONMOUTH TELECOM								
	21-01491 12/31/21 data and voice services							
	1 data and voice services	807.94	1-01-31-440-000-213	B Telephone	R	12/31/21 01/11/22	326470	N
	Vendor Total:	807.94						

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NJAMERIC NEW JERSEY AMERICAN WATER										
	22-00039 01/12/22 27 Shore drive									
	1 27 Shore drive		114.83	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	27 SHORE DR	N
	2 8 Miller street		19.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	8 MILLER ST	N
	3 bay ave park		49.48	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	BAY AVE PARK	N
	4 waterwitch ave		19.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	WATERWITCH AVE	N
	5 linden ave		19.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	LINDEN AVE	N
	6 s bay avenue		19.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	S BAY AVENUE	N
	7 boro garage		34.41	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	BORO GARAGE	N
	8 17-1 shore dr		165.62	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	17-1 SHORE DR	N
	9 22 snugharbor ave		56.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	22 SNUGHARBOR A	N
	10 42 shore dr		19.79	2-01-31-445-000-219	B Water	R	01/12/22	01/12/22	42 SHORE DR	N
	11 17-1 shore hydts		82.50	2-01-31-463-000-193	B Fire Hydrants	R	01/12/22	01/12/22	17-1 SHORE	N
	12 gravelly pt hydts		185.70	2-01-31-463-000-193	B Fire Hydrants	R	01/12/22	01/12/22	GRAV HYDTS	N
	13 122 hydts		6,314.72	2-01-31-463-000-193	B Fire Hydrants	R	01/12/22	01/12/22	122 HYDTS	N
	14 40 shore dr		49.48	2-05-55-502-000-219	B Sewer: Water	R	01/12/22	01/12/22	40 SHORE DR	N
			7,152.48							
	Vendor Total:		7,152.48							

NJNG NEW JERSEY NATURAL GAS										
	22-00042 01/13/22 s 2nd street									
	1 s 2nd street		295.47	2-01-31-446-000-218	B Natural Gas	R	01/13/22	01/13/22	S 2ND ST	N
	2 22 snugharbor avenue		572.67	2-01-31-446-000-218	B Natural Gas	R	01/13/22	01/13/22	22 SNUGHARBOR	N
	3 public works		314.20	2-01-31-446-000-218	B Natural Gas	R	01/13/22	01/13/22	PUBLIC WORKS	N
	4 shore dr		672.55	2-01-31-446-000-218	B Natural Gas	R	01/13/22	01/13/22	SHORE DR	N
			1,854.89							
	Vendor Total:		1,854.89							

REG ASSO NEW JERSEY REGISTRARS ASS.										
	22-00016 01/11/22 Membership renewal 2022									
	1 Membership renewal 2022		25.00	2-01-20-120-000-227	B Municipal Clerk: Dues	R	01/11/22	01/11/22	8404	N
	Vendor Total:		25.00							

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NEWPO005 NEWPORT MEDIA HOLDINGS, LLC											
22-00011	01/06/22	Notice publications									
1	Notice publications	177.32	2-01-20-120-000-220	B Municipal Clerk: Advertising	R		01/06/22	01/11/22		16734	N
Vendor Total:		177.32									
NICOL005 NICOLE ZIEGLER											
21-00762	07/13/21	REIMBURSEMENT/TRAINING CLASS									
1	REIMBURSEMENT/TRAINING CLASS	65.00	1-01-25-260-000-254	B First Aid: Schooling/Training	R		07/13/21	01/11/22			N
Vendor Total:		65.00									
NJCM NJ CONFERENCE OF MAYORS											
22-00023	01/11/22	2022 membership dues									
1	2022 membership dues	395.00	2-01-20-110-000-219	B Mayor/Council: Dues	R		01/11/22	01/11/22		2022338	N
Vendor Total:		395.00									
ABC NJ DIVISION OF ABC											
22-00018	01/11/22	Maintenance/Prep Liquor licens									
1	Maintenance/Prep Liquor licens	66.00	2-01-20-120-000-252	B Municipal Clerk: Contractual Service	R		01/11/22	01/11/22		2021-2022	N
Vendor Total:		66.00									
NJMOT005 NJ MOTOR VEHICLE COMMISSION											
22-00024	01/11/22	2022 Annual Administrative fee									
1	2022 Annual Administrative fee	150.00	2-01-20-152-000-294	B Central Services: Other	R		01/11/22	01/11/22		L0234990	N
Vendor Total:		150.00									
NJSAND NJ SAND & GRAVEL											
21-01389	12/09/21	Mulch/Crushed Stone									
1	Mulch/Crushed Stone	850.00	1-01-26-310-000-185	B B&G: Horticultural Materials	R		12/09/21	01/11/22		81690	N
2	Mulch/Crushed Stone	929.35	1-01-26-310-000-185	B B&G: Horticultural Materials	R		12/09/21	01/11/22		81689	N
		1,779.35									
Vendor Total:		1,779.35									

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NJLM NJ STATE LEAG. OF MUNICIPALITIE										
21-01408 12/10/21 Ad for Borough Clerk										
1 Ad for Borough Clerk	115.00	1-01-20-120-000-294	B Municipal Clerk: Other	R			12/10/21	01/11/22	SD16181	N
22-00027 01/11/22 2022 MEMBERSHIP DUES										
1 2022 MEMBERSHIP DUES	577.00	2-01-20-120-000-252	B Municipal Clerk: Contractual Service	R			01/11/22	01/11/22	213MLK22	N
Vendor Total:	692.00									
NJMMA005 NJMMA										
22-00020 01/11/22 2022 Membership renewal										
1 2022 Membership renewal	250.00	2-01-20-100-000-294	B Admin: Other	R			01/11/22	01/11/22	2022	N
Vendor Total:	250.00									
OMSOL005 O&M SOLUTIONS, LLC										
21-00486 05/07/21 MAINTENANCE OF WASTEWATER										
14 MAINTENANCE OF WASTEWATER	850.00	1-05-55-502-000-154	B Sewer: Equipment Maintenance	R			05/07/21	01/13/22	3023	N
Vendor Total:	850.00									
ONE CALL ONE CALL CONCEPTS, INC.										
22-00052 01/14/22 Mark- outs										
1 Mark- outs	18.59	1-05-55-502-000-154	B Sewer: Equipment Maintenance	R			01/14/22	01/14/22	1125082	N
Vendor Total:	18.59									
OSWALD OSWALD SEWER SERVICE										
21-01479 12/27/21 Broke blockage Bay/Valley St.										
1 Broke blockage Bay/Valley St.	1,500.00	1-05-55-502-000-189	B Sewer: Line Repairs	R			12/27/21	01/11/22	13432	N
2 Broke blockage King Street	2,350.00	1-05-55-502-000-189	B Sewer: Line Repairs	R			12/27/21	01/11/22	13450	N
	3,850.00									
Vendor Total:	3,850.00									

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
PHILLIPS, PREISS, GRYGIEL, LEHENY									
21-00070 01/27/21 Borough planner									
12 Borough planner	5,943.75	2-01-21-180-000-251	B Mun Land Use Law: Consultants - Other	R	01/13/22	01/13/22		34630	N
Vendor Total:	5,943.75								
PITNEY BOWES, INC.									
22-00064 01/14/22 Service agreement									
1 Service agreement	97.50	2-01-20-152-000-254	B Central Services: Equipment Maintenance	R	01/14/22	01/14/22		1019623422	N
2 Quarterly postage rental	180.00	2-01-20-152-000-254	B Central Services: Equipment Maintenance	R	01/14/22	01/14/22		1019628781	N
	277.50								
Vendor Total:	277.50								
POLICE & FIREMEN'S RETIRE.SYS.									
22-00049 01/13/22 Payroll									
1 Payroll	29.66	1-01-20-130-000-294	B Finance: Other	R	01/13/22	01/13/22		03-41800	N
Vendor Total:	29.66								
PORZIO, BROMBERG & NEWMAN, PC									
20-00457 05/07/20 special education council									
13 special education council	1,512.25	2-01-99-999-200-201	B Acc Payable 2020-Mayor & Council	R	05/07/20	01/13/22		3273860	N
Vendor Total:	1,512.25								
PRINCIPAL LIFE GROUP									
22-00025 01/11/22 LIFE INSURANCE									
1 LIFE INSURANCE	790.20	2-01-23-220-000-253	B Current: Group Insurance	R	01/11/22	01/11/22		1/1-1/31/22	N
Vendor Total:	790.20								
ROBERT DAVIS									
22-00034 01/11/22 TAX OVERPAYMENT-2019-2020									
1 TAX OVERPAYMENT-2019-2020	4,879.07	2-01-99-999-000-205	B Tax Overpayments	R	01/11/22	01/11/22		B7/L5	N
Vendor Total:	4,879.07								

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RUDER005 RUDERMAN & ROTH, LLC	21-00002 01/19/21 labor council 2021							
	11 labor council 2021		1,890.00	2-01-20-155-000-294	B Legal Services: Other	R	01/11/22 01/11/22	DEC 2021 N
	Vendor Total:		1,890.00					
RUTGSTAT RUTGERS, THE STATE UNIVERSITY	21-01450 12/21/21 online class/intro clerk							
	1 online class/intro clerk		745.00	1-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	12/21/21 01/11/22	62583 N
	Vendor Total:		745.00					
SWORLDWI S&S WORLDWIDE	21-01348 12/01/21 Storage organization							
	1 Storage organization		429.98	1-01-28-360-000-295	B Community Ctr: Office Equipment/Furnitur	R	12/01/21 01/12/22	IN100904534 N
	2 Storage organization		186.98	1-01-28-360-000-295	B Community Ctr: Office Equipment/Furnitur	R	12/01/21 01/12/22	IN100917755 N
	3 Storage organization		329.99	1-01-28-360-000-295	B Community Ctr: Office Equipment/Furnitur	R	12/01/21 01/12/22	IN100916214 N
			946.95					
	Vendor Total:		946.95					
SEAB0005 SEABOARD WELDING SUPPLY, INC.	22-00062 01/14/22 Oxygen/Argon							
	1 Oxygen/Argon		39.50	1-01-26-310-000-170	B B&G: Leased Equipment	R	01/14/22 01/14/22	932746 N
	Vendor Total:		39.50					
SPECTROL SPECTROTEL, INC.	22-00035 01/12/22 Fire department							
	1 Fire department		91.93	2-01-31-440-000-213	B Telephone	R	01/12/22 01/12/22	10631374 N
	2 Police department		371.08	2-01-31-440-000-213	B Telephone	R	01/13/22 01/13/22	10658047 N
			463.01					
	Vendor Total:		463.01					
STAPLES STAPLES ADVANTAGE	21-01482 12/30/21 office supplies							
	1 office supplies		153.72	1-01-25-263-000-101	B Fire Dept: Office Supplies	R	12/30/21 01/11/22	3496739945

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STAPLES STAPLES ADVANTAGE	Continued							
21-01482	12/30/21 office supplies			Continued				
	2 office supplies		4.86	1-01-21-180-000-201	B Municipal Land Use Law: Office Supplies	R	12/30/21 01/11/22	3496739945 N
	3 office supplies		539.28	1-01-20-120-000-201	B Municipal Clerk: Office Supplies	R	12/30/21 01/11/22	3496739945 N
	4 office supplies		73.84	1-01-20-152-000-203	B Central Services: Consumable Supplies	R	12/30/21 01/11/22	3496739945 N
			771.70					
22-00010	01/06/22 Janitorial supplies							
	1 Janitorial supplies		505.95	2-01-26-310-000-116	B B&G: Janitorial Supplies	R	01/06/22 01/12/22	3496933710 N
	2 Office supplies		9.27	2-01-20-152-000-201	B Central Services: Office Supplies	R	01/06/22 01/12/22	3496933710 N
			515.22					
Vendor Total:			1,286.92					

SUBUR005 SUBURBAN DISPOSAL INC.								
22-00028	01/11/22 December 2021							
	1 December 2021		30,416.66	2-01-26-306-000-284	B Sanitation Contract: Solid Waste	R	01/11/22 01/11/22	8329 N
	2 December 2021		15,968.68	2-01-26-309-000-220	B Mon Cty Rec: Tipping Fees	R	01/11/22 01/11/22	8329 N
	3 December 2021		1,493.87	2-01-26-305-000-284	B Sanitation: Brush & Bulk	R	01/11/22 01/11/22	8329 N
	4 December 2021		2,596.00	2-01-26-305-000-294	B Sanitation: Other	R	01/11/22 01/11/22	8329 N
			50,475.21					
Vendor Total:			50,475.21					

T&M T&M ASSOCIATES								
22-00030	01/11/22 2021 general services							
	1 2021 general services		273.00	1-01-21-180-000-244	B Mun Land Use Law: Consultants - Engineer	R	01/11/22 01/11/22	FMK417061 N
Vendor Total:			273.00					

TOMSA T.O.M.S.A.								
22-00043	01/13/22 December 2021							
	1 December 2021		46,741.27	1-05-55-502-000-196	B Sewer: TOMSA	R	01/13/22 01/13/22	DECEMBER 2021 N
Vendor Total:			46,741.27					

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SCAT TREASURER, COUNTY OF MONMOUTH								
	21-00842 08/03/21 Senior tranportation							
	3 Senior tranportation		2,015.00	1-01-28-360-000-234	B Community Ctr: Transportation	R	08/03/21 01/12/22	OCT.-DEC. 2021 N
	Vendor Total:		2,015.00					
RECLAMAT TREASURER, COUNTY OF MONMOUTH								
	22-00044 01/13/22 December 2021							
	1 December 2021		388.91	1-01-26-309-000-220	B Mon Cty Rec: Tipping Fees	R	01/13/22 01/13/22	DECEMBER 2021 N
	2 December 2021		13.08	1-01-26-308-000-285	B Recycling Tax	R	01/13/22 01/13/22	DECEMBER 2021 N
			401.99					
	Vendor Total:		401.99					
USBAN060 USBANK CUST PRO CAP 8								
	22-00021 01/11/22 Lien redemption							
	1 Lien redemption		2,948.40	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	01/11/22 01/11/22	B93/L3 N
	2 Premium bid		1,600.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	01/11/22 01/11/22	B93/L3 N
			4,548.40					
	Vendor Total:		4,548.40					
VERIZ005 VERIZON								
	22-00036 01/12/22 Fios							
	1 Fios		139.00	2-01-31-450-000-213	B Telecommunications	R	01/12/22 01/12/22	1/4/22 N
	Vendor Total:		139.00					
VERIZ001 VERIZON								
	22-00038 01/12/22 17-1 Shore Drive							
	1 17-1 Shore Drive		252.78	2-01-31-440-000-213	B Telephone	R	01/12/22 01/12/22	1/1/22 N
	Vendor Total:		252.78					

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

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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
VERWIRE VERIZON WIRELESS								
	22-00037 01/12/22 Cellphone							
	1 Cellphone		76.02	2-01-31-450-000-213	B Telecommunications	R	01/12/22 01/12/22	9895315273 N
	Vendor Total:		76.02					
COAST VILLAGE OFFICE SUPPLY								
	21-01419 12/13/21 2 name plates							
	1 2 name plates		27.30	1-01-20-110-000-294	B Mayor/Council: Misc. Expenses	R	12/13/21 01/11/22	4475656-0 N
	2 shipping		7.50	1-01-20-110-000-294	B Mayor/Council: Misc. Expenses	R	12/13/21 01/11/22	4475656-0 N
			34.80					
	21-01476 12/27/21 bottles of water							
	1 bottles of water		58.90	1-01-20-152-000-294	B Central Services: Other	R	12/27/21 01/11/22	4476980-0 N
	21-01477 12/27/21 bottles of water							
	1 bottles of water		11.78	1-01-20-152-000-294	B Central Services: Other	R	12/27/21 01/11/22	4476981-0 N
	21-01478 12/27/21 bottles of water							
	1 bottles of water		11.78	1-01-20-152-000-294	B Central Services: Other	R	12/27/21 01/11/22	4476979-0 N
	Vendor Total:		117.26					
VSP VISION SERVICE PLAN								
	22-00026 01/11/22 VISIOSN CARE							
	1 VISIOSN CARE		991.18	2-01-23-220-000-253	B Current: Group Insurance	R	01/11/22 01/11/22	JANUARY 2022 N
	Vendor Total:		991.18					
CAMBE005 W. CAMPBELL SUPPLY CO. LLC								
	21-01368 12/07/21 DEF TANK HEATER/DPW SWEEPER							
	1 DEF TANK HEATER/DPW SWEEPER		1,816.93	1-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	12/07/21 01/11/22	C006020881:01 N
	Vendor Total:		1,816.93					

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

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Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Date Invoice	Exc1
WATER006 WATER WITCH BEACH IMPROVEMENT					
22-00019 01/11/22 Yearly rental fee					
1 Yearly rental fee	1,000.00 2-01-28-376-000-170 B Beachfront: Leased Equipment R 01/11/22 01/11/22 2021-11-15-1 N				
Vendor Total:	1,000.00				
WEINE005 WEINER LAW GROUP LLP					
22-00046 01/13/22 legal council					
1 legal council	1,180.80 2-01-21-180-000-242 B Mun Land Use Law: Consultants - Legal R 01/13/22 01/13/22 265619 N				
2 9 shrewsbury avenue	30.00 T-03-56-875-000-134 B TRUST: LUB 9 SHREWSBURY AVE B42 L2 R 01/13/22 01/13/22 265620 N				
3 5 lighthouse road	60.00 T-03-56-875-000-123 B TRUST-LUB: 5 Lighthouse Rd 19/16.02 R 01/13/22 01/13/22 265621 N				
4 210 bay avenue	135.00 T-03-56-875-000-118 B TRUST LUB: 210 BAY AVE B64 L25 R 01/13/22 01/13/22 265622 N				
5 ldn real estate llc	1,695.00 T-03-56-875-000-142 B TRUST: LUB2021-01 49 Miller B54 L7.01 R 01/13/22 01/13/22 265623 N				
	3,100.80				
Vendor Total:	3,100.80				
<hr/>					
Total Purchase Orders:	92	Total P.O. Line Items:	158	Total List Amount:	1,003,171.98
				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
	1-01	40,216.89	0.00	40,216.89	0.00	0.00	40,216.89
	1-05	51,459.86	0.00	51,459.86	0.00	0.00	51,459.86
Year Total:		91,676.75	0.00	91,676.75	0.00	0.00	91,676.75
	2-01	791,971.85	0.00	791,971.85	0.00	0.00	791,971.85
	2-05	245.20	0.00	245.20	0.00	0.00	245.20
Year Total:		792,217.05	0.00	792,217.05	0.00	0.00	792,217.05
CAPITAL PROJECTS	C-04	14,301.04	0.00	14,301.04	0.00	0.00	14,301.04
	C-06	24,617.14	0.00	24,617.14	0.00	0.00	24,617.14
Year Total:		38,918.18	0.00	38,918.18	0.00	0.00	38,918.18
	G-02	2,613.00	0.00	2,613.00	0.00	0.00	2,613.00
TRUST NON BUDGET-TWO RIVER	T-03	77,747.00	0.00	77,747.00	0.00	0.00	77,747.00
Total of All Funds:		1,003,171.98	0.00	1,003,171.98	0.00	0.00	1,003,171.98

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BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

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Batch Id: JORGI Batch Type: C Batch Date: 01/11/22 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc	Date	Item Description		Description					
01/11/22 MMJIF MONMOUTH MUNICIPAL JOINT INSURANCE FUND										
22-00032	01/11/22	1	Liability insurance	100,000.00	2-01-23-215-000-252	Budget	Aprv	1	1	
					Current: Workers Comp Insurance					
22-00032	01/11/22	2	Liability insurance	89,718.00	2-01-23-210-000-251	Budget	Aprv	2	1	
					Current: Insurance - Other					
22-00032	01/11/22	3	Liability insurance	5,500.00	2-05-55-502-025-253	Budget	Aprv	3	1	
					Sewer: Insurance - Workers Compensation					
				195,218.00						

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	1	3	195,218.00

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	189,718.00	0.00	0.00	189,718.00
	2-05	5,500.00	0.00	0.00	5,500.00
Total of All Funds:		<u>195,218.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,218.00</u>

G/L Posting Summary

Account	Description	Debits	Credits
2-01-101-01-000-002	Cash - Clearing - Both A/C	0.00	195,218.00
2-01-160-05-000-009	Due Sewer Operating Fund	5,500.00	0.00
2-01-201-20-000-000	Current Appropriations	<u>189,718.00</u>	<u>0.00</u>
	Totals for Fund 2-01 :	195,218.00	195,218.00
2-05-160-05-000-001	Due Current	0.00	5,500.00
2-05-201-20-000-000	Sewer Appropriations	<u>5,500.00</u>	<u>0.00</u>
	Totals for Fund 2-05 :	5,500.00	5,500.00
	Grand Total:	<u>200,718.00</u>	<u>200,718.00</u>



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 22-056

A RESOLUTION AUTHORIZING BILLS LIST

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated January 14, 2022, which totals as follows:

Current Fund	\$1,021,906.74
Sewer Account	\$ 57,205.06
Capital Fund	\$ 38,918.18
Trust-Other	\$ 77,747.00
Federal/State Grants	\$ 2,613.00
Total	\$1,198,389.98

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,198,389.98** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Motion to Approve R 22-056:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-057

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES REGARDING PHASE 2 SANITARY SEWER IMPROVEMENTS

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with the Phase 2 Sanitary Sewer Improvements project, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, CME Associates has set forth its proposed services in a written proposal dated January 11, 2022, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the Borough wishes to pursue additional funding for the Phase 2 Sanitary Sewer Improvements project; and

WHEREAS, the proposed services include the following:

Funding Application Phase Services:

1. Preparing an application to the New Jersey Infrastructure Bank (formerly NJ NJEIPF) for the Coastal Community Water Quality Restoration funding package.
2. Preparation of a concept plan, and cost estimates of improvements, and attendance at one (1) Borough public hearing for presentation and funding application approval.
3. Preparation of the required Planning Document and Letter of Intent, the required loan application and subsequent efforts related to obtaining funding for the improvements through the New Jersey Infrastructure Bank Loan Program.
4. Responding to NJDEP comments regarding the Planning Document submissions and various engineering related reports and applications required to obtain the low interest funding.
5. Coordinating with NJDEP during bidding and construction, attending quarterly NJDEP project status meetings and completing NJDEP required documents during construction.

Total Fee Estimate: \$17,800.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed professional engineering services in connection with the Phase 2 Sanitary Sewer Improvements project; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$17,800.00 for professional engineering services as stated in the CME Associates proposal dated January 11, 2022; and

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

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

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide professional engineering services in connection with the Phase 2 Sanitary Sewer Improvements project as outlined above for an amount not to exceed \$17,800.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R-22-057:

	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 19, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands

BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

42 SHORE DRIVE
HIGHLANDS, NJ 07732
COUNTY OF MONMOUTH

(732) 872-1224 PH
(732) 872-0670 FX

WWW.HIGHLANDBOROUGH.ORG



CAROLYN BROULLON
MAYOR

MICHAEL MUSCILLO
ADMINISTRATOR

NANCY TRAN
ACTING BOROUGH CLERK

January 19, 2022

Dear PTA, PTO, School Board, and Student Council:

The New Jersey State League of Municipalities and I have an excellent scholarship opportunity for the high school juniors and seniors from Highlands.

We have teamed up to offer three (3) \$1,000.00 scholarships through the Louis Bay 2nd Future Municipal Leaders Scholarship Competition. This statewide scholarship competition centers on the theme "What My Municipal Government Does Best" and seeks to advance the virtues of elected and volunteer members of the municipal government.

Many of the elected officials and appointed board members serve Highlands with little or no compensation. It is their altruistic desire to serve their community which compels them to public service. These officials, along with a cadre of dedicated professionals, are guardians of our hometown comforts and security. They give of their time and talents to help plan our community and preserve our way of life.

They service us year-round, every day and yet are hardly noticed. This scholarship competition will help rectify that while encouraging our future municipal leaders.

Full details on the application process and contest are enclosed and posted on the Borough website, www.highlandsborough.org. I hope to see many of our young adults representing Highlands in the Louis Bay 2nd Future Municipal Leaders Scholarship Competition.

Sincerely,

Mayor Carolyn Broullon

The Louis Bay 2nd Future Municipal Leaders Scholarship Competition Application and Selection Process

Open to all high school juniors and seniors who are residents of New Jersey and plan to continue their education after high school.

1. Complete the application and essay.
2. **Return them to Mayor's Office** (or other designation of Mayor's choosing)
*Regional or Private High School students: Please note that the application and essay must be returned to your HOMETOWN Mayor, **NOT** Mayor of the Municipality where your High School is located –unless that is your Hometown.*
3. The Mayor or a designated committee will select one (1) semi-finalist from Highlands.
4. All entrants will receive a certificate of participation from the Mayor's office.
5. The winner from each municipality will be designated as a state semi-finalist. They will have their essay and application reviewed by the Scholarship Committee of the New Jersey State League of Municipalities.
6. All state semi-finalists will receive a certificate attesting to their status as a state semi-finalists.
7. The Scholarship Committee will select 15 finalists and 3 winners.
8. The 15 finalists will each be awarded finalist certificates. The three (3) winners will each be awarded \$1,000.00 by their Mayor at a hometown ceremony.
9. Winners' essays will be featured in the *New Jersey Municipalities* magazine.

The Louis Bay 2nd Future Municipal Leaders Scholarship Application

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Municipality In Which You Reside _____

Current School _____

Grade Attending _____

Colleges or Schools to Which You May Apply

Area of Municipal Government/Administration That Interests You _____

Write an essay on the theme “What My Municipal Government Does Best”. Your essay should be based on your perceptions and experiences with your municipality’s local government. The essay should consider the public contributions of your municipal government.

Length: Approximately 500 words. Recommended Times New Roman, double-spaced, 12-font. Please use paper clips, NOT staples.

Deadline: Essays must be submitted to your hometown mayor by **March 11, 2022**

Judging Criteria:

- Judging is based solely on the essay. Please do not include any other information such as transcripts and references.
- Appropriateness of theme
- Effective articulation of theme
- Originality
- Technical competition, spelling, and syntax

Return completed application and essay to your HOMETOWN mayor’s office.

BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

42 SHORE DRIVE
HIGHLANDS, NJ 07732
COUNTY OF MONMOUTH

732-872-1224 PH
732-872-0670 FX

WWW.HIGHLANDBOROUGH.ORG



HISTORIC "TWIN LIGHTS"

CAROLYN BROULLON
MAYOR

MICHAEL MUSCILLO
ADMINISTRATOR

NANCY TRAN
ACTING BOROUGH CLERK

2021 Economic Development Review Board Report

1. Redevelopment Plan Updates

- **Shadow Lawn Area of Redevelopment** – The DEP and the developer are looking at design changes. We cannot do the Developer's Agreement until design is signed off.
- **Captain's Cove Area of Redevelopment** - DEP permits were signed off on 12/20/21. We are working on the Developer's Agreement and hope to have something in place by the end of the first quarter 2022.
- **Commercial Business District Area of Redevelopment** - Draft Plan released 11/24/21, public meetings will continue before a final plan is adopted. Amendments to the draft plan will be sent to the planner in January.

2. Other Development Updates

- Two new businesses opened in 2021: Wolf's Claw Ceramics and Highlands Co-Work.
- The U.N. Knowns Music Café recording studio will officially open in January 2022.

3. Economic Development Review Board Goals for 2022

- Shadow Lawn AINR – Negotiate a compromise with DEP to ensure the building remains no more than 6 stories so we can finalize the agreement.
- Captain's Coves AINR – Finalize the developer's agreement.
- Commercial Business District AINR – Work with Council, Planner and Development Attorney to finalize the plan.
- Parking Needs Assessment plan.
- Explore applying for Nautical Transit Village Designation.