



BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING
151 Navesink Ave., Highlands, NJ 07732
Wednesday, October 01, 2025 at 7:00 PM

AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times, and by posting at the Borough of Highlands Municipal Building and Borough's website and filing with the Borough Clerk all on January 1, 2025. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

APPROVAL OF MINUTES

1. September 17, 2025 Meeting Minutes

INTRODUCTION OF PROPOSED ORDINANCES

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

CONSENT AGENDA

3. **R 25-179** Authorizing Shared Services Agreement Between the Borough of Highlands and the County of Monmouth for Community Rating System Project Management Software
4. **R 25-180** Approving Request for Waiver of Alcohol Ban for Community Center Rental by the Henry Hudson Regional School PTO
5. **R 25-181** Approving Request for Waiver of Alcohol Ban for Community Center Rental by the Recreation Department
6. **R 25-182** Authorizing the Award of a Non-Fair and Open Contract for Professional Services in Connection with the South Peak Drainage Improvements Project
7. **R 25-183** Property Tax Cancellation
8. **R 25-184** Authorizing Payment of Bills
9. **R 25-185** Approving Change Order for the Shore Drive Pedestrian Improvements Project

REPORTS

10. Mayor's Report

PUBLIC PORTION

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

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

11. Attorney-Client Privilege – Sidewalk Maintenance Requirements

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@highlandsnj.gov.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-23

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

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

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

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

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

SECTION I.

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

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

Section 10-2. FEES.

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

1. Building Subcode Fees

Use	Fee
Extension of temporary certificate of occupancy	\$125.00

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

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

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

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

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

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

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-23:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 15, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-179

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE COUNTY OF MONMOUTH FOR COMMUNITY RATING SYSTEM PROJECT MANAGEMENT SOFTWARE

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1. et seq., allows a local unit of this State to enter into an agreement with any other local unit to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, the County of Monmouth has acquired a license to utilize the Community Rating System ("CRS") Project Management Software, which includes its related software products, services, and websites, provides for a municipal platform, elevation certificate storage and file management, and a CRS resident platform; and

WHEREAS, the Borough of Highlands desires to enter into a Shared Services Agreement with the County of Monmouth whereby the County will provide the Borough with a sublicense to utilize the CRS software for a term of six (6) months beginning on August 31, 2026 and ending on March 6, 2027, and the Borough shall pay the County the amount of \$1,537.50; and

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

I hereby certify funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that the Mayor and Borough Clerk are hereby authorized to execute a Shared Services Agreement with the County of Monmouth, in a form to be reviewed and approved by the Borough Attorney, whereby the County will provide the Borough with a sublicense to utilize the CRS software for a term of six (6) months beginning on August 31, 2026 and ending on March 6, 2027 and the Borough of Highlands shall pay the County the amount of \$1,537.50.

BE IT FURTHER RESOLVED that the Borough Clerk shall forward a certified copy of this Resolution to the County of Monmouth.

Motion to Approve R 25-179:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-180
APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR COMMUNITY CENTER
RENTAL BY THE HENRY HUDSON REGIONAL SCHOOL PTO

WHEREAS, the Borough of Highlands has received an application for rental of the Community Center from the Henry Hudson Regional School PTO to host a Trivia Night; and

WHEREAS, HHRS PTO has requested a waiver of the alcohol prohibition in order to allow alcohol to be consumed by guests of this event; and

WHEREAS, HHRS PTO has obtained the necessary insurance coverage required to allow alcohol at the event.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that Henry Hudson Regional School PTO’s request for a waiver of the alcohol prohibition is approved for the Trivia Night to be hosted on October 6, 2025;

BE IT FURTHER RESOLVED, that as a condition of this approval the applicant has provided the Municipal Clerk with a certificate of insurance coverage naming the Borough of Highlands as an additional insured, subject to the Borough Administrator’s review and approval.

Motion to Approve R 25-180:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-181

APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN FOR COMMUNITY CENTER
RENTAL BY THE RECREATION DEPARTMENT

WHEREAS, the Borough of Highlands has received an application for rental of the Community Center from the Recreation Department to host Fundraising Events; and

WHEREAS, the Recreation Department has requested a waiver of the alcohol prohibition in order to allow alcohol to be consumed by guests of these fundraising events; and

WHEREAS, the Recreation Department will obtain the necessary insurance coverage required to allow alcohol at the event.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Recreation Department’s request for a waiver of the alcohol prohibition is approved for fundraising events to be hosted on the following dates in 2025:

October 5	November 23	December 12
October 12	November 30	December 14

BE IT FURTHER RESOLVED, that as a condition of this approval the applicant has provided the Municipal Clerk with sufficient proof of insurance coverage.

Motion to Approve R 25-181:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-182

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

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

WHEREAS, Colliers Engineering and Design has set forth its proposed services in a written proposal dated September 30, 2025, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work for the project encompasses the preparation of construction documents and the facilitation of bidding services for the repair of a retaining wall and the extension of an existing drainage system from Hillside Avenue to South Peak and includes site assessment and documentation of existing conditions, development of engineering plans and specifications and coordination with regulatory agencies, as required; and

WHEREAS, the proposed amount of the contract with Colliers Engineering and Design is \$8,500.00; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering and Design, 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 and Design for the aforesaid professional services in connection with the South Peak Drainage Improvements Project as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$8,500.00 for professional services as stated in Colliers Engineering and Design's proposal dated September 30, 2025; and

WHEREAS, Colliers Engineering and Design 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 Colliers Engineering and Design from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering and Design 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 and Design is hereby retained to provide professional services in connection with the South Peak Drainage Improvements Project as described above and in their proposal dated September 30, 2025, for an amount not to exceed \$8,500.00.
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)(i). 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 25-182:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-183
PROPERTY TAX CANCELLATION

WHEREAS, the following properties were previously sub-divided, and

WHEREAS, the Tax Assessor has reviewed the records and has made a determination that the 2024 valuations should be removed, and

WHEREAS, the Tax Collector is recommending that the 2024 taxes be cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel taxes as shown.

<u>Block</u>	<u>Lot</u>	<u>Year</u>	<u>Amount</u>
49	16.02	2024	\$15,810.30
120	10.06	2024	\$ 400.08

Motion to Approve R 25-183:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-184
AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared, and dated October 1, 2025, which totals as follows:

Current Fund	\$	69,561.85
Sewer Account	\$	5,831.53
Capital Fund	\$	496,311.83
Trust-Other	\$	8,429.89
Federal/State Grants	\$	1,700.00
TOTAL	\$	581,835.10

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 581,835.10** be paid to the person(s) named, for the amounts set opposite their respective name(s), and endorsed and approved on said vouchers. An individual listing of all bills is posted on the Borough website at www.highlandsnj.gov and on file with the Municipal Clerk's Office for reference.

Motion to Approve R 25-184:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS
10/01/ 2025

Item 8.

CURRENT:		\$	69,561.85
Payroll	(09/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	5,831.53
Payroll	(09/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	496,311.83
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	8,429.89
Payroll	(09/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND			
Payroll	(09/30 /2025)	\$	1,700.00
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.**

September 29, 2025
12:15 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: Item 8.

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes
Vendors: All
Rcvd Batch Id Range: First to Last
Include Non-Budgeted: Y
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
ACTION01 ACTION UNIFORM CO., LLC																
25-01059	08/19/25	job shirts/elbeco white														
1	job shirts/elbeco white		316.00	5-01-25-260-000-232	B	First Aid: Uniform Clothing & Access.	R	08/19/25	09/26/25					81841		N
Vendor Total:			316.00													
AMAZ0005 AMAZON CAPITAL SERVICES																
25-00252	02/24/25	Patrol Equipment														
1	CKPART 20pack Wire Clips		14.50	5-01-25-240-000-269	B	Police: Patrol Equipment	R	02/24/25	03/11/25					11N19N6JFGTD		N
25-01129	09/08/25	Patrol Equipment														
1	Taser 7 CQ Holster Left Hand		269.97	5-01-25-240-000-269	B	Police: Patrol Equipment	R	09/08/25	09/22/25					1LYTNMVT9MCV		N
25-01132	09/09/25	Patrol Equipment														
1	12 pcs Adjust Traffic Cone		43.14	5-01-25-240-000-269	B	Police: Patrol Equipment	R	09/09/25	09/29/25					1DKWRCJXX4YC		N
Vendor Total:			327.61													
ANJR0005 ANJR																
24-01335	10/22/24	RECYCLING TRAINING														
1	RECYCLING TRAINING		200.00	4-01-26-290-000-294	B	Streets: Other	R	10/22/24	09/22/25					200000209		N
Vendor Total:			200.00													
ATC ATC VOICE/DATA, INC.																
25-00513	04/15/25	3 panic buttons														
1	3 panic buttons		997.00	5-01-43-490-000-294	B	Municipal Court: Other	R	04/15/25	09/26/25					64310		N
25-01125	09/05/25	service contract honeywell														
1	service contract honeywell		938.00	5-01-26-310-000-178	B	B&G: Building Maintenance	R	09/05/25	09/22/25					65244		N
Vendor Total:			1,935.00													

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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: Item 8.

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
BANKERS BANKERS LIFE AND CASUALTY CO.										
	25-01203 09/24/25 retiree medical									
	1 retiree medical		695.27	5-01-23-220-000-254	B Current: Retirees Group Insurance	R	09/24/25	09/24/25	B2574841	N
	Vendor Total:		695.27							
BER01 BERTO CONSTRUCTION										
	25-00627 05/09/25 pedestrian improv.Marine Place									
	2 pedestrian improv.Marine Place		274,074.15	C-04-25-101-000-203	B ORD#25-07 Marine Place 2	R	05/09/25	09/24/25	PAYMENT #2	N
	Vendor Total:		274,074.15							
BLACK005 BLACK ROCK ENTERPRISES, LLC										
	25-00769 06/12/25 Shore Drive Pedestrian improv									
	3 Shore Drive Pedestrian improv		42,147.30	C-04-24-101-000-202	B ORD#24-11 Shore Drive Ped Crossing	R	06/12/25	09/25/25	CHANGE ORDER #1	N
	Vendor Total:		42,147.30							
BOROU005 BOROUGH OF ATLANTIC HIGHLANDS										
	25-01217 09/26/25 sound recording									
	1 sound recording		157.68	5-01-43-490-000-151	B Municipal Court: Consultants - Other	R	09/26/25	09/26/25	SEPTEMBER 2025	N
	Vendor Total:		157.68							
CAESA005 CAESARS										
	25-00943 07/23/25 NJLM 2025 CONFERENCE									
	1 NJLM 2025 CONFERENCE		483.00	5-01-20-100-000-228	B Admin: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	2 NJLM 2025 CONFERENCE		483.00	5-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	3 NJLM 2025 CONFERENCE		483.00	5-01-25-265-000-128	B Uniform Fire: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	4 NJLM 2025 CONFERENCE		483.00	5-01-28-360-000-136	B Community Ctr: Schooling/Training	R	07/23/25	09/29/25	2025	N
	5 NJLM 2025 CONFERENCE		483.00	5-01-20-110-000-228	B Mayor/Council: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	6 NJLM 2025 CONFERENCE		483.00	5-01-20-100-000-228	B Admin: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	7 NJLM 2025 CONFERENCE		483.00	5-01-20-100-000-228	B Admin: Meetings & Conferences	R	07/23/25	09/29/25	2025	N
	8 NJLM 2025 CONFERENCE		483.00	5-01-22-195-000-236	B Construction: Schooling/Training	R	07/23/25	09/29/25	2025	N
	9 NJLM 2025 CONFERENCE		483.00	5-01-26-290-000-294	B Streets: Other	R	07/23/25	09/29/25	2025	N

September 29, 2025
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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No: Item 8.

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	Excl
CAESA005 CAESARS									
Continued									
25-00943 07/23/25 NJLM 2025 CONFERENCE		Continued							
10 Occupancy fee	189.00	5-01-26-290-000-294	B Streets: Other	R	07/24/25	09/29/25		2025	N
	4,536.00								
Vendor Total:	4,536.00								
COLLI005 COLLIERS ENGINEERING/DESIGN									
24-01411 11/07/24 GRANT FOR FY22 SAFE STREETS									
8 GRANT FOR FY22 SAFE STREETS	878.75	C-04-23-101-000-203	B ORD#23-10 Sidewalk/Curb Cuts-by BoroHall	R	11/07/24	09/26/25		1095207	N
9 GRANT FOR FY22 SAFE STREETS	1,202.50	C-04-23-101-000-203	B ORD#23-10 Sidewalk/Curb Cuts-by BoroHall	R	11/07/24	09/26/25		1084430	N
	2,081.25								
25-00737 06/05/25 2026 NJDOT State Aid App									
1 2026 NJDOT State Aid App	355.00	5-01-20-165-000-244	B Engineering:General Engineering	R	06/05/25	09/26/25		1084006	N
Vendor Total:	2,436.25								
COMCAST COMCAST									
25-01197 09/23/25 17-1 spc video acct									
1 17-1 spc video acct	101.19	5-01-31-450-000-213	B Telecommunications	R	09/23/25	09/23/25		SPC VIDEO ACCT	N
2 42 shore dr	539.88	5-01-31-450-000-213	B Telecommunications	R	09/23/25	09/23/25		42 SHORE DR	N
	641.07								
25-01219 09/26/25 151 navesink avenue									
1 151 navesink avenue	235.38	5-01-31-450-000-213	B Telecommunications	R	09/26/25	09/26/25		151 NAVESINK AV	N
Vendor Total:	876.45								
COSTC010 COSTCO									
25-01204 09/25/25 Event snacks									
1 Event snacks/decor/items	374.57	5-01-28-360-000-244	B Community Ctr: Special Events	R	09/25/25	09/26/25		9/25/25	N
Vendor Total:	374.57								
DELTA005 DELTA DENTAL OF NJ, INC.									
25-01202 09/24/25 dental care									
1 dental care	2,148.30	5-01-23-220-000-253	B Current: Group Insurance	R	09/24/25	09/24/25		1192684	

September 29, 2025
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BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No Item 8.

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	Exc		
DELTA005 DELTA DENTAL OF NJ, INC. Continued										
25-01202 09/24/25 dental care		Continued								
2 dental care	1,847.07	5-01-23-220-000-254	B Current: Retirees Group Insurance	R	09/24/25	09/24/25	1192686	N		
	3,995.37									
Vendor Total:	3,995.37									
EVER0005 EVERON										
25-00871 07/11/25 cameras for dpw										
1 cameras for dpw	15,750.00	5-01-44-901-000-264	B Acquisition of Various Equipment	R	07/11/25	09/23/25	159567715	N		
Vendor Total:	15,750.00									
EXTREME EXTREME MACHINES										
25-00776 06/13/25 parts for polaris										
1 parts for polaris	207.92	5-01-26-300-000-203	B Mech Garage: Motor Vehicle - Police	R	06/13/25	09/22/25	204477	N		
Vendor Total:	207.92									
FBI01 FBI-LEEDA										
25-00982 08/06/25 Training										
1 07/31/25: Command Leadership	795.00	5-01-25-240-000-236	B Police: Schooling/Training	R	08/06/25	09/22/25	200130915	N		
Vendor Total:	795.00									
FILEB005 FILEBANK										
25-01209 09/25/25 STORAGE										
1 STORAGE	489.90	5-01-26-310-000-103	B B&G: Consumable Supplies	R	09/25/25	09/25/25	0134808	N		
Vendor Total:	489.90									
FIORE FIORE PAVING COMPANY										
25-01211 09/26/25 washington ave improvements										
1 washington ave improvements	85,863.68	C-04-23-101-000-202	B ORD#23-10 Washington Ave	R	09/26/25	09/26/25	PAYMENT #1	N		
Vendor Total:	85,863.68									

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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
FITZPATR FITZPATRICK AND SONS													
25-00736	06/05/25	2025 beach sifting											
4	2025 beach sifting	4,140.00	5-01-28-376-000-181	B Beachfront: Beach clean-up/sift	R	06/05/25	09/24/25		9/18/25				N
Vendor Total:		4,140.00											
FOODTOWN FOODTOWN OF ATLANTIC HIGHLANDS													
25-01117	09/03/25	Summer camp											
1	Summer camp	10.75	T-03-56-850-000-011	B Trust: Recreation	R	09/03/25	09/22/25		011096681337				N
Vendor Total:		10.75											
H2MAS005 H2M ASSOCIATES, INC.													
23-00026	01/09/23	Sanitary Engineer											
38	Sanitary Engineer	2,795.50	4-05-55-502-000-151	B Sewer: Consultants - Other	R	09/23/25	09/23/25		284195				N
24-00716	05/31/24	Force Main Inspection											
3	Force Main Inspection	1,096.00	C-06-24-101-000-201	B ORD#24-05 Phase I&II Sanitary Sewer Imp	R	05/31/24	09/23/25		284196				N
Vendor Total:		3,891.50											
BUTLER JAMES BUTLER, ESQ.													
25-01222	09/29/25	9/16/25 DWI SPECIAL SESSION											
1	9/16/25 DWI SPECIAL SESSION	450.00	G-02-41-810-000-005	B Grant: Alcohol Educ: 2016	R	09/29/25	09/29/25		9/16/25				N
Vendor Total:		450.00											
JAMES035 JAMES R. IENTILE, INC.													
24-01257	10/01/24	Portland Road drainage improve											
8	Portland Road drainage improve	91,049.45	C-04-24-101-000-201	B ORD#24-11 Portland Road Improvements	R	10/01/24	09/29/25		PAYMENT #6				N
Vendor Total:		91,049.45											
JANIC005 JANICE SWAGGERTY													
25-01224	09/29/25	9/16/25 DWI SPECIAL SESSION											
1	9/16/25 DWI SPECIAL SESSION	250.00	G-02-41-810-000-005	B Grant: Alcohol Educ: 2016	R	09/29/25	09/29/25		9/16/25				N
Vendor Total:		250.00											

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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	Excl
JCP & L									
25-01195 09/23/25 CEDAR STREET									
1 CEDAR STREET	17.83	5-01-31-430-000-215	B Electric	R	09/23/25	09/23/25		95548417435	N
2 STREET LIGHTING	3,088.78	5-01-31-435-000-217	B Street Lighting	R	09/23/25	09/23/25		95548417434	N
3 STREET LIGHTING	1,868.87	5-01-31-435-000-217	B Street Lighting	R	09/23/25	09/23/25		95548417433	N
	4,975.48								
25-01199 09/23/25 master bill mua									
1 master bill mua	126.89	5-01-31-430-000-215	B Electric	R	09/23/25	09/23/25		95109855414	N
2 master bill	475.14	5-01-31-430-000-215	B Electric	R	09/23/25	09/23/25		95109855395	N
	602.03								
Vendor Total:	5,577.51								
JERSEY AUTO SPA CAR WASH									
25-01115 09/03/25 Car Wash									
1 Full Service & Exterior Wash	32.00	5-01-25-240-000-265	B Police: Car Wash	R	09/03/25	09/22/25		1538	N
Vendor Total:	32.00								
KIM AMBROSE EMS TRAINING LLC									
25-01127 09/05/25 PREHOSPITAL TRAUMA LIFE CLASS									
1 PREHOSPITAL TRAUMA LIFE CLASS	400.00	5-01-25-260-000-254	B First Aid: Schooling/Training	R	09/05/25	09/22/25		219	N
Vendor Total:	400.00								
MARMERO LAW, LLC									
25-00106 01/23/25 2025 tax appeal/foreclosure									
7 2025 tax appeal/foreclosure	2,090.00	5-01-20-150-000-294	B Tax Assessor: Other	R	01/23/25	09/25/25		32130	N
Vendor Total:	2,090.00								
MONMOUTH COUNTY CLERK									
25-01210 09/25/25 RIM MAINTENANCE-9/1/25-8/31/26									
1 RIM MAINTENANCE-9/1/25-8/31/26	3,600.00	5-01-20-120-000-252	B Municipal Clerk: Contractual Service	R	09/25/25	09/25/25		2025-2026	N
Vendor Total:	3,600.00								

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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
SPCA MONMOUTH COUNTY SPCA					
25-00109 01/23/25 2025 animal control services					
9 2025 animal control services	1,575.00 5-01-27-340-000-152 B Dog Control: Contractual Service	R	04/24/25 09/26/25	2026383	N
Vendor Total:	1,575.00				
NWFIN005 NWFINANCIAL GROUP LLC					
25-01173 09/12/25 REDEVELOPMENT CONSULTANT					
1 REDEVELOPMENT CONSULTANT	528.75 T-03-56-856-810-196 B Redevel Scenic Highlands/KRE 105.107/1.1 R		09/12/25 09/22/25	33431	N
Vendor Total:	528.75				
PITNEY PITNEY BOWES, INC.					
25-01198 09/23/25 quarterly lease fee					
1 quarterly lease fee	722.73 5-01-26-310-000-170 B B&G: Leased Equipment	R	09/23/25 09/23/25	3321328772	N
Vendor Total:	722.73				
POORJ005 POOR JOHNS PORTABLE TOILETS					
25-01215 09/26/25 snugharbor					
1 snugharbor	390.00 5-01-28-375-000-181 B Parks: Restroom rental	R	09/26/25 09/26/25	22471	N
2 veterans park	195.00 5-01-28-375-000-181 B Parks: Restroom rental	R	09/26/25 09/26/25	22472	N
3 miller beach	195.00 5-01-28-375-000-181 B Parks: Restroom rental	R	09/26/25 09/26/25	22473	N
	780.00				
Vendor Total:	780.00				
PRINCLIF PRINCIPAL LIFE GROUP					
25-00100 09/24/25 life insurance					
1 life insurance	1,067.87 5-01-23-220-000-253 B Current: Group Insurance	R	09/24/25 09/24/25	OCTOBER 2025	N
Vendor Total:	1,067.87				
RUDER005 RUDERMAN & ROTH, LLC					
25-00104 01/23/25 2025 Labor attorney					
7 2025 Labor attorney	5,790.50 5-01-20-155-000-294 B Legal Services: Other	R	09/24/25 09/24/25	JULY-AUG 2025	N
Vendor Total:	5,790.50				

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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	Excl
RUTHS005 RUTHSELVI GONZALEZ					
25-01216 09/26/25 court help					
1 court help	350.00 5-01-43-490-000-151 B Municipal Court: Consultants - Other R 09/26/25 09/26/25 9/17,23 &24 N				
Vendor Total:	350.00				
SANDR005 SANDRA AKES					
25-01223 09/29/25 9/16/25 SPECIAL DWI SESSION					
1 9/16/25 SPECIAL DWI SESSION	250.00 G-02-41-810-000-005 B Grant: Alcohol Educ: 2016 R 09/29/25 09/29/25 9/16/25 N				
Vendor Total:	250.00				
SIRCHIE SIRCHIE LABS, INC.					
25-00623 05/08/25 Fingerprinting Supplies					
1 131LB Black 2x4 Hinge Lifter	30.60 5-01-25-240-000-206 B Police: Fingerprint Supplies R 05/08/25 09/24/25 0710005-IN N				
2 131LB4 Black 4x4 Hinge Lifter	34.41 5-01-25-240-000-206 B Police: Fingerprint Supplies R 05/08/25 09/24/25 0693569-IN N				
3 135LB Black 6x9 Lifter	33.67 5-01-25-240-000-206 B Police: Fingerprint Supplies R 05/08/25 09/24/25 0693569-IN N				
4 Shipping - Not to Exceed	20.00 5-01-25-240-000-206 B Police: Fingerprint Supplies R 05/08/25 09/24/25 0693569-IN N				
	118.68				
Vendor Total:	118.68				
SPECTROL SPECTROTEL					
25-01196 09/23/25 fire department					
1 fire department	136.11 5-01-31-440-000-213 B Telephone R 09/23/25 09/23/25 13236289 N				
Vendor Total:	136.11				
STAPLES STAPLES ADVANTAGE					
25-01136 09/10/25 office supplies					
1 office supplies	74.22 5-01-20-110-000-201 B Mayor/Council: Office Supplies R 09/10/25 09/22/25 6042294079 N				
Vendor Total:	74.22				
SYMB0005 SYMBOLARTS LLC					
25-01066 08/22/25 other					
1 C-227230 Dept Patch Pin	1,096.00 5-01-25-240-000-270 B Police: Leased Equipment R 08/22/25 09/24/25 0543632				
2 Tariff Surcharge	54.80 5-01-25-240-000-270 B Police: Leased Equipment R 08/22/25 09/24/25 0543632				

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SYMBOLARTS LLC												
Continued												
25-01066 08/22/25 Other Continued												
3	C-227472	Challenge Coin	2,854.40	5-01-25-240-000-270	B Police: Leased Equipment	R	08/22/25	09/24/25			0543632	N
4	Tariff	Surcharge	142.72	5-01-25-240-000-270	B Police: Leased Equipment	R	08/22/25	09/24/25			0543632	N
5	Shipping		205.50	5-01-25-240-000-270	B Police: Leased Equipment	R	08/22/25	09/24/25			0543632	N
			4,353.42									
Vendor Total:			4,353.42									
TARGETED TECHNOLOGIES LLC												
25-01226 09/29/25 365 GCC LICENSE												
1	365	GCC LICENSE	1,647.36	5-01-43-490-000-294	B Municipal Court: Other	R	09/29/25	09/29/25			124043	N
2	DATTO	BACKUP POLICE	715.83	5-01-25-240-000-294	B Police: Other	R	09/29/25	09/29/25			123987	N
3	DATTO	BACKUP	715.83	5-05-55-502-000-294	B Sewer: Other	R	09/29/25	09/29/25			123985	N
4	PHISHING	TRAINING	168.72	5-01-20-120-000-294	B Municipal Clerk: Other	R	09/29/25	09/29/25			124045	N
5	FIXRUNNER		327.00	5-01-20-120-000-294	B Municipal Clerk: Other	R	09/29/25	09/29/25			124088	N
			2,920.74									
Vendor Total:			2,920.74									
THOMAS J SMITH III												
25-01221 09/29/25 9/16/25 DWI SPECIAL SESSION												
1	9/16/25	DWI SPECIAL SESSION	750.00	G-02-41-810-000-005	B Grant: Alcohol Educ: 2016	R	09/29/25	09/29/25			9/16/25	N
Vendor Total:			750.00									
US FOODS, INC.												
25-00902 07/15/25 Week 2												
1	Week 2		1,117.79	T-03-56-850-000-024	B Trust: Recreation Activities	R	07/15/25	09/22/25			2025	N
25-01186 09/17/25 food for summer camp												
1	food	for summer camp	6,772.60	T-03-56-850-000-024	B Trust: Recreation Activities	R	09/17/25	09/22/25			2025	N
Vendor Total:			7,890.39									
VARAKIYU ENTERPRISES LLC												
25-01220 09/26/25 cleaning supplies												
1	cleaning	supplies	495.13	5-01-26-310-000-116	B B&G: Janitorial Supplies	R	09/26/25	09/26/25			4004	

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
VARAKIYU VARAKIYU ENTERPRISES LLC Continued									
25-01220 09/26/25 cleaning supplies		Continued							
2 cleaning supplies	180.80	5-01-26-310-000-116	B B&G: Janitorial Supplies	R	09/26/25	09/26/25		4011	N
3 cleaning supplies	313.35	5-01-26-310-000-116	B B&G: Janitorial Supplies	R	09/26/25	09/26/25		4022	N
4 cleaning supplies	331.78	5-01-26-310-000-116	B B&G: Janitorial Supplies	R	09/26/25	09/26/25		4034	N
	1,321.06								
Vendor Total:	1,321.06								
VERIZON005 VERIZON									
25-01207 09/25/25 fios									
1 fios	149.00	5-01-31-440-000-213	B Telephone	R	09/25/25	09/25/25		9/4/25	N
Vendor Total:	149.00								
VERWIRE VERIZON WIRELESS									
25-01206 09/25/25 cell phone									
1 cell phone	2,320.20	5-05-55-502-000-213	B Sewer: Telephone	R	09/25/25	09/25/25		6123062760	N
Vendor Total:	2,320.20								
VSP VISION SERVICE PLAN									
25-01201 09/24/25 vision care									
1 vision care	567.47	5-01-23-220-000-253	B Current: Group Insurance	R	09/24/25	09/24/25		OCTOBER 2025	N
2 vision care	567.46	5-01-23-220-000-254	B Current: Retirees Group Insurance	R	09/24/25	09/24/25		OCTOBER 2025	N
	1,134.93								
Vendor Total:	1,134.93								
TIMMERMA W.E. TIMMERMAN CO., INC.									
25-01185 09/16/25 brooms for the street sweeper									
1 brooms for the street sweeper	2,284.14	5-01-26-290-000-154	B Streets: Equipment Maintenance	R	09/16/25	09/26/25		0235877-IN	N
Vendor Total:	2,284.14								

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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	Excl					
<hr/>															
WALLT005 WALLING LOCKSMITH															
<hr/>															
25-01135	09/10/25	extra padlocks ab & ad													
1 extra padlocks ab & ad	648.00	5-01-26-310-000-181	B	B&G: General Hardware - Minor Tools	R	09/10/25	09/24/25		9/9/25			N			
Vendor Total:		648.00													

Total Purchase Orders:	58	Total P.O. Line Items:	90	Total List Amount:	581,835.10	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	4-01	200.00	0.00	200.00	0.00	0.00	200.00
	4-05	2,795.50	0.00	2,795.50	0.00	0.00	2,795.50
Year Total:		2,995.50	0.00	2,995.50	0.00	0.00	2,995.50
	5-01	69,361.85	0.00	69,361.85	0.00	0.00	69,361.85
	5-05	3,036.03	0.00	3,036.03	0.00	0.00	3,036.03
Year Total:		72,397.88	0.00	72,397.88	0.00	0.00	72,397.88
CAPITAL PROJECTS	C-04	495,215.83	0.00	495,215.83	0.00	0.00	495,215.83
	C-06	1,096.00	0.00	1,096.00	0.00	0.00	1,096.00
Year Total:		496,311.83	0.00	496,311.83	0.00	0.00	496,311.83
	G-02	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00
TRUST NON BUDGET-TWO RIVER	T-03	8,429.89	0.00	8,429.89	0.00	0.00	8,429.89
Total of All Funds:		581,835.10	0.00	581,835.10	0.00	0.00	581,835.10



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-185

APPROVING CHANGE ORDER FOR THE SHORE DRIVE PEDESTRIAN IMPROVEMENTS PROJECT

WHEREAS, by way of Resolution 25-094 duly adopted on April 2, 2025, Black Rock Enterprises was awarded a contract for the Shore Drive Pedestrian Improvements Project; and

WHEREAS, in accordance with the aforesaid contract award, the amount of the contract that was awarded to Black Rock Enterprises was in the amount of \$741,851.98; and

WHEREAS, by letter dated October 1, 2025, the Project Engineer, Colliers Engineering & Design, advised that it was necessary to authorize a change order increasing the total contract amount; and

WHEREAS, Change Order No. 1 REV reflects an increase of \$42,147.30, thereby increasing the Contract amount from \$741,851.98 to \$783,999.28; and

WHEREAS, Change Order No. 1 REV includes additional striping for the Shore Drive Pedestrian Improvements Project; and

WHEREAS, in accordance with the aforesaid letter, the Project Engineer recommended that the Borough approve Change Order No. 1 REV in order to allow for the additional striping to be completed.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, that based on the recommendation from the Project Engineer, Colliers Engineering and Design, Change Order No. 1 REV changing the Contract amount from \$741,851.98 to \$783,999.28, which is an increase of \$42,147.30, 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 Black Rock Enterprises.

Motion to Approve R 25-185:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: October 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands