



**BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING**
22 Snug Harbor Avenue, Highlands NJ 07732
Wednesday, October 18, 2023 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, 2023. 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

PROCLAMATIONS/AWARDS/OATH OF OFFICE

APPROVAL OF MINUTES

1. October 4, 2023 Meeting Minutes
2. October 4, 2023 Executive Session Minutes

PUBLIC HEARING ON PROPOSED ORDINANCES

3. O-23-21 Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities

INTRODUCTION OF PROPOSED ORDINANCES

RESOLUTIONS

CONSENT AGENDA

4. R 23-204 Authorizing Execution of a Lease Agreement for Municipal Property Designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands
5. R 23-205 Awarding Contract for the Improvements to Bayside Drive and Marie Avenue Project
6. R 23-206 Authorizing the Execution of a Shared Services Agreement Between the Borough of Highlands and Borough of Atlantic Highlands for Basic Life Support Response
7. R 23-207 Authorizing the Award of a Non-Fair and Open Contract for Professional Emergency Medical Services Between the Borough of Highlands and JFK Medical Center (“JFK”) for EMS Services
8. R 23-208 Authorizing Adoption of Amendments to the Borough’s Personnel Policies and Procedures Manual and Personnel Policies and Procedures Manual Supervisory Supplement and

Distribution of Personnel Policies and Procedures Manual and Personnel Policies and Procedures Manual Supervisory Supplement

9. R 23-209 Authorizing Adoption of Amendments to the Borough’s Drug and Alcohol Policy for Employees Required to Possess a Commercial Driver’s License, Renamed Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver’s License and Distribution of Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver’s License

10. R 23-210 Authorizing Payment of Bills

11. R 23-211 Amending the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Remainder of the Calendar Year 2023 and for the 2024 Reorganization Meeting

12. R 23-212 Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services in Connection with Construction Phase Services to Bayside Drive and Marie Avenue

13. R 23-213 Awarding a Fair and Open Contract for Drainage Repair Services for 88-6 Portland Road

14. R 23-214 Authorizing the Award of a Contract to Mitchell Humphrey & Co. for Proprietary Software Product License and Maintenance Support

OTHER BUSINESS

REPORTS

15. Borough Administrator - Best Practices

PUBLIC PORTION

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

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:

16. Potential Litigation

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-23-21

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

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

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

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

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

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

SECTION I.

A parking space in front of 2 Rogers Street, Apt. A-4, starting 24.10 feet southwest of utility pole J584B (immediately following the designated handicap parking space for 2 Rogers Street, Apt. A-2) and continuing for a total of 23 feet, is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to the residents of 2 Rogers Street, Apt. A-4. A sign shall be installed specifically identifying the parking space in accordance with Ordinance 18-03.

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

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

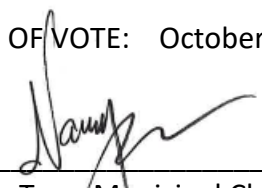
SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-23-21:

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

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

DATE OF VOTE: October 4, 2023



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-23-21:

	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 18, 2023

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-204

AUTHORIZING EXECUTION OF A LEASE AGREEMENT FOR MUNICIPAL PROPERTY DESIGNATED AS BLOCK 56, LOT 13 ON THE TAX MAP OF THE BOROUGH OF HIGHLANDS

WHEREAS, the Borough owns the property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands; and

WHEREAS, N.J.S.A. 40A:12-14 sets forth, in relevant part, that a municipality may lease any real property not needed for public use; and

WHEREAS, N.J.S.A. 40A:12-14(a) sets forth, in relevant part, that in the case of a lease to a private person, said lease shall be made to the highest bidder by the submission of sealed bids; and

WHEREAS, by way of Resolution 23-173, duly adopted on August 16, 2023, the Borough authorized advertisement for and the solicitation of sealed bids for the lease of the property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands; and

WHEREAS, by way of Resolution 23-195, duly adopted on September 20, 2023, the Borough accepted the bid dated September 11, 2023 from Smoke N Mirrors, LLC. d/b/a The Proving Ground, and awarded the lease of municipal property designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands for the purpose of operating a parking lot for an amount of \$2,000.00 per month for a total of \$24,000.00 per year; and

WHEREAS, by way of Resolution 23-195, the Borough Attorney was directed to prepare a Lease Agreement consistent with the aforesaid terms, wherein the said lease would be for an initial term of one (1) year with an option to continue the said lease for up to four (4) consecutive one (1) year terms; and

WHEREAS, the parties have agreed upon the terms of a Lease Agreement, wherein the aforesaid tenant will use a portion of certain lands designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands in conformance with the terms set forth above and as contained in the Lease Agreement, wherein the commencement date of the Lease will be November 1, 2023.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that the Mayor, Borough Clerk and/or Borough Administrator be and are hereby authorized to execute the aforesaid Lease Agreement permitting the tenant to use a portion of certain property owned by the Borough and designated as Block 56, Lot 13 on the Tax Map of the Borough of Highlands for the purpose of operating a parking lot.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Highlands, that true copies of the aforesaid Lease Agreement permitting the tenant to use a portion of certain property owned by the Borough, which is designated as Block 56, Lot 13 on the Tax Map of the Borough

of Highlands, for the purpose of operating a parking lot, will be kept on file at the office of the Borough Clerk.

Motion to Approve R 23-204:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-205

AWARDING CONTRACT FOR THE IMPROVEMENTS TO BAYSIDE DRIVE AND MARIE AVENUE PROJECT

WHEREAS, the Borough of Highlands accepted bids on September 26, 2023 for the Improvements to Bayside Drive and Marie Avenue Project; and

WHEREAS, four (4) bids were received for the aforesaid project which were reviewed by the Borough Engineer’s Office, as follows:

<u>Bidder’s Name</u>	<u>Base Bid</u>
KM Construction Corp.	\$233,459.00
Fiore Paving Company	\$291,007.25
D’Avellino Construction	\$291,028.00
Seacoast Construction	\$346,756.30; and

WHEREAS, KM Construction Corp. requested to withdraw its bid by way of correspondence dated September 26, 2023, in accordance with N.J.S.A. 40A:11-23.3; and

WHEREAS, by way of Resolution 23-203, duly adopted on October 4, 2023, the Borough accepted the withdrawal of KM Construction Corp.’s bid; and

WHEREAS, in light of the acceptance of the withdrawal of KM Construction Corp’s bid, Fiore Paving Company appears to be the lowest responsible bidder for the aforesaid project; and

WHEREAS, the Borough Engineer, CME Associates, by way of correspondence dated September 28, 2023, has made the recommendation that the contract be awarded to Fiore Paving Company, as the lowest responsible bidder, for the Base Bid in the amount of \$291,007.25, subject to the availability of funds by the Chief Financial Officer of the Borough of Highlands as well as the submission of the required bonds and insurance certificates for the project and concurrence of the award by the New Jersey Department of Transportation; and

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

I hereby certify funds are available as follows: Acct#: C-04-23-101-000-201



Patrick DeBlasio, Chief Financial Officer

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

1. That the Contract for the Improvements to Bayside Drive and Marie Avenue Project is hereby awarded to Fiore Paving Company in an amount not to exceed \$291,007.25, subject to submission of the required bonds and insurance certificates for the project and concurrence of the award by the New Jersey Department of Transportation.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Fiore Paving Company, including executing a contract.
3. A copy of this 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 forward a certified copy of this Resolution to the Borough Engineer and to the unsuccessful bidders.

Motion to Approve R 23-205:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-206

**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE
BOROUGH OF HIGHLANDS AND BOROUGH OF ATLANTIC HIGHLANDS
FOR BASIC LIFE SUPPORT RESPONSE**

WHEREAS, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1 et. seq.) authorizes local units such as this Municipality to enter into Shared Services Agreements with other local units; and

WHEREAS, the Highlands First Aid Squad provides emergency medical services to Borough residents, and such services are supplemented through an agreement with HMH Hospitals Corporation d/b/a JFK University Medical Center (hereinafter referred to as "JFK") for continuous daytime coverage in the Highlands; and

WHEREAS, Highlands' agreement with JFK allows JFK to provide primary Basic Life Support response in Atlantic Highlands pursuant to a shared service agreement between the two municipalities; and

WHEREAS, the Borough of Highlands and Atlantic Highlands wish to enter a shared service agreement to provide for such Basic Life Support response in Atlantic Highlands in exchange for Atlantic Highlands sharing the monthly cost of JFK's services; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands have reached an agreement for which the cost to provide such services to the Borough of Atlantic Highlands will be \$7,500.00 per month; and

WHEREAS, it is in the best interest of the Borough of Highlands to enter into the proposed Shared Services Agreement with the Borough of Atlantic Highlands to provide for such Basic Life Support response in Atlantic Highlands.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Highlands hereby authorizes the Mayor and Borough Clerk to execute a Shared Services Agreement for Basic Life Support services to be provided by JFK in the Borough of Atlantic Highlands for the period of January 1, 2024 through December 31, 2024.

BE IT FURTHER RESOLVED that the Borough Clerk shall forward a certified copy of this Resolution, along with the executed Shared Services Agreement to the following:

1. Michelle Clark, Clerk, Borough of Atlantic Highlands.
2. Robert Ferragina, Administrator, Borough of Atlantic Highlands.

- 3. Patrick DeBlasio, Chief Financial Officer, Borough of Highlands.
- 4. Elizabeth Perez, Monmouth County Shared Services.
- 5. NJ Department of Local Government Services.

Motion to Approve R 23-206:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-207

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL EMERGENCY MEDICAL SERVICES BETWEEN THE BOROUGH OF HIGHLANDS AND JFK MEDICAL CENTER (“JFK”) FOR EMS SERVICES

WHEREAS, the Borough of Highlands has a need for professional emergency medical services, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, John F. Kennedy Medical Center Emergency Medical Services (“JFK EMS”) is a licensed provider of Basic Life Support (BLS) and Advanced Life Support (ALS) Services by the New Jersey Department of Health and Human Services Office of Emergency Medical Service; and

WHEREAS, JFK EMS has a long history of supporting municipal BLS agencies by way of providing primary, dedicated back-up or mutual aid BLS assistance; and

WHEREAS, the Borough wishes to enter into an Agreement with JFK EMS, for the period beginning January 1, 2024 through December 31, 2024, wherein JFK shall provide a staffed and dedicated BLS ambulance from the hours of 5am to 5pm, Monday through Friday, based in the Borough of Highlands to provide primary BLS response in the Borough and mutual aid to surrounding municipalities, for a fee of \$15,000 per month; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to enter into a contract with JFK Medical Center for the proposed emergency medical services; and

WHEREAS, JFK Medical Center 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 JFK Medical Center from making any reportable contributions through the term of the contract; and

WHEREAS, JFK Medical Center 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 #: 4-01-42-737-000-299

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 governing body of the Borough of Highlands as follows:

1. JFK Medical Center is hereby retained to provide emergency medical services to the Borough of Highlands for an amount not to exceed \$180,000.00.
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 23-207:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: October 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-208

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

WHEREAS the Borough determined that certain amendments and updates to the Personnel Policies and Procedures Manual are required to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS the Borough determined that it is necessary to distribute a revised Personnel Policies and Procedures Manual to all employees and a revised Personnel and Policies and Procedures Manual Supervisory Supplement to supervisory employees; and

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

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

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

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

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

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

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

Motion to Approve R 23-208:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: October 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-209

AUTHORIZING ADOPTION OF AMENDMENTS TO THE BOROUGH'S DRUG AND ALCOHOL POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE, RENAMED ALCOHOL AND DRUG-FREE WORKPLACE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE AND DISTRIBUTION OF ALCOHOL AND DRUG-FREE WORKPLACE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE

WHEREAS the Borough determined that certain amendments and updates to the Drug and Alcohol Policy for Employees required to Possess a Commercial Driver's License renamed Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License are required to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS the Borough determined that it is necessary to distribute the revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License to all employees whose positions require them to possess a Commercial Driver's License; and

WHEREAS the adoption and distribution of a revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License will protect the interests and rights of both the Borough and its employees; and

WHEREAS the Borough has made certain amendments and updates to the current Drug and Alcohol Policy for Employees required to Possess a Commercial Driver's License renamed Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License to conform with the requirements set forth above; and

WHEREAS the revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License will be distributed to all Borough employees whose position requires them to possess a Commercial Driver's License; and

WHEREAS Borough employees whose position requires them to possess a Commercial Driver's License will acknowledge receipt of the revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License is adopted.

BE IT FURTHER RESOLVED that copies of the revised Alcohol and Drug-Free Workplace Policy for Employees Required to Possess a Commercial Driver's License will be distributed to all employees whose position requires them to possess a Commercial Driver's License.

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

Motion to Approve R 23-209:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: October 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-210
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 16, 2023, which totals as follows:

Current Fund	\$	901,694.90
Sewer Account	\$	25,051.96
Capital Fund	\$	220,329.70
Trust-Other	\$	51,798.35
<u>Federal/State Grants</u>	<u>\$</u>	<u>—</u>
Total	\$	1,198,874.91

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 1,198,874.91** 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 23-210:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: October 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS
10/18/2023

Item 10.

CURRENT:		\$	901,694.90
Payroll	(10/15/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	12,153.69
Payroll	(10/15/2023)	\$	
Manual Checks		\$	12,898.27
Voided Checks		\$	
CAPITAL/GENERAL		\$	220,329.70
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	51,798.35
Payroll	(10/15/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	
Payroll	(10/15/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

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

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

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

Include Non-Budgeted: Y

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
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ACACI005 ACACIA, FINANCIAL GROUP, INC.															
23-01187	10/11/23	dissemination agent services													
1	dissemination agent services	750.00	3-01-20-130-000-294	B Finance: Other	R	10/11/23	10/11/23						10/4/23		N
Vendor Total:		750.00													

ALERT005 ALERT ALL															
23-01160	10/02/23	BLACK KIDS HELMET													
1	BLACK KIDS HELMET	110.00	3-01-25-265-000-137	B Uniform Fire: Fire Safety Week	R	10/02/23	10/11/23							223100016	N
2	PINK KIDS HELMET	110.00	3-01-25-265-000-137	B Uniform Fire: Fire Safety Week	R	10/02/23	10/11/23							223100016	N
3	HALLOWEEN BAGS	103.75	3-01-25-265-000-137	B Uniform Fire: Fire Safety Week	R	10/02/23	10/11/23							223100016	N
4	PET FINDER DECAL	67.00	3-01-25-265-000-137	B Uniform Fire: Fire Safety Week	R	10/02/23	10/11/23							223100016	N
		390.75													
Vendor Total:		390.75													

AMAZO005 AMAZON CAPITAL SERVICES															
23-01121	09/25/23	CENTRAL SERVICE ITEMS													
1	CENTRAL SERVICE ITEMS	270.67	3-01-20-152-000-294	B Central Services: Other	R	09/25/23	10/12/23							19WXFQJN6YDG	N
23-01136	09/28/23	office supplies													
1	office supplies	746.37	3-05-55-502-000-101	B Sewer: Office Supplies	R	09/28/23	10/11/23							13TCW7PK6R37	N
23-01153	09/29/23	CENTRAL SERVICE SUPPLIES													
1	CENTRAL SERVICE SUPPLIES	332.39	3-01-20-152-000-294	B Central Services: Other	R	09/29/23	10/12/23							1HY66W7YJTFQ	N
23-01169	10/05/23	building supplies													
1	building supplies	235.97	3-01-20-152-000-294	B Central Services: Other	R	10/05/23	10/11/23							1JPRPH3GRWH	N

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
AMAZO005 AMAZON CAPITAL SERVICES															
Continued															
23-01170	10/05/23	central office supplies													
		1 central office supplies	71.95	3-01-20-152-000-294	B	Central Services: Other	R	10/05/23	10/11/23				1PJPCDM31NWD	N	
Vendor Total:			1,657.35												
ANTHO015 ANTHONY MACRI															
23-01189	10/11/23	medicare reimbursement													
		1 medicare reimbursement	494.70	3-01-36-472-000-000	B	Statutory: Social Security	R	10/11/23	10/11/23				10/8/23	N	
Vendor Total:			494.70												
BANKERS BANKERS LIFE AND CASUALTY CO.															
23-01224	10/16/23	retiree medical													
		1 retiree medical	633.82	3-01-23-220-000-254	B	Current: Retirees Group Insurance	R	10/16/23	10/16/23				B2368948	N	
Vendor Total:			633.82												
BAYSH010 BAYSHORE SINGLE STREAM SOLUTIO															
23-01207	10/12/23	commingling													
		1 commingling	81.31	3-01-26-306-000-283	B	Sanitation Contract: Co-Mingled Disposal	R	10/12/23	10/12/23				16286	N	
Vendor Total:			81.31												
BRANIN BRANIN'S CONTRACTING CO.															
23-00799	06/28/23	Air release vent pipe													
		1 Air release vent pipe	1,550.00	3-05-55-502-000-294	B	Sewer: Other	R	06/30/23	10/13/23				481	N	
		2 Air release vent pipe	2,460.00	3-05-55-502-000-294	B	Sewer: Other	R	10/13/23	10/13/23				796	N	
			4,010.00												
Vendor Total:			4,010.00												
BRIDG005 BRIDGECONNEX															
23-01146	09/29/23	PHONE SYSTEM SERVICES													
		2 PHONE SYSTEM SERVICES	394.37	3-01-31-440-000-213	B	Telephone	R	09/29/23	10/11/23				107689	N	
Vendor Total:			394.37												

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 Excl
BUHLE005 BUHLER & BITTER, INC.															
23-00580	05/04/23	Hood latch and cable for HFAS													
		1	Hood latch and cable for HFAS		167.48		3-01-26-300-000-294		B Mech Garage: Other	R	05/04/23	10/11/23		507524	N
		Vendor Total:			167.48										
CAPEL005 CAPELLI FARMS LLC															
23-01180	10/10/23	Crape Myrtles													
		1	Crape Myrtles		3,445.00		T-03-56-854-000-000		B Trust: Open Space	R	10/10/23	10/16/23		7392	N
		Vendor Total:			3,445.00										
CME01 CME ASSOCIATES															
22-00445	04/19/22	Phase I sanitary improvements													
		36	Phase I sanitary improvements		15,065.00		C-06-18-001-000-201		B ORD#18-23 Storm Water-Soft Costs	R	04/19/22	10/16/23		0338203	N
		37	Phase I sanitary improvements		10,355.00		C-06-18-001-000-201		B ORD#18-23 Storm Water-Soft Costs	R	04/19/22	10/16/23		0339077	N
					25,420.00										
23-00017	01/09/23	Borough Engineer													
		43	GENERAL ENGINEERING		3,639.50		3-01-20-165-000-244		B Engineering:General Engineering	R	10/16/23	10/16/23		0338201	N
		44	GENERAL ENGINEERING		2,499.00		3-01-20-165-000-244		B Engineering:General Engineering	R	10/16/23	10/16/23		0337152	N
					6,138.50										
23-00726	06/08/23	Improv. Bayside/Marie Avenue													
		9	Improv. Bayside/Marie Avenue		1,193.00		3-01-20-165-000-244		B Engineering:General Engineering	R	06/08/23	10/16/23		0338207	N
		10	Improv. Bayside/Marie Avenue		8,113.50		3-01-20-165-000-244		B Engineering:General Engineering	R	06/08/23	10/16/23		0339078	N
					9,306.50										
23-00727	06/08/23	Engineering Veterans park													
		5	Engineering Veterans park		1,589.75		3-01-20-165-000-244		B Engineering:General Engineering	R	06/08/23	10/16/23		0338059	N
		Vendor Total:			42,454.75										
COAST010 COASTAL METAL RECYCLING CORP															
23-01208	10/12/23	a/c removal													
		1	a/c removal		66.00		3-01-26-305-000-294		B Sanitation: Other	R	10/12/23	10/12/23		12844	N
		Vendor Total:			66.00										

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account Acct Type Description	Enc Date Date	Date Invoice	Excl		
COLLI005 COLLIERS ENGINEERING/DESIGN						
22-00266 03/03/22 Prof. services/skate park						
18 Prof. services/skate park	380.00 2-01-20-165-000-244 B Engineering:General Engineering	R	03/03/22 10/16/23	886455	N	
23-01221 10/16/23 Energy Plan						
1 Energy Plan	50.00 3-01-20-165-000-244 B Engineering:General Engineering	R	10/16/23 10/16/23	885837	N	
Vendor Total:	430.00					
COMCAST COMCAST						
23-01213 10/13/23 17-1 Shore Drive						
1 17-1 Shore Drive	94.90 3-01-31-450-000-213 B Telecommunications	R	10/13/23 10/13/23	9/20/23	N	
2 first aid	217.23 3-01-31-450-000-213 B Telecommunications	R	10/13/23 10/13/23	10/1/23	N	
3 22 Snug Harbor Avenue	393.35 3-01-31-450-000-213 B Telecommunications	R	10/13/23 10/13/23	9/19/23	N	
4 40 Shore Drive	192.72 3-05-55-502-000-213 B Sewer: Telephone	R	10/13/23 10/13/23	9/25/23	N	
	898.20					
Vendor Total:	898.20					
DANIE010 DANIELLE L. REILLY						
23-01222 10/16/23 WHEEL/TIRE REPAIR REIM.						
1 WHEEL/TIRE REPAIR REIM.	92.99 3-01-35-410-000-201 B Contingent	R	10/16/23 10/16/23	9/25/23	N	
Vendor Total:	92.99					
DAV02 DAVISON, EASTMAN, MUNOZ, LEDERMAN						
23-00016 01/09/23 Borough Attorney						
57 borough attorney	5,500.00 3-01-20-155-000-242 B Legal Services: Consultants -Boro Attny	R	10/12/23 10/12/23	407499	N	
58 hourly	4,873.40 3-01-20-155-000-252 B Legal Services: Consultants Hourly	R	10/12/23 10/12/23	407500	N	
59 captains cove	393.00 3-01-20-155-000-251 B Legal Services: Consultants -Litigation	R	10/12/23 10/12/23	407501	N	
60 Nina Conway	420.00 3-01-20-155-000-251 B Legal Services: Consultants -Litigation	R	10/12/23 10/12/23	407503	N	
61 David Drossman	465.00 3-01-20-155-000-251 B Legal Services: Consultants -Litigation	R	10/12/23 10/12/23	407811	N	
62 Muriel Smith	30.00 3-01-20-155-000-251 B Legal Services: Consultants -Litigation	R	10/12/23 10/12/23	407504	N	
63 Highlander development group	720.00 3-01-20-155-000-251 B Legal Services: Consultants -Litigation	R	10/12/23 10/12/23	407505	N	

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Excl
DAV02	DAVISON, EASTMAN, MUNOZ, LEDERMAN	Continued						
23-00016	01/09/23 Borough Attorney	Continued						
	64 Neal Taber		45.00	3-01-20-155-000-251	B Legal Services: Consultants -Litigation	R 10/12/23 10/12/23	407506	N
			12,446.40					
	Vendor Total:		12,446.40					
DOWNT010	DOWNTOWN NETWORK COMPANY							
23-00991	08/14/23 CRS COORDINATOR							
	2 CRS COORDINATOR		5,053.33	C-04-21-101-000-202	B ORD#21-28 NEW BOROUGH HALL- SOFT COST	R 08/14/23 10/11/23	102	N
	Vendor Total:		5,053.33					
ELITE010	ELITE VEHICLE SOLUTIONS							
23-00512	04/24/23 engine 17-77 soundoff signals							
	1 engine 17-77 soundoff signals		8,499.35	3-01-25-263-000-181	B Fire Dept: General Hardware - Minor Tool	R 04/24/23 10/11/23	IN00122101	N
	Vendor Total:		8,499.35					
FBINA005	FBINAA NJ CHAPTER							
23-01061	09/06/23 Leadership classes							
	1 Leadership classes		1,100.00	3-01-25-240-000-228	B Police: Meetings & Conferences	R 09/06/23 10/11/23	2023	N
	Vendor Total:		1,100.00					
GRAINGER	GRAINGER							
23-00971	08/11/23 signs							
	1 signs		634.95	3-05-55-502-000-294	B Sewer: Other	R 08/11/23 10/11/23	9802750878	N
23-01105	09/18/23 Elkay freestanding water fount							
	1 Elkay freestanding water fount		10,800.68	3-01-26-290-000-294	B Streets: Other	R 09/20/23 10/11/23	9854636777	N
	Vendor Total:		11,435.63					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
GRANT005 GRANT RITE MANAGEMENT CORP.							
	22-01012 09/12/22 GRANT CONSULTING SERVICES						
	11 GRANT CONSULTING SERVICES	2,722.50	T-03-56-855-000-000	B Trust: Storm Recovery Trust	R	09/12/22 10/11/23	1641 N
	Vendor Total:	2,722.50					
HALET005 HALE TRAILER							
	23-00170 02/03/23 20 FOOT CONTAINER						
	9 20 FOOT CONTAINER	95.00	T-03-56-855-000-000	B Trust: Storm Recovery Trust	R	02/03/23 10/12/23	1700730 N
	Vendor Total:	95.00					
HENRY HENRY HUDSON REGIONAL HIGH SCH							
	23-01197 10/11/23 october school tax						
	1 october school tax	347,948.00	3-01-99-999-002-206	B Regional School Taxes Payable	R	10/11/23 10/11/23	OCTOBER 2023 N
	Vendor Total:	347,948.00					
HIGHBDED HIGHLANDS BOARD OF EDUCATION							
	23-01198 10/11/23 october school tax						
	1 october school tax	369,943.00	3-01-99-999-001-206	B Local School Taxes Payable	R	10/11/23 10/11/23	OCTOBER 2023 N
	Vendor Total:	369,943.00					
IMPAC005 IMPAC							
	23-01190 10/11/23 fuel						
	1 fuel	8,206.55	3-01-31-460-000-192	B Fuel	R	10/11/23 10/11/23	SQLCD-877544 N
	Vendor Total:	8,206.55					
JASPAN JASPAN							
	23-01228 10/16/23 supplies						
	1 supplies	26.03	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1413958 N
	2 hardware	7.99	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1414485 N
	3 mop & glo cleaner	18.28	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1414812 N
	4 hanger hose, nozzle	34.53	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1415315 N
	5 hose hot water	111.47	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1416016 N
	6 battery	18.69	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1416174 N

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
JASPAN JASPAN							
	23-01228 10/16/23 supplies	Continued					
	7 duct tape, wrench	75.44 3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1417791	N
	8 car wash liquid armor all	19.96 3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	B752487	N
	9 natural cable tie	20.70 3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1418063	N
	10 epoxy, batteries	35.64 3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1420340	N
	11 2pk key tags	11.45 3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	10/16/23 10/16/23	A1420380	N
		<u>380.18</u>					
	Vendor Total:	380.18					
JCPL JCP & L							
	23-01214 10/13/23 firehouse						
	1 firehouse	792.94 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613383	N
	2 public works	65.13 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95796935392	N
	3 waterwitch ave/bay ave	16.71 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613382	N
	4 waterwitch ave	31.50 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613381	N
	5 linden avenue	9.80 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613380	N
	6 waterwitch ave	17.38 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613379	N
	7 22 snugharbor avenue	903.25 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95875239559	N
	8 201-203 bay avenue	58.41 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95875239559	N
	9 north street	1,036.46 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613391	N
	10 2 miller st	3.25 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613390	N
	11 42 shore drive	328.60 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613389	N
	12 streetscape	300.81 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613388	N
	13 27a s 2nd st	350.13 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613386	N
	14 27 s 2nd st	100.38 3-01-31-430-000-215	B Electric	R	10/13/23 10/13/23	95826613385	N
	15 valley st pump station	13.01 3-05-55-502-000-214	B Sewer: Gas & Electric	R	10/13/23 10/13/23	95826613384	N
	16 40 shore drive	4,883.38 3-05-55-502-000-214	B Sewer: Gas & Electric	R	10/13/23 10/13/23	95826613387	N
		<u>8,911.14</u>					
	Vendor Total:	8,911.14					
JFKEM005 JFK EMS							
	23-00048 01/10/23 professional emergency service						
	10 professional emergency service	15,000.00 3-01-42-737-000-299	B Shared Service EMS/JFK Medical Center	R	10/11/23 10/11/23	OCT 2023	N
	Vendor Total:	15,000.00					

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

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
KEVIN025 KEVIN ROONEY										
	23-01216 10/13/23 reimbursement/NJAFM conference									
	1 reimbursement/NJAFM conference		413.85	3-01-21-185-000-228	B Zoning: Meetings & Conferences	R	10/13/23	10/13/23	2023	N
	Vendor Total:		413.85							
MASTE005 MASTER MAINTENANCE OF RED BANK										
	23-01192 10/11/23 cleaning of buildings									
	1 cleaning of buildings		420.00	3-01-26-310-000-178	B B&G: Building Maintenance	R	10/11/23	10/11/23	6118	N
	2 cleaning of buildings		840.00	3-01-26-310-000-178	B B&G: Building Maintenance	R	10/11/23	10/11/23	6191	N
			<u>1,260.00</u>							
	Vendor Total:		1,260.00							
MFSCO005 MFS CONSTRUCTION										
	21-01275 11/16/21 Construction management servic									
	19 Construction management servic		10,003.90	C-04-16-101-000-201	B ORD#16-7 Pre1 Const New Borough Hall	R	11/16/21	10/11/23	1221014.000-19	N
	Vendor Total:		10,003.90							
MIDDL040 MIDDLETOWN TWP.										
	23-00150 01/27/23 shared service leaf/brush									
	3 shared service leaf/brush		200.00	3-01-26-305-000-284	B Sanitation: Brush & Bulk	R	10/16/23	10/16/23	9/18/23	N
	4 shared service leaf/brush		200.00	3-01-26-305-000-284	B Sanitation: Brush & Bulk	R	10/16/23	10/16/23	10/3/23	N
			<u>400.00</u>							
	Vendor Total:		400.00							
MONMO045 MONMOUTH TELECOM										
	23-01217 10/13/23 DATA AND VOICE									
	1 DATA AND VOICE		526.18	3-01-31-440-000-213	B Telephone	R	10/13/23	10/13/23	345521	N
	Vendor Total:		526.18							

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Exc1
MORRI005 MORRIS PLATE GLASS							
	23-01115 09/21/23 Frosting on glass/pd						
	1 Frosting on glass/pd	3,230.00	C-04-16-101-000-201	B ORD#16-7 Pre1 Const New Borough Hall	R	09/21/23 10/12/23	310866 N
	Vendor Total:	3,230.00					
NAYLORS NAYLORS AUTO PARTS							
	23-01227 10/16/23 oxygen sensor						
	1 oxygen sensor	47.99	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	239669 N
	2 oxygen sensor	49.99	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	239833 N
	3 fuel cap	16.99	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	239995 N
	4 evap system	25.86	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	240222 N
	5 napa oil filter	33.36	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	240387 N
	6 front brakes/pads	790.54	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	240957 N
	7 disc brake pads	112.99	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	10/16/23 10/16/23	241004 N
		<u>1,077.72</u>					
	Vendor Total:	1,077.72					
NJAMERIC NEW JERSEY AMERICAN WATER							
	23-01210 10/12/23 gravelly pt hydrants						
	1 gravelly pt hydrants	242.39	3-01-31-463-000-193	B Fire Hydrants	R	10/12/23 10/12/23	GRAV HYDRANTS N
	2 123 hydrants	7,039.60	3-01-31-463-000-193	B Fire Hydrants	R	10/12/23 10/12/23	123 HYDRANTS N
	3 17-1 shore dr	119.42	3-01-35-410-000-201	B Contingent	R	10/12/23 10/12/23	17-1 SHORE DR N
	4 151 navesink fire hydrant	242.39	3-01-35-410-000-201	B Contingent	R	10/12/23 10/12/23	151 NAVESINK N
	5 s bay avenue	21.27	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	S BAY AVE N
	6 bay avenue park	1,130.36	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	BAY AVE PARK N
	7 boro garage	38.79	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	BORO GARAGE N
	8 linden avenue	21.27	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	LINDEN AVENUE N
	9 waterwitch ave	126.35	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	WATERWITCH AVE N
	10 27 shore dr	30.03	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	27 SHORE DR N
	11 42 shore dr	21.27	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	42 SHORE DR N
	12 17-1 shore drive	266.72	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	17-1 SHORE DR N
	13 22 snugharbor avenue	61.97	3-01-31-445-000-219	B Water	R	10/12/23 10/12/23	22 SNUGHARBOR N

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
NJAMERIC NEW JERSEY AMERICAN WATER								
	23-01210 10/12/23 gravelly pt hydrants	Continued						
	14 40 shore dr	Continued	105.76 3-05-55-502-000-219	B Sewer: Water	R	10/12/23	10/12/23	40 SHORE DR N
			9,467.59					
	Vendor Total:		9,467.59					
NJNG NEW JERSEY NATURAL GAS								
	23-01205 10/12/23 22 snugharbor avenue							
	1 22 snugharbor avenue		103.78 3-01-31-446-000-218	B Natural Gas	R	10/12/23	10/12/23	22 SNUGHARBOR N
	2 public works		42.00 3-01-31-446-000-218	B Natural Gas	R	10/12/23	10/12/23	PUBLIC WORKS N
	3 shore dr		101.04 3-01-31-446-000-218	B Natural Gas	R	10/12/23	10/12/23	SHORE DR N
	4 s 2nd st		52.97 3-01-31-446-000-218	B Natural Gas	R	10/12/23	10/12/23	S 2ND ST N
	5 151 navesink avenue		1,265.22 3-01-31-446-000-218	B Natural Gas	R	10/12/23	10/12/23	151 NAVESINK N
			1,565.01					
	Vendor Total:		1,565.01					
NJMOT005 NJ MOTOR VEHICLE COMMISSION								
	23-01225 10/16/23 registration renewal							
	1 registration renewal		34.00 3-01-35-410-000-201	B Contingent	R	10/16/23	10/16/23	N
	Vendor Total:		34.00					
NJLM NJ STATE LEAG.OF MUNICIPALITIE								
	23-01130 09/26/23 court clerk ad							
	1 court clerk ad		210.00 3-01-43-490-000-294	B Municipal Court: Other	R	09/26/23	10/12/23	SD19617 N
	Vendor Total:		210.00					
NJAFM005 NJAFM								
	23-01184 10/11/23 2023 Annual Conference							
	1 2023 Annual Conference		820.00 3-01-21-185-000-228	B Zoning: Meetings & Conferences	R	10/11/23	10/13/23	2023 N
	Vendor Total:		820.00					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
	Item Description					Enc Date	Date	Date		Exc1
ONE CALL ONE CALL CONCEPTS, INC.										
23-01191	10/11/23 mark outs for September 2023									
	1 mark outs for September 2023		113.32	3-05-55-502-000-154	B Sewer: Equipment Maintenance	R	10/11/23	10/11/23	3095088	N
	Vendor Total:		113.32							
PHOENIX FUNDING, INC.										
23-01194	10/11/23 lien redemption									
	1 lien redemption		11,535.85	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	10/11/23	10/11/23	B100.13/L7	N
	2 premium bid		34,000.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	10/11/23	10/11/23	B100.13/L7	N
			45,535.85							
	Vendor Total:		45,535.85							
PORZIO, BROMBERG & NEWMAN, PC										
23-01215	10/13/23 feasibility study									
	1 feasibility study		7,267.55	3-01-20-110-000-251	B Mayor/Council:Consultants	R	10/13/23	10/13/23	3305117	N
	Vendor Total:		7,267.55							
RICH TREE SERVICE, INC.										
23-01108	09/19/23 Removal deadtrees right of way									
	1 Removal deadtrees right of way		4,895.94	3-01-26-290-000-164	B Streets: Tree Trimming	R	09/19/23	10/11/23	2303655	N
	Vendor Total:		4,895.94							
RICOH USA, INC.										
23-01185	10/11/23 monthly billing									
	1 monthly billing		152.36	3-01-26-310-000-170	B B&G: Leased Equipment	R	10/11/23	10/11/23	5068208839	N
	Vendor Total:		152.36							
ROMAN E&G CORPORATION										
22-00497	04/28/22 PHASE I SANITARY SEWER									
	8 PHASE I SANITARY SEWER		174,436.77	C-06-22-101-000-201	B ORD#22-07 PHASE I&II SANITARY SEWER	R	04/28/22	10/13/23	PAYMENT #8	N
	Vendor Total:		174,436.77							

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description	Amount Charge Account Acct Type Description		Enc Date Date	Date Invoice	Excl
RUDER005 RUDERMAN & ROTH, LLC						
	23-00021 01/09/23 Borough Labor Council					
	6 Borough Labor Council	5,110.00 3-01-20-155-000-294	B Legal Services: Other	R 10/13/23 10/13/23	SEPTEMBER 2023	N
	Vendor Total:	5,110.00				
SCH00010 SCHOOL OF PUBLIC AFFAIRS & ADM						
	23-00165 02/01/23 CPM class for S. Carpenter					
	1 CPM class for S. Carpenter	4,100.00 3-01-26-290-000-294	B Streets: Other	R 02/01/23 10/11/23	4581	N
	Vendor Total:	4,100.00				
SEAB0005 SEABOARD WELDING SUPPLY, INC.						
	23-01209 10/12/23 acetylene/oxygen					
	1 acetylene/oxygen	69.25 3-01-26-310-000-170	B B&G: Leased Equipment	R 10/12/23 10/12/23	958228	N
	Vendor Total:	69.25				
SET01 SETTEMBRINO ARCHITECTS						
	23-00309 03/03/23 New Borough Hall building					
	16 New Borough Hall building	49.88 C-04-21-101-000-202	B ORD#21-28 NEW BOROUGH HALL- SOFT COST	R 10/12/23 10/12/23	2955-26	N
	Vendor Total:	49.88				
SPECTROL SPECTROTEL, INC.						
	23-00593 05/08/23 Internet connectivity service					
	4 Internet connectivity service	2,135.82 C-04-21-101-000-202	B ORD#21-28 NEW BOROUGH HALL- SOFT COST	R 05/08/23 10/11/23	11844938	N
	23-01193 10/11/23 police department					
	1 police department	445.42 3-01-31-440-000-213	B Telephone	R 10/11/23 10/11/23	11829497	N
	Vendor Total:	2,581.24				
STAPLES STAPLES ADVANTAGE						
	23-01116 09/21/23 office supplies					
	1 office supplies	490.77 3-01-20-152-000-201	B Central Services: Office Supplies	R 09/21/23 10/11/23	3548306034	N

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

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 Excl
STAPLES STAPLES ADVANTAGE Continued												
23-01119	09/22/23	Garbage can/new boro hall										
		1	Garbage can/new boro hall	44.64	3-01-20-152-000-294	B Central Services: Other	R	09/22/23	10/11/23		3548170443	N
23-01120	09/25/23	office supplies										
		1	office supplies	1,853.14	3-01-20-152-000-201	B Central Services: Office Supplies	R	09/25/23	10/11/23		3548378306	N
23-01129	09/26/23	office supplies										
		1	office supplies	204.18	3-05-55-502-000-101	B Sewer: Office Supplies	R	09/26/23	10/11/23		3548378307	N
23-01172	10/05/23	office supplies										
		1	Smead Fastener Folders #336323	132.18	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		2	Aluratek Card Reader	24.99	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		3	Cold Cups 12oz #24394121	35.87	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		4	Staples File 2" Expansion	27.08	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		5	Smead Pocket Label Pulls	10.92	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		6	Nxt outlet surge protector	75.12	3-01-25-240-000-201	B Police: Office Supplies	R	10/05/23	10/11/23		3549711949	N
		7	printer	<u>1,130.09</u>	3-01-26-290-000-101	B Streets: Office Supplies	R	10/05/23	10/11/23		3549711949	N
				1,436.25								
		Vendor Total:		4,028.98								
SUBUR005 SUBURBAN DISPOSAL INC.												
23-01196	10/11/23	September 2023										
		1	September 2023	34,000.00	3-01-26-306-000-284	B Sanitation Contract: Solid waste	R	10/11/23	10/11/23		9940	N
		2	September 2023	16,396.32	3-01-26-309-000-220	B Mon Cty Rec: Tipping Fees	R	10/11/23	10/11/23		9940	N
		3	September 2023	<u>4,651.01</u>	3-01-26-306-000-283	B Sanitation Contract: Co-Mingled Disposal	R	10/11/23	10/11/23		9940	N
				55,047.33								
		Vendor Total:		55,047.33								
SCAT TREASURER, COUNTY OF MONMOUTH												
23-00509	04/21/23	Senior transportaion										
		3	Senior transportaion	2,015.00	3-01-28-360-000-234	B Community Ctr: Transportation	R	04/21/23	10/11/23		3RD QTR 2023	N
		Vendor Total:		2,015.00								

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 Excl
STATE6 TREASURER, STATE OF N.J.															
23-01220	10/13/23	Valley St. drainage outfall													
		1 Valley St. drainage outfall	1,250.00	3-05-55-502-000-123	B Sewer: Fees & Permits	R	10/13/23	10/13/23					231631090		N
		Vendor Total:	1,250.00												
NJDCA TREASURER, STATE OF NEW JERSEY															
23-01219	10/13/23	STATE PERMIT SURCHARGE FEES													
		1 STATE PERMIT SURCHARGE FEES	713.00	3-01-99-999-002-286	B Due State of NJ - Training Fees	R	10/13/23	10/13/23						QUARTER 3	N
		Vendor Total:	713.00												
VCI VCI EMERGENCY VEHICLE															
23-01226	10/16/23	2014 ambulance repair													
		1 2014 ambulance repair	1,242.29	3-01-25-260-000-204	B First Aid: Vehicle Parts & Repairs	R	10/16/23	10/16/23						0013862	N
		Vendor Total:	1,242.29												
VERIZON1 VERIZON															
23-01211	10/12/23	17-1 Shore Drive													
		1 17-1 Shore Drive	275.98	3-01-31-450-000-213	B Telecommunications	R	10/12/23	10/12/23						10/1/23	N
		Vendor Total:	275.98												
VERIZON05 VERIZON															
23-01212	10/12/23	Fios													
		1 Fios	141.00	3-01-31-450-000-213	B Telecommunications	R	10/12/23	10/12/23						10/4/23	N
		Vendor Total:	141.00												
VERIZON15 VERIZON CONNECT															
23-01223	10/16/23	monthly billing													
		1 monthly billing	25.00	3-01-31-450-000-213	B Telecommunications	R	10/16/23	10/16/23						3145100	N
		Vendor Total:	25.00												

October 16, 2023
01:12 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

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 Excl
VIKIN005 VIKING PEST CONTROL									
	23-01218 10/13/23 PEST CONTROL-22 SNUGHARBOR AVE								
	1 PEST CONTROL-22 SNUGHARBOR AVE	40.00	3-01-26-310-000-178	B B&G: Building Maintenance	R	10/13/23	10/13/23	16840949	N
	Vendor Total:	40.00							
COAST VILLAGE OFFICE SUPPLY									
	23-01113 09/21/23 Bottles of water								
	1 Bottles of water	87.89	3-01-26-310-000-154	B B&G: Equipment Maintenance	R	09/21/23	10/11/23	4550320-0	N
	23-01114 09/21/23 Bottles of water								
	1 Bottles of water	31.96	3-01-26-310-000-154	B B&G: Equipment Maintenance	R	09/21/23	10/11/23	4550323-0	N
	Vendor Total:	119.85							
ZEEK ZEEK'S TEE'S									
	23-01161 10/02/23 jst windshirt								
	1 jst windshirt	50.00	3-01-25-265-000-132	B Uniform Fire: Uniform Clothing & Access.	R	10/02/23	10/11/23	23-2912	N
	Vendor Total:	50.00							
<hr/>									
Total Purchase Orders:	78	Total P.O. Line Items:	154	Total List Amount:	1,185,976.64	Total Void Amount:	0.00		

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	2-01	380.00	0.00	380.00	0.00	0.00	380.00
	3-01	901,314.90	0.00	901,314.90	0.00	0.00	901,314.90
	3-05	12,153.69	0.00	12,153.69	0.00	0.00	12,153.69
Year Total:		913,468.59	0.00	913,468.59	0.00	0.00	913,468.59
CAPITAL PROJECTS	C-04	20,472.93	0.00	20,472.93	0.00	0.00	20,472.93
	C-06	199,856.77	0.00	199,856.77	0.00	0.00	199,856.77
Year Total:		220,329.70	0.00	220,329.70	0.00	0.00	220,329.70
TRUST NON BUDGET-TWO RIVER	T-03	51,798.35	0.00	51,798.35	0.00	0.00	51,798.35
Total of All Funds:		1,185,976.64	0.00	1,185,976.64	0.00	0.00	1,185,976.64

October 10, 2023
10:08 AM

BOROUGH OF HIGHLANDS
Check Payment Batch Verification Listing

Batch Id: JORGI Batch Type: C Batch Date: 10/10/23 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
	10/10/23	INTRE005 INTREPID SYSTEMS LLC		PO BOX 765					
23-01032	08/31/23	1 Replace Hard Drive/Add access	759.98	3-01-26-310-000-178	Budget	Aprv	1	1	
			<u>759.98</u>	B&G: Building Maintenance					
	10/10/23	ULINE005 ULINE, INC.		P.O. BOX 88741					
23-01165	10/02/23	3 welded Storage Cabinet	2,260.00	3-01-25-240-000-294	Budget	Aprv	2	1	
			<u>2,260.00</u>	Police: Other					

Checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	2	2	3,019.98

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	3,019.98	0.00	0.00	3,019.98
Total of All Funds:		<u>3,019.98</u>	<u>0.00</u>	<u>0.00</u>	<u>3,019.98</u>

G/L Posting Summary

Account	Description	Debits	Credits
3-01-101-01-000-002	Cash - Clearing - Valley	0.00	3,019.98
3-01-201-20-000-000	Current Appropriations	<u>3,019.98</u>	<u>0.00</u>
	Grand Total:	<u>3,019.98</u>	<u>3,019.98</u>

Batch Id: JORGI Batch Type: C Batch Date: 10/16/23 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
	10/16/23	PRIDE005	PRIDE AUTOBODY		1065 AMBOY AVENUE					
23-01176	10/06/23	1	repair fire chief vehicle	7,379.29	3-01-25-263-000-296	Budget	Aprv	1	1	
					Fire Dept: Machinery & Equipment					
23-01176	10/06/23	2	repair fire chief vehicle	2,499.00	3-01-42-717-000-204	Budget	Aprv	2	1	
					Interlocal: Motor Vehicle - Other					
				9,878.29						

Checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	1	2	9,878.29

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	9,878.29	0.00	0.00	9,878.29
Total of All Funds:		<u>9,878.29</u>	<u>0.00</u>	<u>0.00</u>	<u>9,878.29</u>

G/L Posting Summary

Account	Description	Debits	Credits
3-01-101-01-000-002	Cash - Clearing - Valley	0.00	9,878.29
3-01-201-20-000-000	Current Appropriations	<u>9,878.29</u>	<u>0.00</u>
	Grand Total:	9,878.29	9,878.29



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-211

AMENDING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE REMAINDER OF THE CALENDAR YEAR 2023 AND FOR THE 2024 REORGANIZATION MEETING

WHEREAS, in accordance with N.J.S.A. 10:4-18 and by way of Resolution 23-015, duly adopted January 1, 2023, the schedule for meetings of the Mayor and Council of the Borough of Highlands for the calendar year 2023 was established; and

WHEREAS, due to the construction and completion of the new Municipal Building, it is necessary to update the location and address of the meetings of the Mayor and Council of the Borough of Highlands for the remainder of calendar year 2023 and for the 2024 Reorganization Meeting.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, and State of New Jersey, that Regular Meetings of the Borough Council will be held at 7:00pm for the remainder of calendar year 2023, at the new Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732 in the Court Room/Council Chambers, on the following dates:

1. Regular Meetings shall be held on the following dates:

November 1

December 6

December 20

Formal action will be taken at all Regular Meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will be held following the Regular Council Meeting during the year 2023. 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. Regular or Special meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2024 shall be held at 12:00 noon on January 1, 2024, at the new Highlands Municipal Building, 151 Navesink Ave., Highlands, New Jersey 07732 in the Court Room/Council Chambers.
3. The Municipal Clerk shall post this Notice on the official bulletin board in the Municipal Building, transmit it to the *Asbury Park Press* and *Two River Times*, and file this notice in the Office of the Municipal Clerk of the Borough of Highlands, all in accordance with the "Open Public Meetings Law."

Motion to Approve R 23-211:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-212

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL
ENGINEERING SERVICES IN CONNECTION WITH CONSTRUCTION PHASE SERVICES
TO BAYSIDE DRIVE AND MARIE AVENUE**

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with Construction Phase Services to Bayside Drive and Marie Avenue, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design has set forth its proposed services in a written proposal dated October 17, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work for the project encompasses the resurfacing of Bayside Drive and Marie Avenue including curb, sidewalk, drainage improvements and other associated improvements; and

WHEREAS, the Construction Phase Services contained in the proposal consists of the following:

1. Coordinate and attend a project pre-construction meeting, prepare meeting minutes and the Notice to Proceed;
2. Provide minor plan changes, discussions and/or negotiations with authoritative agencies based upon actual field conditions;
3. Provide site visits at a frequency necessary to ensure Contractor's compliance with the Contract Documents;
4. Provide photographs of work in progress;
5. Review shop drawings provided by the Contractor and/or provide engineering redesign if needed to adapt to actual field conditions;
6. Review and monitor the construction schedule provided by the Contractor. Coordinate progress meetings as necessary with all stakeholders;
7. Prepare inspection reports and regular progress reports;
8. Project Closeout, including punchlists, final submittals, project certifications, etc.;
9. Prepare change orders and invoice review; and,
10. Provide Grant Closeout with NJDOT Local Aid; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design is \$31,650.00; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, 101 Crawfords Corner Rd., Ste. 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 for the proposed professional engineering services in connection with Bayside Drive and Marie Avenue Improvement Project as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$31,650.00 for professional engineering services as stated in Colliers Engineering & Design's proposal dated October 17, 2023; and

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

WHEREAS, Colliers Engineering & 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: Acct#: C-04-23-101-000-201



 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 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 is hereby retained to provide professional engineering services in connection with construction phase services to the Bayside Drive and Marie Avenue Improvements Project as described above and in their proposal dated October 17, 2023, for an amount not to exceed \$31,650.00.
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 23-212:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-213

AWARDING A FAIR AND OPEN CONTRACT FOR DRAINAGE REPAIR SERVICES FOR 88-6 PORTLAND ROAD

WHEREAS, the Borough of Highlands accepted bids on October 17, 2023 for the Drainage Repair Services For 88-6 Portland Road; and

WHEREAS, two (2) bids were received for the aforesaid project which were reviewed by the Borough Engineer’s Office, as follows:

<u>Bidder's Name</u>	<u>Total Amount Bid</u>
Seacoast Construction, Inc.	\$124,520.00
Berto Construction, Inc.	\$176,020.00

WHEREAS, Seacoast Construction, Inc. appears to be the lowest responsible bidder; and

WHEREAS, the Borough Engineer, Colliers Engineering & Design, by way of correspondence dated October 17, 2023 revised October 17, 2023, has made the recommendation that the contract be awarded to Seacoast Construction, Inc., as the lowest responsible bidder, for the Total Amount Bid in the amount of \$124,520.00, subject to the availability of funds by the Chief Financial Officer of the Borough of Highlands as well as the submission of the required bonds and insurance certificates for the project and review by the New Jersey Department of Community Affairs; and

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

I hereby certify funds are available as follows: Acct#: C-04-14-108-000-555



Patrick DeBlasio, Chief Financial Officer

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

1. That the Contract for the Drainage Repair Services For 88-6 Portland Road is hereby awarded to Seacoast Construction, Inc. in an amount not to exceed \$124,520.00 for the total amount bid subject to submission of the required bonds and insurance certificates for the project as well as review by the New Jersey Department of Community Affairs.

- 2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Seacoast Construction, Inc. including executing a contract.
- 3. A copy of this 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 forward a certified copy of this Resolution to the Borough Engineer and to the unsuccessful bidders.

Motion to Approve R 23-213:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-214

AUTHORIZING THE AWARD OF A CONTRACT TO MITCHELL HUMPHREY & CO. FOR PROPRIETARY SOFTWARE PRODUCT LICENSE AND MAINTENANCE SUPPORT

WHEREAS, the Borough of Highlands wishes to enter into a contract with Mitchell Humphrey & Co., 1285 Fern Ridge Parkway, St. Louis, Missouri for a proprietary software product license and maintenance support related to its FastTrackGov documentation software; and

WHEREAS, Mitchell Humphrey & Co. has submitted a proposed contract, dated September 29, 2023, for its license for an annual fee not to exceed \$11,134.00 for a term of five (5) years; and

WHEREAS, such proprietary software product license and maintenance support may be awarded without public advertising for bids or bidding in accordance with N.J.S.A. 40A:11-5(dd); and

WHEREAS, the proposal includes the following consulting services:

- Training
- Portal Branding
- Integration/Interfaces
- Testing; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to enter into a contract with Mitchell Humphrey for its proprietary software product license and maintenance support, in an annual amount not to exceed \$11,134.00 in accordance with the Mitchell Humphrey & Co. proposed contract dated September 29, 2023; 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

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

1. A contract is hereby awarded to Mitchell Humphrey & Co. for the proprietary software product license and maintenance support related to its FastTrackGov documentation

software as outlined above for an annual amount not to exceed \$11,134.00. The contract shall be in a form to be reviewed and approved by the Borough Attorney.

- 2. The contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(dd). 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.

Motion to Approve R 23-214:

	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 18, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands