



BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING
151 Navesink Ave., Highlands, NJ 07732
Wednesday, February 07, 2024 at 7:00 PM

AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2024. 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. January 17, 2024 Meeting Minutes
2. January 17, 2024 Executive Session Minutes

INTRODUCTION OF PROPOSED ORDINANCES

3. O-24-02 Amending Various Provisions Regarding Buildings and Housing Throughout the Borough Code

RESOLUTIONS

4. R 24-058 Approving Change Order No. 2 for Phase I Sanitary Sewer Improvements Project
5. R 24-059 Authorizing and Providing for the Issuance and Sale of Not to Exceed \$10,940,000 Bond Anticipation Notes of the Borough of Highlands, in the County of Monmouth, New Jersey to the Monmouth County Improvement Authority, and Determining Various Matters in Connection Therewith
6. R 24-060 Authorizing Payment of Bills

CONSENT AGENDA

7. R 24-061 Amending Resolution 24-005 Entitled Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
8. R 24-062 Amending Resolution 24-029 Entitled Appointing Fire Police
9. R 24-063 Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services in Connection with the Portland Road Drainage Improvements Project

[10.](#) R 24-064 Authorizing the Award of a Contract for Extraordinary Unspecifiable Services – Grant Consulting Services for Obtaining FEMA Funding

[11.](#) R 24-065 Amending Resolution 23-250 Entitled Appointing Special Police Officer

REPORTS

12. Mayor's Report

13. Administrator's Report

PUBLIC PORTION

Individuals wishing to address the Council shall be recognized by the presiding officer and shall give their name, address, and the group, if any, they represent. Although the Council encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. If any individual refuses to conduct themselves in a proper manner, they will be removed from the meeting. The Council will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or discipline of any specific or prospective or current employee. There is a 3-minute time limit for your comments.

EXECUTIVE SESSION

Executive Session will be held following the Regular Council Meeting. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. No formal action will be taken during Executive Session.

RESOLUTION TO ENTER EXECUTIVE SESSION

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

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

14. Potential Litigation

15. PBA Contract

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-24-02

AMENDING VARIOUS PROVISIONS REGARDING BUILDINGS AND HOUSING THROUGHOUT THE BOROUGH CODE

WHEREAS, the governing body desires to update various sections of its Buildings and Housing Code, including updating the terminology utilized for certificates, deleting unnecessary provisions consistent with current statutes and Uniform Construction Code provisions, and updating various buildings and housing fees.

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

SECTION I.

Chapter 2 (Administration), Section 21-12.3 (Building Inspector) of the Code of the Borough of Highlands is hereby deleted in its entirety.

SECTION II.

Chapter 15, (Electrical Code), of the Code of the Borough of Highlands is hereby deleted in its entirety.

SECTION III.

Borough Code Chapter 10 (Buildings And Housing), Section 10-2.1 (Uniform Construction Code Fees) and Section 10-2.2 (Housing Standards) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

Section 10-2.1 Uniform Construction Code Fees.

- a. No change.
- b. No change.
- c. Fee Schedule. The basic construction permit fee shall be the sum of the parts computed on the basis of volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and rating of electrical devices, the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates and/or the applicable flat fees as provided herein plus any special fees. The minimum fee for a basic construction permit covering any and all of the technical subcodes shall be ~~seventy-five~~ eighty-five dollars (\$85).

For the purpose of determining estimated cost for renovations, alterations, repairs, and the external utility connection for pre-manufactured construction

the applicant shall submit to the department such cost data as may be available and produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, or contract if available, shall be submitted. The Construction Official and/or subcode official shall make the final decision regarding the estimated cost.

The fee for an application for a variation in accordance with N.J.A.C. 5:23-2.10 shall be two hundred fifty dollars (\$250). The fee for resubmission of an application for a variation shall be one hundred twenty-five dollars (\$125).

The fee to reinstate lapsed, suspended or revoked permits noted in N.J.A.C. 5:23-216(b) or N.J.A.C. 5:23-2.16(f) or otherwise shall be ~~fifty dollars (\$50) per outstanding subcode.~~ 10% of the cost of the original permit per outstanding subcode and not less than \$25 per open (not final) subcode. This fee may be waived at the discretion of the Construction Official.

Any fee not specifically contained within this fee schedule shall be based upon the State of New Jersey Department of Community Affairs Fee Schedule.

1. Building Subcode Fees.

Use	Fee
Minimum building subcode fee	\$75.00 <u>85.00</u>
New construction or addition	\$. 030 <u>040</u> per cubic foot
Alterations/renovations of existing building or structure <u>Rehabilitations – R-5 Use Group</u>	\$30.00 <u>35.00</u> per thousand dollars of estimated cost of work
<u>Rehabilitations – All other Use Groups</u>	35.00 <u>40.00</u> per thousand dollars of estimated cost of work
Swimming pools (above ground)	\$75.00 <u>125.00</u>
Swimming pools (inground)	\$150.00 <u>225.00</u>
Storage sheds (greater than 100 sf)	\$75.00 <u>125.00</u>
Fence installation for pool enclosure	\$75.00 <u>100.00</u>
Demolition of dwelling (1- & 2-family)	\$150.00 <u>250.00</u>
Demolition of all other use groups	\$350.00
Demolition of accessory structure	\$75.00 <u>100.00</u>
Tank abandonment/removal	\$100.00 <u>125.00</u>
Tank installation	\$50.00
Radon abatement	\$75.00 <u>100.00</u> per unit
Asbestos/removal	\$100.00 <u>150.00</u>
Lead hazard abatement	\$100.00 <u>140.00</u>

Signs (No permit required for signs installed in accordance with N.J.A.C. 5:23-2.14(b)6.)	\$75.00 <u>85.00</u> each sign
Solar panel racking system	\$30.00 <u>35.00</u> per thousand dollars of estimated cost of work
Tents, tension membraned structures and canopies regulated by building subcode	\$150.00
Temporary structure (greater than 120 sf)	\$75.00 <u>125.00</u>
Retaining walls	\$30.00 per thousand dollars of estimated cost of work
<u>Retaining wall - Class 3 Surface area less than 550 Sq Ft.</u>	<u>\$75.00</u>
<u>Retaining wall - Class 3 Surface area greater than 550 Sq Ft.</u>	<u>\$125.00</u>
<u>Retaining wall – All Other Classes</u>	<u>\$40.00 per thousand dollars of estimated cost of work</u>
U.C.C. certificate of occupancy – R-5	\$125.00
<u>U.C.C. certificate of occupancy – All other Use Groups</u>	<u>\$225.00</u>
Extension of temporary certificate of occupancy	\$75.00 <u>125.00</u>

2.Electric Subcode Fees.

Fixture/Equipment	Fee
Minimum subcode fee	\$75.00 <u>85.00</u>
Electrical fixtures and devices: 1-50 25 Receptacles, fixtures and devices to be counted for these parts are lighting fixtures, wall switches, convenience receptacles, sensors, dimmers, alarm devices, smoke and heat detectors, communications outlets, light standards 8 feet or less in height including luminaries, emergency lights, electric signs, exit lights or similar electric fixtures and devices rated 20 amps or less including motors or equipment rated less than 1 hp or 1 kW.	\$75.00 <u>\$100.00</u>
Every additional 25 or fraction of:	\$50.00
Alarm Panels (fire or security)	\$50.00
Service Panels	

100 amps or less	\$100.00
101- Up to 200 amps	\$150.00
201-300 amps	\$200.00
301-400 amps	\$250.00
Every 100 amp increase over 400 amps	\$75.00
Devices over 1 hp/kW, to 10 kW/hp	\$50.00
Devices over 10 hp/10 kW to 50 kW/hp	\$100.00
Devices over 50 kW/hp to 100 kW/hp	\$150.00
Devices over 100 kW/hp to 150 kW/hp	\$300.00
Increasing \$75.00 for every 50 kW/hp over 150b kW/hp	
Above ground pools/spas/hot tubs/ fountains	\$100.00 <u>\$125.00</u>
Inground pool shall include any "required" bonding, and associated equipment such as filter pumps, motors, disconnecting means, switches, required receptacles and heaters, etc., excepting panelboards and underwater lighting fixtures	\$150.00
Area lighting, 1 to 5 standards (greater than 8 feet)	\$100.00
Area lighting, over 5 standards	\$25.00 <u>each</u>
Electric appliances, oven, dishwasher, microwave, air conditioner, heaters, water heaters, dryer, range, furnace, exhaust fan (over 1 kW), radon, lawn sprinklers	\$50.00 <u>each</u>
Annual inspection for commercial swimming pools	\$125.00
Transformer/generators: [Amended 6-3-2013 by Ord. No. 2013-3090]	
1 kW up to and including 45 kW	\$150.00
Greater than 45 kW up to and including 112.5 kW	\$250.00
Greater than 122.5 kW	\$475.00
<u>Vehicle Battery Charger</u>	<u>\$100.00</u>

3. Fire Protection Subcode Fees.

Fixture/Equipment	Fee
Minimum subcode fees	\$75.00 <u>85.00</u>
Storage tank installations for flammable and combustible liquids	
Tanks up to 500 gallons	\$100.00
501-1000 gallons	\$150.00
1001-2000 gallons	\$200.00
2001-5000 gallons	\$350.00
5001-10,000 gallons	\$500.00
10,001-19,999 gallons	\$750.00
Underground fire water mains standpipe and sprinkler systems:	
Underground fire water mains (each building)	\$300.00
Standpipe systems	\$300.00
Additional standpipe risers	\$150.00
Sprinklers (other than R-5):	
1-10	\$150.00
11-25	\$250.00
For each additional 25 heads or part thereof the fee shall be increased by:	\$75.00
Fire hydrants on private property	\$200.00
Residential sprinklers in new single family	\$200.00
Preaction/Dry pipe valve (incl. compressor)	\$250.00
Fire pumps	
Fire pumps	\$300.00
Jockey/booster pumps	\$250.00
Smoke, heat and duct detectors and fire alarm panels: Detectors (R-5 use group):	
1-12	\$50.00
13-25	\$100.00
For each additional 25 detectors or part thereof, the fee shall be:	\$75.00
Carbon Monoxide Detectors:	\$25.00

5-10	\$50.00
10+	\$5.00 each
Fire Alarm panels (R-5 use group):	
1-12 devices	\$25.00
13-25 devices	\$50.00
For each additional 25 detectors or part thereof, the fee shall be:	\$75.00
Detectors (all other use groups):	
1-12	\$150.00
13-25	\$200.00
Each additional 25 devices or part thereof:	\$75.00
Fire Alarm Panels (all other use	
1-12	\$150.00
13-25	\$200.00
Each additional 25 devices or part thereof:	\$75.00
Manual fire alarm systems	
Pull Stations:	
1-10	\$150.00
11-25	\$250.00
For each additional 10 pull stations or part thereof, the fee shall be:	\$25.00
Emergency light/exit signs	
1-5	\$50.00
6-10	\$100.00
11-15	\$150.00
16-20	\$200.00
21-25	\$250.00
For each additional emergency light or exit sign the fee shall be:	\$10.00
Independent pre-engineered suppression system (including dry chemical, wet chemical, halon, carbon dioxide, etc.):	

Pre-engineered suppression system	\$175.00
Kitchen exhaust hoods and flammable/ combustible liquid exhaust hoods:	
Kitchen exhaust hoods	\$150.00
Flammable/combustible liquids exhaust hood	\$300.00
Incinerators and crematoriums	\$500.00
Gas, masonry and wood burning fireplaces, wood burning and other unconventional heating devices:	
Fireplaces, stoves and other heating	\$75.00
Chimney liner	\$35.00
Gas or oil fired furnaces:	
Furnace	\$75.00
Chimney liner	\$35.00
Elevator/smoke detectors recall systems	
Elevator recall systems	\$150.00
Smoke removal systems:	
Smoke removal systems	\$300.00
Gasoline station tanks and pumps	
New gasoline station tank installation up to 10,000 gallons and up to six (6) pumps	\$750.00
Each additional gasoline tank up to 10,000 gallons, (installed at the same time as new installation)	\$200.00
Additional gasoline pumps new or replacement	\$200.00
Replacement gasoline tanks	See tank installation #1
Fire Department lock box/Knox Box:	
Lock box	\$25.00

4. ~~Plumbing Subcode Fees.~~

Minimum fee	\$75.00
Water closet	\$25.00
Urinal/bidet	\$25.00
Bath tub	\$25.00
Lavatory	\$25.00
Shower	\$25.00
Floor drain	\$25.00
Sink	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Washing machine	\$25.00
Hose bib	\$25.00
Other plumbing fixtures	\$25.00
Gas piping	\$75.00
Fuel oil piping	\$75.00
Steam boiler/furnace	\$75.00
A/C or refrigeration unit	\$75.00
Water heater	\$75.00
Other gas appliances (stove/range/pool htr/fireplace)	\$75.00
Generator	\$75.00
Sewer pump	\$75.00
Interceptor/separator	\$75.00
Water powered sump (incl. backflow prevention device)	\$130.00
Sump Pump	\$75.00
Grease trap	\$75.00
Sewer connection (per 100 feet)	\$75.00
Backflow prevention device (no charge for device used on boilers)	\$85.00
Water service connection (per 100 feet)	\$75.00
Active solar system	\$75.00

Special device	\$75.00
High pressure gas regulators	\$65.00
501-2000 gal.	\$125.00
LPG tanks under ground	
Up to 2000 gal.	\$125.00
Septic tank abandonment	\$75.00
Swimming pool drains/vacuum release device	\$75.00
Lawn sprinkler (incl. backflow preventer)	\$95.00
Yard hydrants (does not incl. related piping)	\$75.00

3. Fire Protection Subcode Fees:

<u>UCC Fire Subcode Fees.</u>
<u>Minimum fire subcode fee: \$85</u>
<u>Appliance, oil or gas (excluding furnace), R-5: \$25</u>
<u>Appliance, oil or gas (excluding furnace), other than R-5: \$45</u>
<u>Commercial cooking hood exhaust, Type I: \$200</u>
<u>Dry pipe valve + compressor: \$250</u>
<u>Elevator smoke detector recall system: \$150.</u>
<u>Fire alarm control panel, Other than R-5: \$175.</u>
<u>Fire alarm/CO detection, notification, supervisory, or manual device, other than R-5:</u>
<u>One to 15: \$150.</u>
<u>Sixteen to 25: \$200.</u>
<u>Every 25 thereafter, or fraction thereof: \$75.</u>
<u>Fireplace venting/metal chimney: \$75.</u>
<u>Fire pump: \$300.</u>
<u>Fire sprinkler system - R-5: \$225.</u>
<u>Fire sprinkler system - other than R-5:</u>
<u>One to 10 sprinkler heads: \$150.</u>
<u>Eleven to 25 sprinkler heads: \$250.</u>
<u>Each 25 thereafter, or fraction thereof: \$75.</u>
<u>Furnaces in R-5 (oil or gas): \$50.</u>
<u>Furnaces in other than R-5 (oil or gas): \$75.</u>
<u>Gasoline station storage tank systems:</u>

<u>First tank, six pumps, assoc. piping: \$750.</u>
<u>Each addl. tank, pump, assoc. piping: \$200.</u>
<u>Individual tank, pump, assoc. piping: \$200.</u>
<u>Fuel-pump suppression system (per pump): \$75.</u>
<u>Generator (optional standby) in other than R-5 (oil or gas): \$150.</u>
<u>Generator (legally required/life safety) in other than R-5 (oil or gas): \$400.</u>
<u>Incinerators and crematories: \$500.</u>
<u>Jockey-booster pump: \$250.</u>
<u>Preengineered suppression system: \$350.</u>
<u>Photovoltaic system installed in other than R-5: \$250.</u>
<u>Smoke-carbon monoxide detector system - R-5: \$125.</u>
<u>Smoke removal system: \$300.</u>
<u>Standpipe system: \$300.</u>
<u>Storage tanks-combustible/flammable liquid:</u>
<u>One to 500 gallons: \$125.</u>
<u>Five hundred one to 1,000: \$250.</u>
<u>One thousand one to 5,000: \$350.</u>
<u>Over 5,000: \$750.</u>
<u>Suppression, detection, notification special device: \$175.</u>
<u>Tank removal or abandonment: \$125.</u>
<u>Underground fire-suppression water main: \$300.</u>

4. Plumbing Subcode Fees.

<u>Minimum plumbing subcode fee: \$85.</u>
<u>A/C unit in R-5: \$45.</u>
<u>A/C unit in other than R-5: \$85.</u>
<u>A/C-condenser/inverter split system: \$125.</u>
<u>Backflow preventer annual fee: \$85.</u>
<u>Backflow preventer (excluding boiler backflows) in R-5: \$85.</u>
<u>Backflow preventer (excluding boiler backflows) in other than R-5: \$125.</u>
<u>Chimney liners: \$85.</u>
<u>Fixture/appliance connected to plumbing/gas/oil system: \$25.</u>
<u>Fuel oil piping: \$85.</u>
<u>Gas piping-new (may be waived by subcode for minor gas pipe type alterations): \$85.</u>
<u>Generator: \$85.</u>
<u>Grease trap: \$85.</u>
<u>Interceptor: \$85.</u>

<u>Oil separator: \$85.</u>
<u>Refrigeration unit: \$85.</u>
<u>Roof-top HVAC unit: \$225.</u>
<u>Separators: \$85.</u>
<u>Septic system connection, alteration and abandonments: \$85.</u>
<u>Sewer connection: \$85.</u>
<u>Sewer pump: \$85.</u>
<u>Solar system: \$85.</u>
<u>Special device not otherwise listed: \$85.</u>
<u>Steam unit: \$85.</u>
<u>Swimming pool: bottom drains, atmospheric safety system, or similar devices: \$85 each.</u>
<u>Warm-air furnace: \$85.</u>
<u>Water service or well connection: \$85.</u>
<u>Water heater R-5: \$85.</u>
<u>Water conditioners: \$85.</u>
<u>Water boilers: \$85.</u>

When new gas piping is installed in conjunction with the replacement of water heaters, boilers, furnaces and similar devices, the fee for the new gas piping shall be in addition to the fee for the device installed. At the discretion of the Plumbing Subcode Official this fee may be waived in the case of minor gas-pipe-type alterations.

5. Certificate and other fees.

Certificate of occupancy based on change of use: \$175.

The fee for a certificate of continued occupancy issued under N.J.A.C. 5:23-2.23(c): \$175.

Application for change of use analysis: \$350.

UCC certificate and other fees. The fee for a certificate of continued occupancy issued in response to work performed without construction permits pursuant to and described in DCA Bulletin 06-1 shall be \$125 per subcode having jurisdiction over the work performed. This fee shall be in addition to any permit fees required for work performed.

Elevator Devices. The Elevator Unit at the Department of Community Affairs performs all plan review and inspection services of elevator devices and equipment for the Borough. The fees established, effective and published by DCA for plan review, inspections, variations, etc., shall be in the amount as noted in N.J.A.C. 5:23-4 and N.J.A.C. 5:23-12 respectively. A copy of the current DCA fee schedule is available upon request and adopted herein.
Annual permits. Annual permit requirements are as follows:

1. The fee to be charged for an annual construction permit shall be charged annually. This fee shall be a flat fee based upon the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode. Managers, engineers and clericals shall not be considered maintenance workers for the purpose of establishing the annual construction permit fee. Annual permits may be issued for building/fire protection, electrical and plumbing.

2. Fees for annual permits shall be as follows:

(a) One to 25 workers (including foremen): \$667/worker; each additional worker over 25, \$232/worker.

(b) Prior to the issuance of the annual permit, a training registration fee of \$140 per subcode and a list of not more than three individuals to be trained per subcode shall be submitted by the applicant to the Department of Community Affairs, Bureau of Code Services, Education Unit, along with a copy of the construction permit (Form F170). Checks shall be made payable to "Treasurer, State of New Jersey." The Department shall register these individuals and notify them of the courses being offered.

Hourly Charges: The fee for development-wide inspection of homes after the certificate of occupancy ordered pursuant to N.J.A.C. 5:23-2.35 or otherwise shall be:

1. The hourly charge shall be an amount equal to twice the hourly base salary paid to the licensed code official(s) performing the work, or the hourly fees charged to the municipality by a consulting professional contracted to provide such services;

2. The fees, charges, accounting procedures and limits shall be set in accordance with and subjected to N.J.A.C. 5:23-4.17(d)1 through 5:23-4.17(d)5

Section 10-2.2 Housing Standards

Pursuant to Chapter 10, Section 5, of the Revised General Ordinances of the Borough of Highlands, the following fees are hereby established:

a. Certificate of ~~occupancy~~ **inspection** for rental with one (1) inspection: one hundred dollars (\$100).

b. Certificate of ~~occupancy~~ **inspection** for resale with one (1) inspection: one hundred dollars (\$100).

c. Added reinspection for certificate of ~~occupancy~~ **inspection** fifty dollars (\$50).

d. Housing certificates of ~~occupancy~~ **inspection** that require electrical inspection are not charged a fee for initial inspection. Any violations cited by the Electrical Subcode Inspector must have an electrical application with fee paid before the certificate of ~~occupancy~~ **inspection** is issued.

Section 10-2.3 Business Certificate of ~~Occupancy~~ Inspection.

Pursuant to Section 10-14, Business Certificate of ~~Occupancy~~ **Inspection**, the following fees are hereby established:

a. No change.

b. No change.

SECTION IV.

Borough Code Chapter 10 (Buildings And Housing), Section 10-5 (Housing Code) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

SECTION 10-5 HOUSING CODE.

Section 10-5.1 Definitions

As used in this section:

- a.-b. No change.
- c. INSPECTOR – Shall mean the person designated by the borough to inspect and issue certificates of ~~occupancy~~ inspection pursuant to this section.
- d. No change.

Section 10-5.2 Certificate of ~~occupancy~~ Inspection Required.

No person shall rent, lease or allow any person to live in or occupy as a tenant, any room, dwelling, apartment or the like except if the same is part of a motel or hotel unless a certificate of ~~occupancy~~ inspection is obtained from the inspector after an inspection certifying that the room, dwelling, apartment or the like is fit for human habitation and is in compliance with all applicable Federal and State laws and borough ordinances.

Notwithstanding anything to the contrary contained herein, no room located within a licensed rooming or boarding house within the Borough of Highlands shall be required to submit to ~~a~~ an inspection for a certificate of ~~occupancy~~ inspection requirement more than once every three months, or four times in any given calendar year, except where otherwise required by State law or regulation.

A certificate of occupancy shall be required of all new construction, A certificate of inspection shall be required for any new rental ~~situations or rental situations or sales or resales re-~~ rental, or sale of a space or property. The said certificate of ~~occupancy~~ inspection shall apply only to the tenancy or space for which it is issued. ~~In the event that the rental unit has been inspected as new construction or a sale or resale of an existing structure and a certificate of occupancy issued, then a subsequent inspection for a rental certificate of occupancy and the receipt of a rental certificate of occupancy shall not be required so long as the unit is rented within 30 days of the issuance of the certificate of occupancy for new construction, sale or resale, and the owner complies with the application provisions of subsection 10-5.3. The inspector shall prepare appropriate application forms for such a certificate of occupancy, which shall be available to applicants at the office of the inspector.~~

Section 10-5.3 Application for Certificate of ~~occupancy~~ Inspection.

- a. Applications for certificates of ~~occupancy~~ inspection shall be made in writing to the inspector and shall state:
 - 1.-4. No change.
 - 5. In the event that the premises has been damaged between the dates of October 29, 2012 and October 31, 2012, such that the premises was deemed uninhabitable by an appropriate government official, the applicant, provided the occupant(s) is the same individual(s) who

occupied the premises on October 29, 2012, need not provide the names and ages of all persons who are to occupy the premises at the time the application for the certificate of ~~occupancy~~ inspection is made to the inspector. Rather, the applicant need only provide the inspector with the names and ages of all persons who are to occupy the premises within thirty (30) days after issuance of the certificate of ~~occupancy~~ inspection. This paragraph shall only apply to the initial application for a certificate of occupancy made after the premises has been deemed uninhabitable; this paragraph shall not apply to any subsequent application for a certificate of occupancy.

b. If the certificate of ~~occupancy~~ inspection is issued for ~~new construction~~, sale or resale pursuant to subsection 10-5.2, there shall be an entry noted on said certificate next to the date of issuance, specifying the date when the tenants commenced occupancy.

c. No change.

Section 10-5.4 Statement of Vacated Premises.

The owner shall not more than 30 days prior nor less than ten days after a tenant vacates a room, dwelling, apartment or the like, file with the office of the inspector a statement containing the address of the premises and the number or other specific description of the place vacated.

Notwithstanding anything to the contrary contained herein, no owner of a room located within a licensed rooming or boarding house within the Borough of Highlands shall be required to submit to a certificate of ~~occupancy~~ inspection inspection requirement more than once every three months, or four times in any given calendar year, except where otherwise required by State law or regulation.

Section 10-5.5 Inspection Required.

No such vacated room, dwelling, apartment or the like shall be rented or occupied in whole or in part by any new tenant until an inspection has been made by the inspector to determine whether such room, dwelling, apartment or the like is in violation of any applicable Federal and State law or borough ordinance. If no violation exists, the inspector shall issue a certificate of ~~occupancy~~ inspection; otherwise he shall notify the owner in writing setting forth the specific existing violations. The inspection shall be made and either a certificate of ~~occupancy~~ inspection or a notice of violation shall be issued within five days from the date of application. If the inspection is not accomplished in the five day period, the room, dwelling, apartment or the like may be occupied by the new tenant but subject to the right of the borough to inspect the room, dwelling, apartment or the like and if a violation is found, to cause the premises to be vacated within ten days from the date of notice thereof.

Notwithstanding anything to the contrary contained herein, no room located within a licensed rooming or boarding house within the Borough of Highlands shall be required to submit to a certificate of ~~occupancy~~ inspection inspection requirement more than once every three months, or four times in any given calendar year, except where otherwise required by State law or regulation.

Section 10-5.6 Posting of Certificate of ~~occupancy~~ Inspection.

The certificate of ~~occupancy~~ inspection issued shall be posted in a conspicuous place in the room, dwelling, apartment or the like upon the issuance thereof.

Section 10-5.7 Fees.

The fees for the ~~certificate of occupancy~~ inspection and issuance of the certificate of inspection are set forth in Chapter 10, subsection 10-2.2 above.

Section 10-5.8 Penalty.

a.-b. No change.

SECTION V.

Borough Code Chapter 10 (Buildings And Housing), Section 10-14 (Business Certificate of Occupancy) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

Section 10-14 BUSINESS CERTIFICATE OF ~~OCCUPANCY~~ INSPECTION.**Section 10-14.1 New Tenants or Owners Required to Obtain Business Certificate of ~~occupancy~~ inspection.**

No premises or portion of premises of a commercial or industrial property, whether in a commercial or industrial zone or in a different zone by reason of a nonconforming use, shall be relet, rerented or sold and thereafter occupied by a new tenant or owner without the appropriate application for and issuance of a business certificate of ~~occupancy~~ inspection.

Section 10-14.2 Application; Review and Inspection; Fees; Notice of Requirement.

a. The new owner or tenant of the premises about to be newly occupied or their respective agents shall apply to the Construction Official for a business certificate of ~~occupancy~~ inspection and shall supply, as necessary information on said application, all facts relating to the nature of the new owner's or tenant's business, occupation or industry, the manufacturing or other processes involved and the nature of all materials intended to be stored on the premises, to be part of said premises or pertinent to said new business use or occupation, with the form of application to be set by the Construction Official.

b. Within 10 business days of receipt of said application, the Construction Official, or his designated representative, shall issue or deny the application after reviewing it and inspecting the building or structure with the Bureau of Fire Prevention Fire Official, Board of Health and other subcode officials as deemed necessary by the Construction Official to determine whether the premises comply with all of the provisions of this section or any other ordinance of this ~~Township~~ Borough. If the building or structure, as intended to be used, meets the requirements hereof, the Construction Official shall forthwith issue a business certificate of ~~occupancy~~ inspection. If the building or structure does not meet the requirements hereof, the Construction Official shall notify the applicant of the details in which the building or structure does not meet the requirements hereof. When such details have been perfected, the applicant shall notify the Construction Official, in writing, that the items have been corrected and

reinspection shall be made with the certificate of occupancy being issued or denied within five business days of receipt of the notice of correction.

c. No change.

SECTION VI.

Borough Code Chapter 21 (Zoning and Land Use Regulations), Article XXIII (Fees), Section 107 (Schedule Established) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

Section 21-107. SCHEDULE ESTABLISHED.

The following Schedule of Fees is established for the various applications for development and other matters, which are the subject of this chapter. These fees shall be nonrefundable and are for the purpose of offsetting Borough administrative, clerical and meeting costs. Applications requiring a combination of approvals, such as subdivision, site plan and/or variances shall require a fee equal to the sum of the individual fees for each element of the application. Escrow deposits for professional consultants, such as legal, planning, engineering, or other professional fees, costs and expenses, shall also be required in accordance with Section 21-108.

All fees and escrow deposits required in §§ 21-107 and 21-108 shall be paid prior to the certification of a complete application.

A.-C. No change.

~~D. Floodplain Development Permit~~

~~Substantial Improvement/Damage Itemization Package~~ _____ **~~\$0~~**

~~Non-Conversion Agreement in the 100 Year Floodplain~~ _____ **~~\$0~~**

E.-M. No change.

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

SECTION IX. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-24-02:

	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 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-24-02:

	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 21, 2023

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-058

APPROVING CHANGE ORDER NO. 2 FOR PHASE I SANITARY SEWER IMPROVEMENTS PROJECT

WHEREAS, by way of Resolution 22-099 duly adopted on April 6, 2022, Roman E&G Corporation was awarded a contract for the Phase I Sanitary Sewer Improvements Project in the amount of \$6,748,648.00; and

WHEREAS, by way of Resolution 23-163 duly adopted on July 19, 2023, Change Order No. 1 changing the scope of work for the Phase 1 Sanitary Sewer Improvements Project was approved; and

WHEREAS, by letter dated January 31, 2024, the Project Engineer, H2M Associates, Inc., advised that a Change Order is necessary to cover the cost of uniformed police officers at the various work locations in order to complete the work; and

WHEREAS, the scope of work for Change Order No. 2 reflects a change to the contract amount with an increase of \$326,100.00, thereby increasing the Contract amount from \$6,748,648.00 to \$7,074,748.00 to cover the cost of uniformed police officers at the various work locations in order to complete the work; and

WHEREAS, in accordance with the aforesaid letter, the Project Engineer recommended that the Borough approve Change Order No. 2 in order to allow for the Phase I Sanitary Sewer Project to be completed.

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: Bond Ordinance O-22-07 and C-06-18-001- 000-202

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that Change Order No. 2 changing the original contract amount to reflect an increase of \$326,100, thereby changing the contract amount from \$6,748,648.00 to \$7,074,748.00 be and is hereby approved.

BE IT FURTHER RESOLVED, that a certified copy of the within Resolution be forwarded to the Chief Financial Officer, the Project Engineer, Purchasing Agent and Roman E&G Corporation.

Motion to Approve R 24-058:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-059

**AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED
\$10,940,000 BOND ANTICIPATION NOTES OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY
OF MONMOUTH, NEW JERSEY TO THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY,
AND DETERMINING VARIOUS MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Borough of Highlands, in the County of Monmouth, New Jersey (the “Borough”) has heretofore adopted, from time to time, various bond ordinances (the “Bond Ordinances”) authorizing various capital improvements, and the issuance and sale, from time to time, of its bonds and bond anticipation notes in order to finance such capital improvements; and

WHEREAS, the Bond Ordinances authorize the Chief Financial Officer to sell any bond anticipation notes thereunder at public or private sale, as determined by the Chief Financial Officer; and

WHEREAS, the Borough has applied to The Monmouth County Improvement Authority (the “MCIA”) to participate in its pooled governmental note financing program (the “Program”); and

WHEREAS, under the Program, the MCIA will issue and sell its pooled notes (the “MCIA Notes”), which MCIA Notes will be secured by (i) payments by various governmental entities located in Monmouth County (including the Borough) under various notes issued by such entities to the MCIA and (ii) the unconditional guaranty of the County of Monmouth (the “County”); and

WHEREAS, on January 10, 2024, the New Jersey Local Finance Board held a hearing and issued positive findings in respect of the issuance of the MCIA Notes by the MCIA; and

WHEREAS, the Borough wishes to participate in the Program, and to issue and sell all or a portion of its bond anticipation notes to the MCIA; and

WHEREAS, the Borough will receive a proposal for the purchase of such bond anticipation notes from the MCIA, which purchase will be effected through a note purchase agreement to be entered into between the Borough and the MCIA; and

WHEREAS, the Borough acknowledges that the MCIA intends to execute a contract of purchase with an underwriter pertaining to the sale of the MCIA Notes, the proceeds of which shall be used by the MCIA, inter alia, to purchase the such bond anticipation notes of the Borough; and

WHEREAS, the Borough now wishes to authorize the issuance and sale of its bond anticipation notes, and the issuance and sale of all or a portion thereof to the MCIA;

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY, as follows:

SECTION 1. The Chief Financial Officer is hereby authorized to cause all or a portion of its bond anticipation notes (the "Program Notes") to be issued and sold to the MCIA in accordance with the Program.

SECTION 2. The terms and conditions of the sale of the Program Notes to the MCIA shall be set forth in a Note Purchase Agreement to be dated on or about the date of pricing of the MCIA Notes, between the MCIA and the Borough. The execution and delivery by the Mayor, the Business Administrator or the Chief Financial Officer of the Borough (each, an "Authorized Officer") of the Note Purchase Agreement, in such form as shall be approved by such officer, is hereby authorized, such approval to be conclusively evidenced by such officer's execution thereof.

SECTION 3. The Borough hereby authorizes the use of certain information concerning the Program Notes and the Borough in the Preliminary Official Statement and final Official Statement of the MCIA, to be used in connection with the marketing and sale of the MCIA Notes.

SECTION 4. The execution and delivery by an Authorized Officer of a Continuing Disclosure Agreement, if any, to be dated as of the date of closing of the MCIA Notes, between the Borough and the trustee for the MCIA Notes, in such form as shall be approved by such officer, is hereby authorized, such approval to be conclusively evidenced by such officer's execution thereof.

SECTION 5. A portion of the proceeds of sale of the Program Notes to the MCIA may be retained by the MCIA as payment for the Borough's allocable share of issuance expenses and expenses related to the County Guaranty. Any Authorized Officer is hereby authorized and directed to pay all of the costs associated with the sale and issuance of the Program Notes.

SECTION 6. The Authorized Officers and any other officer of the Borough, and the staff and consultants of the Borough, are hereby authorized and directed to take all actions and execute any other agreement which may be necessary or convenient to effectuate the terms of this resolution in connection with the issuance, sale and delivery of the Program Notes, which includes the review and delivery of a preliminary official statement and official statement on behalf of the Borough, and the execution of the Note Purchase Agreement, the Continuing Disclosure Agreement, if any, and any other agreement to be executed in connection with the issuance of the Program Notes or the MCIA Notes.

SECTION 7. This resolution shall take effect immediately.

Motion to Approve R 24-059:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

I, the undersigned Borough Clerk of the Borough of Highlands, in the County of Monmouth, New Jersey hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Borough Council of said Borough at its meeting held on February 7, 2024.

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-060
AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated February 7, 2024, which totals as follows:

Current Fund	\$ 812,653.83
Sewer Account	\$ 82,669.37
Capital Fund	\$ 450,948.86
Trust-Other	\$ 91,150.47
<u>Federal/State Grants</u>	<u>\$ 9,637.94</u>
Total	\$ 1,447,060.47

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 1,447,060.47** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Motion to Approve R 24-060:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-061

AMENDING RESOLUTION 24-005 ENTITLED AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR

WHEREAS, Resolution 24-005, duly adopted January 1, 2024, authorized the award of a fair and open contract to the firm of Holman, Frenia, Allison, P.C., for professional auditing services for an amount not to exceed \$65,850 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2024 through December 1, 2024; and

WHEREAS, the Borough of Highlands has since determined that the not to exceed amount should have been \$69,950 as was set forth in the proposal from the firm of Holman, Frenia, Allison, P.C., dated November 8, 2023.

NOW THEREFORE BE IT RESOLVED, that Resolution 24-005 be and is hereby amended to reflect that the award of a contract for professional auditing services to the firm of Holman, Frenia, Allison, P.C., is for an amount not to exceed \$69,950 plus reimbursable expenses for the twelve (12) month period beginning January 1, 2024 through December 1, 2024.

Motion to Approve R 24-061:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-062

AMENDING RESOLUTION 24-029 ENTITLED APPOINTING FIRE POLICE

WHEREAS, Resolution 24-029, duly adopted January 1, 2024, approved the appointment of Fire Police for the calendar year 2024; and

WHEREAS, the Borough of Highlands was later advised by the Chief of Fire Police that Pat Mason Jr. should be removed as a Fire Police Officer; and

WHEREAS, the Borough of Highlands was also later advised by the Chief of Fire Police that two (2) additional individuals, Wayne Occhipinti and William Caizza, have been added as Officers.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 24-029 be and is hereby amended to reflect the removal of Pat Mason Jr. as a Fire Police Officer.

BE IT FURTHER RESOLVED, that Resolution 24-029 be and is hereby amended to reflect the approval of additional Fire Police Officers, Wayne Occhipinti and William Caizza, for the calendar year 2024.

Motion to Approve R 24-062:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-063

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE PORTLAND ROAD DRAINAGE IMPROVEMENTS PROJECT

WHEREAS, the Borough of Highlands has a need for professional engineering and design services in connection with the Portland Road Drainage Improvements Project pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated January 18, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work for the project includes the installation of drainage structures that will intercept the stormwater runoff and reduce the volume of overland flow including new drainage inlets, milling and paving as needed, curb and sidewalk replacement as needed, drainage structure cleaning, new sidewalk and curb and guardrail replacement; and

WHEREAS, the Borough requires professional engineering and design services in connection with the aforesaid project; and

WHEREAS, the said proposed professional engineering and design services includes the following schedule of fees:

Phase 1.0 – Roadway Topographic Survey	\$17,900.00
Phase 2.0 – Design Services	
Task 2.1 Engineering & Construction Documents	\$56,850.00
Task 2.2 Bidding Services	\$2,500.00
<u>Reimbursable Expenses</u>	<u>\$250.00</u>
Total	\$77,500.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 101 Crawfords Corner Road, Suite 3400, Holmdel, New Jersey 07733 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering & Design, Inc. for professional services in connection with the Portland Road Drainage Improvements Project; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$77,500.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated January 18, 2024; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design, Inc. 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 Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. 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. Colliers Engineering & Design, Inc. is hereby retained to provide professional engineering and design services in connection with the Portland Road Drainage Improvements Project in the Borough of Highlands as outlined above for an amount not to exceed \$77,500.00.
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 24-063:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-064

AUTHORIZING THE AWARD OF A CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES – GRANT CONSULTING SERVICES FOR OBTAINING FEMA FUNDING

WHEREAS, the Borough of Highlands has a need to award a contract for extraordinary unspecifiable services pursuant to the provisions of N.J.S.A. 19:44A-20.5 for Grant Consulting Services to assist the Borough with obtaining FEMA funding for various projects; and

WHEREAS, Grant Rite Management Corporation provides Grant Consulting Services specializing in disaster recovery programs such as FEMA, PA, CARES and the American Rescue Plan Act, and various other state and federal grant programs for municipalities and public and private entities across the country; and

WHEREAS, such services are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor and as such, constitute extraordinary, unspecifiable services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii); and

WHEREAS, by way of Resolution 22-209 duly adopted, September 7, 2022, Grant Rite Management Corporation was awarded a contract for grant consulting services to assist the Borough with obtaining FEMA funding for various projects; and

WHEREAS, Grant Rite Management Corporation has set forth a proposal to continue providing FEMA Grant Consulting Services, in a written proposal dated January 25, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed amount of the contract with Grant Rite Management Corporation is not to exceed \$50,000.00 and consists of the following services:

1. Coordinating implementation efforts with the Federal and State response and recovery plan and providing comprehensive program guidance.
2. Assisting the Borough in developing an approach to filing and tracking costs (if/where necessary).
3. Reviewing and assembling documentation provided by the Borough and developing corresponding narratives to support and substantiate claims and reimbursement requests.
4. Reviewing any potential/identified eligibility issues and working with the Borough to develop justifications for presentation to FEMA.

5. Preparing reimbursement claims and submitting those claims to FEMA once the Borough has reviewed and approved.
6. Assisting in identifying and addressing special consideration issues.
7. Attending meetings with the Borough, funding agency and all relevant parties to negotiate reimbursement claims as needed.
8. Assisting in determining if any eligible damages have not been quantified and presented.
9. Preparing draft correspondence to relevant agencies as necessary, including that pertaining to the arbitration of eligibility issues and in response to formal RFIs.
10. Working with the Borough to support/resolve disputes that may arise and, when necessary, strategizing, and preparing formal appeals if the Borough disagrees with eligibility determinations.
11. Identifying and addressing in advance any issues related to inter-agency funding conflicts.
12. Assisting with Requests for Reimbursement (RFRs), preparations for final inspections by FEMA (if applicable), and closeout of all projects when the Borough has completed projects and drawn down reimbursement for all eligible costs.
13. Assisting with preparations for annual and/or other (potential) future audits, as necessary.
14. Recording and tracking all reimbursement claim submissions, awards, receipt/appropriation of funds, timelines, and programmatic and fiscal grant summaries as required by the Borough and/or FEMA.
15. Preparing correspondence, reports, summaries and findings, conclusions and recommendations as needed and/or required by the Borough and/or FEMA; and

WHEREAS, the FEMA Grant Consulting Services will be billed at an hourly rate of \$165.00 per hour, with expenses for personal auto use at a rate of \$00.575 per mile and travel and lodging per diem as incurred/GSA rates when available; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$50,000.00 as stated in Grant Rite Management Corporation's proposal dated January 25, 2024; and

WHEREAS, Grant Rite Management Corporation has completed and submitted a Business Entity Disclosure Certification which certifies that it 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 Grant Rite Management Corporation from making any reportable contributions through the term of the contract; and

WHEREAS, Grant Rite Management Corporation 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, Account # 4-01-20-131-000-201:


 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 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. Grant Rite Management Corporation is hereby retained to provide Grant Consulting Services to assist the Borough with obtaining FEMA funding for various projects within the Borough as described above and in their proposal, dated January 25, 2024, for an amount not to exceed \$50,000.00, for the twelve (12) month period beginning January 1, 2024 through December 31, 2024.
2. The contract is awarded without competitive bidding as an extraordinary, unspecifiable service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and 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 24-064:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	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: February 7, 2024

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-065

AMENDING RESOLUTION 23-250 ENTITLED APPOINTING SPECIAL POLICE OFFICER

WHEREAS, Resolution 23-250, duly adopted December 20, 2023, approved the appointment of Yanni Gouzouassis as Special Officer Class II for the calendar year 2024; and

WHEREAS, the Borough of Highlands was later advised by the Chief of Police that Yanni Gouzouassis cannot complete the police academy as scheduled, and thus should be appointed as Special Officer Class I, for the calendar year 2024.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 23-250 be and is hereby amended to reflect that Yanni Gouzouassis is appointed as Special Officer Class I for a one-year term for the period beginning January 1, 2024 through December 31, 2024.

Motion to Approve R 24-065:

	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: February 7, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands