



BOROUGH OF HIGHLANDS COUNCIL REORGANIZATION AND REGULAR MEETING

151 Navesink Ave., Highlands, NJ 07732
Thursday, January 01, 2026 at 12:00 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

OATH OF OFFICE

1. Carolyn Broullon - Mayor

BLESSING - A blessing by Pastor Marty McGrail

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

APPROVAL OF MINUTES

2. December 17, 2025 Meeting Minutes

CONSENT AGENDA

3. **R 26-001** Electing Council President for the Calendar Year 2026
4. **R 26-002** Appointing Municipal Attorney for the Calendar Year 2026 and Authorizing the Award of a Fair and Open Contract for Professional Legal Services
5. **R 26-003** Appointing a Borough Engineer for the Calendar Year 2026 and Authorizing the Award of a Fair and Open Contract for Professional Engineering Services
6. **R 26-004** Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
7. **R 26-005** Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Attorney
8. **R 26-006** Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services

- [9.](#) **R 26-007** Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
- [10.](#) **R 26-008** Appointing Council Liaisons (1 Year Ending 12/31/2026)
- [11.](#) **R 26-009** Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
- [12.](#) **R 26-010** Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
- [13.](#) **R 26-011** Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal and Tax Foreclosure Matters
- [14.](#) **R 26-012** Authorizing Award of a Fair And Open Contract for Professional Services – Affordable Housing Attorney
- [15.](#) **R 26-013** Authorizing Award of a Fair and Open Contract for Professional Services as Redevelopment Attorney
- [16.](#) **R 26-014** Authorizing Award of a Fair and Open Contract for Professional Services – Risk Management
- [17.](#) **R 26-015** Authorizing Award of a Fair and Open Contract for Professional Services – Conflict Attorneys
- [18.](#) **R 26-016** Authorizing Award of a Fair and Open Contract for Professional Services – Consulting Engineer
- [19.](#) **R 26-017** Authorizing Award of a Non-Fair and Open Contract for Professional Services – Sanitary Sewer Consulting Engineer
- [20.](#) **R 26-018** Confirming Permanent Appointment of Patrolman
- [21.](#) **R 26-019** Appointing Communications Committee Members
- [22.](#) **R 26-020** Appointing Members of the Environmental Advisory Commission
- [23.](#) **R 26-021** Appointing Green Team Members
- [24.](#) **R 26-022** Appointing Shade Tree Commission Members
- [25.](#) **R 26-023** Appointing a Tree Commissioner
- [26.](#) **R 26-024** Appointing Open Space Committee Members
- [27.](#) **R 26-025** Appointing Land Use Board Members
- [28.](#) **R 26-026** Appointing Community Development Representative
- [29.](#) **R 26-027** Appointing Economic Development Review Board Members

- [30.](#) **R 26-028** Appointing Special Police Officers
- [31.](#) **R 26-029** Appointing Juvenile Officer
- [32.](#) **R 26-030** Appointing Fire Police
- [33.](#) **R 26-031** Designating a Public Agency Compliance Officer (PACO)
- [34.](#) **R 26-032** Appointing a Public Officer
- [35.](#) **R 26-033** Appointing the 2026 Recycling Coordinator
- [36.](#) **R 26-034** Appointing a Clean Communities Coordinator
- [37.](#) **R 26-035** Appointing Tax Search and Assessment Search Officer
- [38.](#) **R 26-036** Approving 2026 Events on Various Borough Properties
- [39.](#) **R 26-037** Approving the 2026 Temporary Budget
- [40.](#) **R 26-038** Authorizing a Cash Management Plan
- [41.](#) **R 26-039** Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2026
- [42.](#) **R 26-040** Designating Official Newspapers and Official Internet Website of the Borough of Highlands
- [43.](#) **R 26-041** Reappointing Michael Muscillo to Serve as Borough Administrator
- [44.](#) **R 26-042** Congratulating Chief Robert Burton on an Important Milestone

OATH OF OFFICE

- 45. Warren "Jay" Terwilliger - EMS Chief
- 46. Rudolph Trivett, Sr. - Fire Chief
- 47. Alexander Pilkington - Patrolman

REPORTS

PUBLIC PORTION

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

performance of, promotion or discipline of any specific or prospective or current employee. There is a 3-minute time limit for your comments.

ADJOURNMENT

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-001

ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2026

WHEREAS, Borough Code §2-3.3 sets forth that that at its annual meeting, the council shall by vote of a majority of its number elect a Council President; and

WHEREAS, in accordance with Borough Code §2-3.3, the Council President shall serve in the place of the Mayor in the event of her absence, disability, or refusal to act.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Jo-Anne Olszewski is hereby elected Council President for the year 2026 or until the next annual meeting.

Motion to Approve R 26-001:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-002

APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2026 AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Municipal Attorney for the calendar year 2026 and said requests for Professional Services – Municipal Attorney were received in the Office of the Borough Administrator no later than 11:00 am on November 25, 2025; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year 2026; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 Budget; and

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

1. Brian J. Chabarek of the Law Firm of Davison, Eastman, Munoz, Paone, P.A. is hereby appointed Municipal Attorney for the calendar year 2026 and is awarded a professional services contract at the rate of a monthly retainer in the amount of \$6,000.00 and an hourly rate of \$175.00 per hour plus reimbursable expenses for professional legal services outside of the retainer services as outlined in the contract, for the period of January 1, 2026 through December 31, 2026, for an amount not to exceed \$180,000.00.
2. The Mayor and Municipal Clerk are hereby authorized to sign the Professional Services Contract for the aforesaid services.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Municipal Clerk
5. The Municipal Clerk is hereby directed to publish notice of this award as required by law

Motion to Approve R 26-002:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-003

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL ENGINEER

WHEREAS, N.J.S.A 40A:9-140 requires that in every Municipality, the governing body, shall provide for the appointment of a municipal engineer and fix their compensation in an annual salary or fixed fee basis or at an hourly rate, and based upon actual time and expenses agreed prior to the rendering of services; and

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Engineer; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. Joseph Raftery, PE, CME, of Colliers Engineering & Design is hereby appointed Borough Engineer for the calendar year 2026 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2026, through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for Professional Engineering Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in

accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.

4. A copy of the Resolution as well as the contract shall be placed on file with the Municipal Clerk.
5. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-003:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-004

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Auditor for the calendar year 2026; and

WHEREAS, the Borough has determined that the firm of Holman, Frenia, Allison, P.C., satisfies the requirements to be considered for professional auditing services that the Borough may require during the contract year; and

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

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2026 budget.

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

1. That the firm of Holman, Frenia, Allison, P.C. is hereby awarded a contract to provide professional auditing services for an amount not to exceed \$77,000 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2026, through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.

5. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-004:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-005

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS MUNICIPAL BOND ATTORNEY

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Municipal Bond Attorney; and

WHEREAS, the position of Municipal Bond Counsel is a position/appointment for specialized legal work and services in connection with matters of public finance and other matters as directed by the Borough Governing Body, including but not limited to the authorization, issuance, sale and delivery of Bonds and/or Bond anticipation notes for the Borough, the preparation of any bond ordinances or resolutions authorizing financing; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Municipal Bond Attorney for the calendar year 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. Meghan Ann Bennett of the law firm of Dilworth Paxson LLP, is hereby retained to provide professional services as Bond Attorney for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2026 through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.

5. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-005:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-006

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Borough of Highlands has a need for information technology services for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from Information Technology Service providers for the calendar year 2026; and

WHEREAS, the Borough has reviewed all proposals received and determined that the Mayor and Borough Council desires to authorize the execution of a contract between the following firm and the Borough for the provision of said services for the calendar year 2026; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. Targeted Technologies, LLC, is hereby retained to provide Information Technology Services, for the period of January 1, 2026 through December 31, 2026, for an amount not to exceed \$55,074.00.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract with Targeted Technologies, LLC, for Information Technology Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(dd).
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-006:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-007

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS BOROUGH LABOR COUNSEL

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Labor Counsel; and

WHEREAS, the position of Labor Counsel is a position/appointment for specialized legal work and services in connection with matters of labor law, contracts and negotiations, personnel and other matters as directed by the Borough Governing Body; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Labor Counsel for the calendar year 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. That the firm of Ruderman & Roth LLC is hereby retained to provide professional services – Labor Counsel at an hourly rate of \$185.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2026 through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-007:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-008

APPOINTING COUNCIL LIAISONS (1 YEAR ENDING 12/31/2026)

COUNCIL COMMITTEE	LIAISON
Administration & Public Works	Carolyn Broullon
Board of Education – HES & HHRS	Jo-Anne Olszewski
Building/Housing	Karen Chelak
Clam Plant	Carolyn Broullon
Communications	Donald Melnyk
Environmental	Karen Chelak
Finance Department	Jo-Anne Olszewski
Green Team	Donald Melnyk
Highlands Business Partnership	Karen Chelak
Open Space	Donald Melnyk
Public Safety	Carolyn Broullon
Recreation Department	Donald Melnyk
Shade Tree	Carolyn Broullon

Motion to Approve R 26-008:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-009

APPOINTING MUNICIPAL PUBLIC DEFENDER AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT

WHEREAS, the municipal public defender serves as defense attorney for all indigent persons accused of violations of the State, disorderly persons' act, motor vehicle statutes or any offense or charge which carries a potential penalty of a substantial fine, incarceration or a loss of driving privileges; and,

WHEREAS, at the discretion of the municipal court judge, and based upon the defendant's financial situation, the Court may appoint the municipal public defender to represent the individual's interests; and

WHEREAS, N.J.S.A. 2B:24-4 requires a municipal public defender to be an attorney-at-law of this State in good standing, and shall serve for a term of one (1) year from the date of his appointment, and may continue to serve in office pending re-appointment or appointment of a successor.

WHEREAS, Kevin P. Wigenton, Esq. is an attorney-at-law licensed by the State of New Jersey who is familiar and experienced with municipal defense law.

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

1. Kevin P. Wigenton, Esq. of the Wigenton Law Firm is hereby appointed Public Defender in the Borough of Highlands for the one-year term for the period of January 1, 2026 through December 31, 2026 for an amount not to exceed \$9,000.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.
4. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-009:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-010

APPOINTING MUNICIPAL PROSECUTOR AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT

WHEREAS, P.L. 1999, CHAPTER 349, requires each municipal court in this State to have at least one municipal prosecutor, who shall be an attorney-at-law of this State in good standing, be appointed by the governing body of the municipality, for a term of one year from the date of his or her appointment, in accordance with applicable laws, ordinances and resolutions; and,

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services for a Municipal Prosecutor were received in the Office of the Borough Administrator no later than 11:00am on November 25, 2025; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year 2026; and

WHEREAS, James Butler, Esq. is an attorney-at-law licensed by the State of New Jersey and who is experienced with municipal law.

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

1. James Butler, Esq. is hereby appointed Municipal Prosecutor of the Borough of Highlands for the one (1) year term to expire December 31, 2026, for an amount not to exceed \$15,240.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-010:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-011

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL COUNSEL FOR TAX APPEAL AND TAX FORECLOSURE MATTERS

WHEREAS, the Borough of Highlands has a need for professional legal counsel services for tax appeal and tax foreclosure matters: and

WHEREAS, such professional legal services can only be provided by licensed professionals and the firm of Marmero Law, LLC is so recognized; and

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

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Tax Appeal Attorney for the calendar year 2026 and said requests for Professional Services – Tax Appeal Attorney were received in the Office of the Borough Administrator no later than 11:00 am on November 25, 2025; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year 2026; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2026 Municipal Budget.

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

1. That Albert Marmero, Esq. of Marmero Law, LLC is hereby appointed and retained to provide professional legal counsel services for tax appeal and tax foreclosure matters as described above for the period of January 1, 2026, through December 31, 2026.
2. That Albert Marmero, Esq. of Marmero Law, LLC is hereby retained at an hourly rate of \$150.00 per hour plus reimbursable expenses for professional services for the period of January 1, 2026, through December 31, 2026, in an amount not to exceed \$15,000.
3. 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) because it is for

services performed by persons authorized by law to practice a recognized profession. The Mayor and Municipal Clerk are authorized to sign the contract.

4. A copy of the Resolution as well as the contract shall be placed on file with the Municipal Clerk of the Borough of Highlands.
5. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-011:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-012

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – AFFORDABLE HOUSING ATTORNEY

WHEREAS, the Borough of Highlands has a need for professional legal services for affordable housing attorney for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Surenian, Edwards, Buzak & Nolan LLC are so recognized; and

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

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Affordable Housing Attorney for the calendar year 2026 and said requests for Professional Services – Affordable Housing Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 25, 2025; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year 2026; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2026 Municipal Budget.

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

1. That the firm of Surenian, Edwards, Buzak & Nolan LLC is hereby appointed and retained to provide professional legal services as affordable housing attorney at an hourly rate of \$225.00 per hour, for the twelve (12) month period beginning January 1, 2026, through December 31, 2026, in an amount not to exceed \$26,000.00.
2. The Mayor and Municipal Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it

is for services performed by persons authorized by law to practice a recognized profession.

4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-012:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-013

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES AS REDEVELOPMENT ATTORNEY

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Special Counsel for Redevelopment Projects within the Borough; and

WHEREAS, the position of Special Counsel for Redevelopment Projects is a position/appointment for specialized legal work and services in connection with its various redevelopment projects in the Borough of Highlands for the calendar year 2026; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Special Counsel for Redevelopment Projects for the calendar year 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. McManimon, Scotland & Baumann, LLC, is hereby retained to provide professional services as Special Counsel for Redevelopment Projects for an amount not to exceed \$26,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2026 through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.

5. The Municipal Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 26-013:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-014

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – RISK MANAGEMENT

WHEREAS, the Borough of Highlands has a need for professional risk management services for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals for Risk Management Consulting Services for the calendar year 2026 and said proposals were received in the Office of the Municipal Clerk no later than 11:00am on November 25, 2025; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed person/firm and the Borough for the provision of said services for the year 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. Danskin Insurance Agency, Inc. is hereby appointed Borough Risk Manager for the calendar year 2026 and is awarded a professional services contract not to exceed 6% of the assessment by the Monmouth County Municipal Joint Insurance Fund for the calendar year 2026 for professional insurance consulting services for the period of January 1, 2026 through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.

5. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-014:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-015

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – CONFLICT ATTORNEYS

WHEREAS, the Borough of Highlands has a need for professional conflict attorney legal services for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals and the firms of Maraziti Falcon, LLP, Marmero Law LLC, and Peri Stewart Malia are so recognized; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of professional services contracts between the following listed persons/firms and the Borough for the provision of said services for the year 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. That the firm of Maraziti Falcon, LLP is hereby appointed and retained to provide professional conflict attorney services at an hourly rate of \$195.00 per hour, for the twelve (12) month period beginning January 1, 2026, through December 31, 2026, in an amount not to exceed \$26,000.00.
2. That the firm of Marmero Law, LLC is hereby appointed and retained to provide professional conflict attorney services at an hourly rate of \$150.00 per hour, for the twelve (12) month period beginning January 1, 2026, through December 31, 2026, in an amount not to exceed \$26,000.00.
3. That the firm of Peri Stewart Malia is hereby appointed and retained to provide professional conflict attorney services at an hourly rate of \$185.00 per hour, for the twelve (12) month period beginning January 1, 2026, through December 31, 2026, in an amount not to exceed \$26,000.00.
4. The Mayor and Municipal Clerk are hereby authorized to sign the contracts for the aforesaid professional services.

5. These contracts are awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
6. A copy of this Resolution as well as the contracts shall be placed on file with the Clerk of the Borough of Highlands.
7. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 26-015:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-016

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –CONSULTING ENGINEERS

WHEREAS, the Borough of Highlands has a need for professional consulting engineering services to be provided to the Borough of Highlands for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals, of which ENGenuity Infrastructure and Van Cleef Engineering are so recognized; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed person/firm and the Borough for the provision of said services for the year of 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. ENGenuity Infrastructure and Van Cleef Engineering are hereby appointed Borough Consulting Engineers for the calendar year 2026 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2026, through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for professional consulting engineering services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contracts shall be placed on file with the Municipal Clerk.

5. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-016:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-017

AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – SANITARY SEWER CONSULTING ENGINEER

WHEREAS, the Borough of Highlands has a need for professional consulting sanitary sewer engineering services to be provided to the Borough of Highlands for the calendar year 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed person/firm and the Borough for the provision of said services for the year of 2026; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2026 budget.

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

1. H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 is hereby appointed Borough Consulting Sanitary Sewer Engineer for the calendar year 2026 and is awarded a professional services contract for an amount not to exceed \$200,000.00 for professional engineering services for the period of January 1, 2026, through December 31, 2026.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for professional consulting engineering services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Municipal Clerk.

5. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 26-017:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-018

CONFIRMING PERMANENT APPOINTMENT OF PATROLMAN

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

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

WHEREAS, by way of Resolution 25-190, duly adopted on October 15, 2025, Alexander Pilkington was temporarily appointed to serve as a Patrolman for the Borough of Highlands Police Department pending successful completion of the aforesaid required coursework within nine months; and

WHEREAS, Alexander Pilkington has successfully completed all of the required courses authorized by the New Jersey Police Training Commission as well as the necessary background checks.

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

BE IT FURTHER RESOLVED, that the aforesaid permanent appointment of Alexander Pilkington as a Patrolman for the Borough of Highlands Police Department shall be for a salary in accordance with the Collective Bargaining Agreement between the Borough of Highlands and PBA Local 48.

Motion to Approve R 26-018:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-019

APPOINTING COMMUNICATIONS COMMITTEE MEMBERS

WHEREAS, by way of Resolution R-16-74, the Borough of Highlands established a Communications Committee that would advise the Governing Body as to email, website, social media, and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Borough of Highlands is desirous of establishing a Communications Committee for the year 2026 for the purpose of advising the Governing Body as to email, website, social media and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Communications Committee shall be advisory in nature and shall consist of not less than five (5) and not more than nine (9) resident members in order to streamline Borough messages to residents, businesses and investors; and

WHEREAS, all appointments shall be for a one-year term to expire on December 31, 2026 and all members shall serve until their respective successors are duly appointed and qualified; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following appointments shall be made to the Communications Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk	1 Year	12/31/2026
Member	Amanda Beckwith		
	Allison Duncil		
	Lorna Milbauer		
	Dina Pistone		
	Sheila Weinstock		
	Douglas Widman		
	Ashish Yadav		
	VACANT		
	VACANT		

Motion to Approve R 26-019:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-020

APPOINTING MEMBERS OF THE ENVIRONMENTAL ADVISORY COMMISSION

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission; and

WHEREAS, vacancies exist within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill these positions with the Environmental Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the following persons shall be appointed to the Highlands Environmental Advisory Commission:

Position:	Name:	Term:	Expiration:
Council Liaison	Karen Chelak*	1 Year	12/31/2026
Member & LUB	Mark Zill	3 Year	12/31/2026
Member	Bill Maier*	3 Year	12/31/2028
Member	Peter Mullen	3 Year	12/31/2027
Member	Steve Szulecki	3 Year	12/31/2027
Member	Robert Zilinski	3 Year	12/31/2027
Member	Andrew Manning*	3 Year	12/31/2028

*Reappointment

Motion to Approve R 26-020:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-021

APPOINTING GREEN TEAM MEMBERS

WHEREAS, by way of Chapter 2-46 of the Borough Code, the Borough of Highlands established a Green Team; and

WHEREAS, be it resolved by the Mayor and the Council of the Borough of Highlands that the following appointments be made to the Green Team (Advisory)

Position:	Name:	Term:	Expiration:
Council Liaison	Donald Melynk*	1 Year	12/31/2026
Environmental Commission Member	Mark Zill*	1 Year	12/31/2026
Public Works	Spencer Carpenter	3 Years	12/31/2027
Recreation Dept.	Jacqueline Kane	3 Years	12/31/2026
Land Use Board	Carolyn Broullon	3 Years	12/31/2027
Resident Member 1	Shari Nastasi	3 Years	12/31/2027
Resident Member 2	VACANT	3 Years	12/31/2026
Resident Member 3	Kat Walsh**	3 Years	12/31/2028
Resident Member 4	Valerie Montecalvo*	3 Years	12/31/2028
Business Owner	VACANT	3 Years	12/31/2026
Resident Member 5	Rachael Shwom***	3 Years	12/31/2027

*Reappointment

**New Appointment

***New Appointment for unexpired term

Motion to Approve R 25-021:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-022

APPOINTING SHADE TREE COMMISSION MEMBERS

WHEREAS, Borough Code §2-21 establishes the Shade Tree Commission (Advisory).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Shade Tree Commission (Advisory):

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Carolyn Broullon	1 Year	12/31/2026
Member	Joseph DeCrescenzo		
	Douglas Flannery		
	Peter Moles		
	Shari Nastasi		
	VACANT		

Motion to Approve R 26-022:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-023
APPOINTING A TREE COMMISSIONER

WHEREAS, the uncontrolled and excessive destruction or removal of trees with the Borough of Highlands has caused or contributed to potential hazards to persons and property including but not limited to soil erosion, changes in drainage patterns, increased dust and noise pollution

WHEREAS, Borough Code §22-1.1 Establishes the Borough of Highlands Tree Removal and Protection Ordinance to prevent uncontrolled and excessive destruction and removal of trees within the Borough and to restrict the removal of other trees thereby maintaining the beauty and character of the Borough of Highlands and restricting actions which could create a hazard to persons or property; and

WHEREAS, Borough Code §22-1.3 provides that the Borough Council may appoint a Tree Commissioner by Resolution to administer permitting and enforcement of the Borough's Tree Removal and Protection Ordinance wherein the Tree Commissioner shall be a member of the Shade Tree Commission; and

WHEREAS, the Governing Body of the Borough of Highlands wishes to appoint Joseph DeCrescenzo to serve as the Tree Commissioner for the calendar year 2026.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that Joseph DeCrescenzo be and is hereby appointed Tree Commissioner for a term of one (1) year with an expiration date of December 31, 2026.

Motion to Approve R 26-023:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-024
APPOINTING OPEN SPACE COMMITTEE MEMBERS

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for vacancies which exist in the Open Space Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk*	1 Year	12/31/2026
Resident Member 1	Jason Reynolds*	3 Years	12/31/2028
Resident Member 2	VACANT	3 Years	12/31/2026
Resident Member 3	Stacey Rimassa*	3 Years	12/31/2028
Resident Member 4	VACANT	3 Years	12/31/2027
Resident Member 5	Tim Sanfratello	3 Years	12/31/2026
Resident Member 6	Douglas Widman	3 Years	12/31/2027

*Reappointment

Motion to Approve R 26-024:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-025

APPOINTING LAND USE BOARD MEMBERS

WHEREAS, vacancies exist on the Land Use Board to be appointed by the Mayor.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointments be and are hereby confirmed to the Land Use Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor (Class I)	Carolyn Broullon	3 Year	12/31/2026
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2026
Councilmember (Class III)	Jo-Anne Olszewski*	1 Year	12/31/2026
Member (Class IV)	Robert Knox	4 Years	12/31/2026
	Laurie LaRussa	4 Years	12/31/2027
	Frank Montecalvo	4 Years	12/31/2028
	Paul Sayah	4 Years	12/31/2028
	Annemarie Tierney	4 Years	12/31/2026
	Mark Zill*	4 Years	12/31/2029
Alternate 1	Helen Chang*	2 Years	12/31/2027
Alternate 2	Dean Cramer	2 Years	12/31/2026
Alternate 3	Kevin Cody*	2 Years	12/31/2027
Alternate 4	Stacy Vickery	2 Years	12/31/2026

* Reappointment

Motion to Approve R 26-025:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-026

APPOINTING COMMUNITY DEVELOPMENT REPRESENTATIVE

BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Michael Muscillo be appointed Community Development Representative for the Borough of Highlands for a one-year term to expire December 31, 2026.

BE IT FURTHER RESOLVED, that Carolyn Broullon be appointed Alternate Community Development Representative for the Borough of Highlands for a one-year term to expire on December 31, 2026.

Motion to Approve R 26-026:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-027

APPOINTING ECONOMIC DEVELOPMENT REVIEW BOARD MEMBERS

WHEREAS, vacancies exist on the Economic Development Review Board.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointments be and are hereby confirmed to the Economic Development Review Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor	Carolyn Broullon	Term of Office	12/31/2026
Borough Administrator	Michael Muscillo	Term of Office	12/31/2026
Land Use Board Governing Body	Jo-Anne Olszewski	1 Year	12/31/2026
Borough Business Owner 1	Jay Cosgrove	1 Year	12/31/2026
Borough Business Owner 2	Luke Bollerman	1 Year	12/31/2026
Non-Business Member 1	Joseph DeCrescenzo	1 Year	12/31/2026
Non-Business Member 2	Valerie Montecalvo	1 Year	12/31/2026

Motion to Approve R 26-027:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-028
APPOINTING SPECIAL POLICE OFFICERS

WHEREAS, the Borough of Highlands from time-to-time has the need to employ Special Police Officers; and

WHEREAS, the Chief of Police has made recommendations to the Governing Body regarding appointment of said officers;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following persons be and hereby are appointed Special Officers of the Borough of Highlands for a one-year term to expire December 31, 2026:

Special Officer Class II	David Osuch
Special Officer Class II	Yannis Gouzouassis
Special Officer Class I	Diane Alvator
Special Officer Class I	Martin Hawley Jr.

Motion to Approve R 26-028:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-029
APPOINTING JUVENILE OFFICER

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that Sergeant Ryan Clark is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2026.

BE IT FURTHER RESOLVED, that the compensation for said position shall be set in the Municipal Salary Ordinance.

Motion to Approve R 26-029:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-030
APPOINTING FIRE POLICE

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following persons be and hereby are appointed Fire Police for the year 2026:

Chief of Fire Police Thomas Snow

Officers Edward Sulkowski
 Charles Roemmelle
 Pat Mason Jr.
 Marty Hawley Sr.
 Marty Hawley Jr.
 Ali Quast
 Christopher Creighton
 Jacqueline Kane
 Kevin McKenna
 Martin Kiley

Motion to Approve R 26-030:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-031

DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (PACO)

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (PACO); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate Nancy Tran, Municipal Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2026; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that, Nancy Tran is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2026.

Motion to Approve R 26-031:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-032

APPOINTING A PUBLIC OFFICER

WHEREAS, the Borough of Highlands has a need for a Public Officer and wishes to fill this position;
and

WHEREAS, the Borough wishes to appoint William Brunt to serve as the Public Officer for the term beginning January 1, 2026 through December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that William Brunt is hereby appointed to serve as the Public Officer for the term beginning January 1, 2026 through December 31, 2026.

Motion to Approve R 26-032:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-033

APPOINTING THE 2026 RECYCLING COORDINATOR

WHEREAS, the Borough of Highlands Municipal Code §2.32 A.1 provides for the appointment of a Recycling Coordinator by the Mayor with the advice and Consent of Council; and,

WHEREAS, in accordance with Borough Code § 2-32A.2, the term of the recycling coordinator shall be for one (1) calendar year, expiring on December 31 of each year, and any vacancy during the year shall be filled for the unexpired term; and

WHEREAS, the Mayor and Council have determined that Spencer Carpenter is qualified for the position of Recycling Coordinator and will be able to perform the duties of Recycling Coordinator as delineated by statute and in the Borough Code, Chapter 2-32A.4 to expire December 31, 2026; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Spencer Carpenter be and is hereby appointed to serve as Recycling Coordinator through December 31, 2026.

Motion to Approve R 26-033:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-034

APPOINTING A CLEAN COMMUNITIES COORDINATOR

BE IT RESOLVED by the Governing Body of the Borough of Highlands that Spencer Carpenter be and hereby is appointed Clean Communities Coordinator for the one (1) year term to expire December 31, 2026.

Motion to Approve R 26-034:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-035

APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICER

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for the term to expire December 31, 2026:

Tax Search Officer	Donna Conrad
Assessment Search Officer	Donna Conrad

Motion to Approve R 26-035:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-036

APPROVING 2026 EVENTS ON VARIOUS BOROUGH PROPERTIES

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

1. Saturday, March 7th: Guinness Run at Off the Hook
2. Saturday, March 21st: Annual St. Patrick's Day Parade (2PM)
3. Saturday, May 16th: Roar on the River JSBR Skiff Races, Veterans Park (Tentative 12-6PM)
4. Sunday, May 17th: Roar on the River OPA Power Boat Races, Veterans Park (12-6PM)
5. Sunday, May 24th: Annual Seaport Craft Show, Huddy Park (10AM – 5PM)
6. Saturdays, June 20th – November 21st: Farmer's Market, Huddy Park (8:30AM – 2PM)
7. Saturday, July 11th: Pride Fest, Location TBD (4-9PM)
8. Fri – Sun, July 31st – August 2nd: Annual Clamfest, Huddy Park – 3 days
9. Saturday, August 15th: Trudy Fest, Veterans Park (12-8PM) – Rain Date Sun., Aug. 16th
10. Sunday, September 28th: Twin Lights Bike Ride, Huddy Park (7AM – 5PM)
11. Saturday, October 3rd: Oktoberfest, Veterans Park (1PM – 7PM) – Rain Date Sun., Oct. 4th
12. Friday, December 5th: Holiday Tree Lighting (6PM)

Note: The event calendar is subject to change.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that it hereby approves all of the above events listed above taking place on Borough property in the year 2026.

Motion to Approve R 26-036:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-037

APPROVING THE 2026 TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is within the first thirty days of January 2026: and

WHEREAS, the total appropriations in the 2026 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2025 Municipal Budget	\$14,710,663.81
2025 Sewer Utility Budget	\$ 1,900,000.00

WHEREAS, 35% of the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2025 budget is the sum of:

2025 Municipal Budget	\$ 5,148,732.33
2025 Sewer Utility Budget	\$ 665,000.00

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey that the temporary appropriations be made and a certified copy of this resolution be transmitted to the Borough Chief Financial Officer for their records:

2026 Temporary Appropriations Municipal Budget

Department	Salaries	Other Expenses	Total
General Government:			
Borough Administrator	\$ 80,500.00	\$ 980.00	\$ 81,480.00
Central Services	\$ 5,250.00	\$ 10,500.00	\$ 15,750.00
Mayor and Borough Council	\$ 0.00	\$ 4,620.00	\$ 4,620.00
Borough Clerk	\$ 32,550.00	\$ 17,500.00	\$ 50,050.00
Financial Administration	\$ 55,300.00	\$ 6,650.00	\$ 61,950.00
Audit	\$ 0.00	\$ 19,250.00	\$ 19,250.00
Collection of Taxes	\$ 36,750.00	\$ 4,550.00	\$ 41,300.00
Assessment of Taxes	\$ 18,200.00	\$ 12,845.00	\$ 31,045.00

Legal Services	\$ 0.00	\$ 113,750.00	\$ 113,750.00
Engineering Services	\$ 0.00	\$ 115,500.00	\$ 115,500.00
Grants Writer	\$ 0.00	\$ 3,500.00	\$ 3,500.00
Code Enforcement Officer	\$ 38,500.00	\$ 2,975.00	\$ 41,475.00
Code – Substandard Housing	\$ 0.00	\$ 3,150.00	\$ 3,150.00
Municipal Land Use Law	\$ 9,625.00	\$ 3,500.00	\$ 13,125.00
Zoning-OE	\$	\$ 1,050.00	\$ 1,050.00
Master Plan	\$ 0.00	\$ 700.00	\$ 700.00
Insurance:			
General Liability	\$ 0.00	\$ 92,750.00	\$ 92,750.00
Workers' Compensation	\$ 0.00	\$ 80,500.00	\$ 80,500.00
Employee Group Insurance	\$ 0.00	\$ 560,000.00	\$ 560,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Liability Flood Insurance	\$ 0.00	\$ 11,200.00	\$ 11,200.00
Employee Group-Salary Stipend	\$ 17,500.00	0.00	\$ 17,500.00
Public Safety:			
Fire	\$ 0.00	\$ 40,250.00	\$ 40,250.00
Police	\$ 771,750.00	\$ 76,755.00	\$ 848,505.00
School Crossing Guards	\$ 18,200.00	\$ 700.00	\$ 18,900.00
Municipal Court	\$ 38,500.00	\$ 7,210.00	\$ 45,710.00
First Aid	\$ 0.00	\$ 13,090.00	\$ 13,090.00
Emergency Management	\$ 2,800.00	\$ 12,075.00	\$ 14,875.00
Public Defender	\$ 3,500.00	\$ 350.00	\$ 3,850.00
Fire Hydrants	\$ 0.00	\$ 29,750.00	\$ 29,750.00
Uniform Fire Safety Act	\$ 16,800.00	\$ 2,576.00	\$ 19,376.00
Municipal Prosecutor	\$ 0.00	\$ 6,300.00	\$ 6,300.00
Public Works:			
Road Repair & Maintenance	\$ 175,700.00	\$ 30,625.00	\$ 206,325.00
Snow Removal	\$ 5,600.00	\$ 10,500.00	\$ 16,100.00
Sanitation	\$ 5,250.00	\$ 14,000.00	\$ 19,250.00
Sanitation- Contractual Service	\$ 0.00	\$ 211,750.00	\$ 211,750.00
Mechanic Garage	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Public Buildings & Grounds	\$ 11,200.00	\$ 29,050.00	\$ 40,250.00
Shade Tree Commission	\$ 0.00	\$ 350.00	\$ 350.00
Condominium Services	\$ 0.00	\$ 7,000.00	\$ 7,000.00
Health and Human Services:			
Environmental Commission	\$ 0.00	\$ 175.00	\$ 175.00
Dog Control	\$ 0.00	\$ 6,300.00	\$ 6,300.00

Substance Abuse Program	\$ 0.00	\$ 1,050.00	\$ 1,050.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,400.00	\$ 1,400.00
Park and Recreation			
Beachfront Maintenance	\$ 350.00	\$ 3,675.00	\$ 4,025.00
Parks & Playgrounds	\$ 0.00	\$ 4,550.00	\$ 4,550.00
Public Events	\$ 0.00	\$ 1,750.00	\$ 1,750.00
Community Center	\$ 70,000.00	\$ 12,950.00	\$ 82,950.00
Accumulated Sick Leave	\$ 8,750.00	\$ 0.00	\$ 8,750.00
Construction Code Official	\$ 75,250.00	\$ 7,350.00	\$ 82,600.00
Utilities:			
Electricity	\$ 0.00	\$ 24,500.00	\$ 24,500.00
Street Lighting	\$ 0.00	\$ 21,000.00	\$ 21,000.00
Telephone	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Water	\$ 0.00	\$ 7,000.00	\$ 7,000.00
Natural Gas	\$ 0.00	\$ 8,750.00	\$ 8,750.00
Telecommunications	\$ 0.00	\$ 19,250.00	\$ 19,250.00
Gasoline-Fuel	\$ 0.00	\$ 33,250.00	\$ 33,250.00
County Reclamation Center	\$ 0.00	\$ 63,000.00	\$ 63,000.00
Statutory Expenditures:	Deferred Charges		
PERS	\$ 0.00	\$ 66,149.00	\$ 66,149.00
Social Security System	\$ 0.00	\$ 78,750.00	\$ 78,750.00
PFRS	\$ 0.00	\$ 201,433.00	\$ 201,433.00
DCRP	\$ 0.00	\$ 350.00	\$ 350.00
Contingent	\$ 0.00	\$ 4,200.00	\$ 4,200.00
TOTAL INSIDE "CAP"	\$ 1,497,825.00	\$ 2,159,633.00	\$ 3,657,458.00
"OUTSIDE CAPS"			
LOSAP	\$ 0.00	\$ 22,050.00	\$ 22,050.00
Stormwater Management	\$ 0.00	\$ 14,000.00	\$ 14,000.00
Recycling Tax	\$ 0.00	\$ 350.00	\$ 350.00
Shared Services Agreements:			
Sea Bright Lifeguards	\$ 0.00	\$ 15,750.00	\$ 15,750.00
Sea Bright Municipal Court	\$	\$ 17,500.00	\$ 17,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 36,750.00	\$ 36,750.00
EMS/JFK/AH Medical Services		\$ 31,500.00	\$ 31,500.00

Private/Public Programs/Grants			
Matching Funds for Grants		\$ 5,250.00	\$ 5,250.00
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 143,150.00	\$ 143,150.00
SUB TOTAL APPROPRIATIONS	\$ 1,497,825.00	\$ 2,302,783.00	\$ 3,800,608.00
Statutory Additions:			
Capital Improvement Fund		\$ 200,000.00	\$ 200,000.00
Payment of Bond Principal		\$ 590,000.00	\$ 590,000.00
Interest on Bonds		\$ 310,000.00	\$ 310,000.00
Payment on Note Principal		\$ 930,000.00	\$ 930,000.00
Interest on Notes		\$ 435,400.00	\$ 435,400.00
Loan Principal		\$ 35,000.00	\$ 35,000.00
Lease Purchase			
Principal		\$ 0.00	\$ 0.00
Interest		\$ 0.00	\$ 0.00
Sub-Total Statutory Additions	\$ 0.00	\$ 2,500,400.00	\$ 2,500,400.00
TOTAL TEMPORARY MUNICIPAL BUDGET	\$ 1,497,825.00	\$ 4,803,183.00	\$ 6,301,008.00
<u>SEWER UTILITY:</u>			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 43,750.00	\$ 427,756.00	\$ 471,506.00
Group Insurance		\$ 10,500.00	\$ 10,500.00
Insurance Other		\$ 10,500.00	\$ 10,500.00
Workers Compensation		\$ 8,750.00	\$ 8,750.00
Capital Improvement Fund		\$ 35,000.00	\$ 35,000.00
PERS		\$ 2,625.00	\$ 2,625.00
Social Security System		\$ 4,200.00	\$ 4,200.00
Sub Total	\$ 43,750.00	\$ 499,331.00	\$ 543,081.00
Statutory Additions:			
Payment of Bond Principal		\$ 192,000.00	\$ 192,000.00
Interest on Bonds		\$ 69,000.00	\$ 69,000.00
Principal/Interest on Notes/Loans		\$ 89,124.00	\$ 89,124.00

Total Statutory Additions	\$ 0.00	\$ 350,124.00	\$ 350,124.00
TOTAL Sewer Utility Budget	\$ 43,750.00	\$ 849,495.00	\$ 893,205.00

Motion to Approve R 26-037:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-038
AUTHORIZING A CASH MANAGEMENT PLAN

WHEREAS, NJSA 40A:5-14 of the Local Fiscal Affairs Law requires that every local unit shall adopt a "Cash Management Plan" and shall deposit in an interest-bearing account, all available public funds pursuant to the plan;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands, County of Monmouth and State of New Jersey, hereby adopts the following "Cash Management Plan" policy to be utilized by the Borough of Highlands; and

BE IT FURTHER RESOLVED those certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, Borough Auditor, Chief Financial Officer of the Borough of Highlands; and,

BE IT FURTHER RESOLVED, that said banks are hereby authorized to honor checks drawn upon said banks, signed by the Mayor, Chief Financial Officer, Administrator and/or the Municipal Clerk. All checks require two signatures, one of which may be a facsimile signature. The payroll account checks may utilize two facsimile signatures.

BE IT FURTHER RESOLVED, the Cash Management Plan for the Borough of Highlands is further set forth as follows:

**CASH MANAGEMENT PLAN OF THE BOROUGH OF HIGHLANDS,
COUNTY OF MONMOUTH, NEW JERSEY**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis of deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Highlands, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. DEFINITIONS

"Arbitrage" refers to the rules and regulations governing the issuance of bonds or notes and the reinvestment of the proceeds at higher yield. These regulations are promulgated by the Internal Revenue Service, Regulation 1.103.

"Certificate of Eligibility" is the certification issued by the New Jersey Department of Banking and Insurance, Division of Banking, that a Public Depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

"GUDPA" requires a bank that accepts public funds to be a public depository. A "Public Depository" is defined as a state bank, a national bank, a savings bank or association which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation, and which received or holds public funds on deposit. A local unit may make deposits in, or purchase certificates of deposit from, banks which are located in New Jersey and which meet the requirements of the "GUDPA".

"The New Jersey Cash Management Fund." The New Jersey Division of Investment is authorized pursuant to N.J.S.A. 52-18A-90.4 to establish, maintain and operate, with the approval of the State Investment Council and the State Treasurer, a common trust fund known as the State of New Jersey-New Jersey Cash Management Fund (the "Fund"). The Fund is authorized to accept deposits from all Local Units of government. The Fund is a "common trust" fund pursuant to the statute that created such funds within the jurisdiction of the Division of Investment. According to the enabling legislation, monies of Local Units deposited in the Fund must be invested in obligations and bonds that meet the investment requirements of the statute. These obligations include, among other things, evidences of indebtedness of U.S. corporations. These obligations are less secure than those permitted to Local Units under the Act. Thus, the Fund is riskier than direct investments in federal securities or GUDPA protected deposits by Local Units.

III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough.

- Current Fund
- Grant Fund
- Escrow Trust Fund
- General Trust Fund
- Unemployment Insurance Trust Fund Serial Bonds Refunding Trust Fund General Capital Fund
- Water/Sewer Utility Operating Fund
- Water/Sewer Utility Capital Fund Bond & Interest Fund Redevelopment Fund
- Payroll Agency Account
- Payroll Account
- Workers Compensation Account

B. The Plan is not intended to cover the deposit and/or investment of the following Funds and Accounts of the Borough

1. Petty Cash Funds
2. Cash drawn from a Federal Agency under a letter of credit which cash has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the Borough for such things as faithful performance, if the Borough would be required by law to pay back any interest earned to the provider of the deposit, except where the Borough is required by law or court decision to invest the fund.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not Federally Tax Exempt) issue pursuant to federal regulations. To the extent that some interest is allowable, it shall be deposited at the most favorable rate obtainable.

IV. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHLANDS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS

The Chief Financial Officer, and The Borough Administrator, (The "Designated Officials") are hereby authorized and directed to deposit and/or invest the Funds referred to in the plan.

V. STANDARDS OF CARE

1. The Designated Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
2. The Designated Officials shall disclose any material interests in the financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.
3. The Chief Financial Officer, under the direction of the Borough Administrator, is responsible for establishing and maintaining internal control. The controls should ensure that the assets of the Borough are protected from loss, theft, or misuse.

VI. PROCEDURES FOR THE RECEIPT OF MONIES

A. Department Procedures

1. A receipt shall be issued in duplicate for all transactions involving the receipt of money. A copy of the receipt shall be given to the paying party and the duplicate shall be maintained by the receiving department. All payments and receipts must be recorded.
2. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
3. All monies received shall be placed in a secured place until forwarded for deposit.
4. No department, division or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is prohibited.

B. Chief Financial Officer (Designated Official)

1. The Chief Financial Officer shall:
 - a. Deposit all monies collected or received from any source by or on behalf of the Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
 - b. Ensure that all monies deposited are in interest bearing accounts.
 - c. Make recommendations of legal public depositories to the Borough Council who shall by resolution designate said depositories at the first meeting of the calendar year.
 - d. Ensure that each of the various accounts for which there is a separate bank statement is reconciled with that bank statement by the end of the following month.
 - e. Verify that designated official depositories submit to the Chief Financial Officer a copy of the State of New Jersey, Department of Banking and Insurance, Governmental Unit Deposit Protection Act notification of Certificate of Eligibility, which must be filed semi-annually in the Department of Banking as of June 30 and December 31 of each year.

VII. DESIGNATION OF DEPOSITORIES

The following financial institutions are designated official depositories:

TD Bank, National Association;
 Ocean First Bank;
 United Roosevelt; and
 Valley National Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said notices must be available for annual audit.

VIII. AUTHORIZED INVESTMENTS

Investments shall be limited to the following:

- a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- c) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e) Debt obligations of federal agencies or government corporations with maturities not greater than twenty (20) years from the date of purchase, excluding mortgage-backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent with the Division's own investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.
- f) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.
- g) Bonds, notes, or other obligations issued by an agency or corporation of the federal government or a governmental agency established under the laws of this State, provided that the(issuer) is not in default as to the payment of principal or interest upon any of its outstanding obligations, and provided further that the bonds, notes or other obligations are purchased at fair market value, guaranteed as to interest and principal, and have a credit rating of A3 or higher by Moody's Investor Services, Inc., A- or higher by Standard and Poor's Corporation and A- or higher by Fitch Ratings, except that two of the three ratings is sufficient.
- h) The cash management plan may provide for the purchase of certificates of deposits (CDARS) in accordance with the following conditions:
 - 1. The funds are initially invested through a public depository as defined in section 1 of P.L.1940, c.236 (C.17:9-41) designated by the local unit.

2. The designated public depository arranges for the deposit of the funds in certificates of deposit in one or more federally insured banks or savings and loans association, for the account of the local unit;
3. 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;
4. The designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and
5. At the same time the local unit's funds are deposited and certificates of deposits are issued, the designated public depository receives an amount of deposits from customers or other banks and savings and loan associations, wherever located, equal to the amount of funds initially invested by the local unit through the designated public depository.

No investment or deposit shall have a maturity longer than twenty (20) years from date of purchase, unless the fund seeks prior approval from the Department of Banking and Insurance and the Division of Local Government Services in the Department of Community Affairs to enter into a longer-term investment of a longer duration.

IX. SAFEKEEPING CUSTODY PAYMENT

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Highlands, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Borough of Highlands or by a third-party custodian prior to or upon the release of the Borough of Highlands funds.

X. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Officials referred to in Section IV hereof shall supply to the governing body of the Borough of Highlands a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the Borough of Highlands as a Deposit of a Permitted Investment.
- b. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of securities purchased, or Deposits made.
- d. The book value of such Deposits or Permitted Investment.
- e. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- f. The fees incurred to undertake such Deposits or Permitted Investments.

- g. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- h. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Highlands.

XI. BOROUGH AUDITOR

The Borough Investment practices (including compliance with N.J.S.A. 40A:5-14) and the agreement for banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State Statute, the applicable State Statute shall apply.

XII. SURETY BONDS

- a. The Chief Financial Officer shall be covered by surety bonds. During the annual audit, the Borough Auditor shall examine said bonds to determine that proper coverage has been obtained.
- b. Staff members of the Chief Financial officer's office other than the C.F.O. (See a above) shall be covered by a public employee's faithful performances bond in the minimum amount of \$10,000.

XIII. TERM OF PLAN

The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion to Approve R 26-038:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-039

SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2026

WHEREAS, N.J.S.A. 10:4-18 provides that at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time, and location of the meeting. In addition, it shall be mailed to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices,

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 during the year 2026, at the 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:

January 21	August 19
February 4 & 18	September 2 & 16
March 4 & 18	October 7 & 21
April 1 & 15	November 4
May 6 & 20	December 2 & 16
June 3 & 17	January 1, 2027 Reorganization/Regular
July 15	

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 2026. 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 2027 shall be held at 12:00 noon on January 1, 2027, at the Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732, in the Court Room/Council Chambers.
3. The Municipal Clerk shall post this "Annual 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 Act."

Motion to Approve R 26-039:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-040

DESIGNATING OFFICIAL NEWSPAPERS AND OFFICIAL INTERNET WEBSITE OF THE BOROUGH OF HIGHLANDS

WHEREAS, N.J.S.A 40:53-1 provides that the governing body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and,

WHEREAS, N.J.S.A 40:53-2, as amended by P.L. 2025, c. 72, requires that all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall until March 1, 2026 be published in at least one official newspaper published and circulating in the municipality, and if there be no such newspaper, then in at least one newspaper published in the county in which the municipality is located and circulating in the municipality; and,

WHEREAS, Pursuant to N.J.S.A. 40:53-2, as amended by P.L. 2025, c.72, after March 1, 2026 all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall publish or advertise the legal notice on the public entity's official Internet website.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that ***the Asbury Park Press*** and ***The Two River Times*** be designated as the official newspapers for the advertising of ordinances and other public notices, which the municipality may be required by any law to publish until March 1, 2026.

BE IT FURTHER RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that after March 1, 2026 that the advertising of ordinances and other public notices, which the municipality may be required by any law to publish, shall be published on the official Internet website of the Borough of Highlands, at the following address:
<https://highlandsnj.gov/legal-notices/>.

Motion to Approve R 26-040:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-041

REAPPOINTING MICHAEL MUSCILLO TO SERVE AS BOROUGH ADMINISTRATOR

WHEREAS, by way of Resolution 21-032, duly adopted on January 1, 2021, Michael Muscillo was appointed to serve as the Borough Administrator for a two (2) year term set to expire on December 31, 2022; and

WHEREAS, by way of Ordinance 22-25, duly adopted on December 21, 2022, the term of office of the Borough Administrator, as set forth in Section 2-6.2 of the Borough Code, was amended to a period of three (3) years; and

WHEREAS, by way of Resolution 23-002, duly adopted on January 1, 2023, Michael Muscillo was reappointed to serve as the Borough Administrator for a three (3) year term set to expire on December 31, 2025; and

WHEREAS, Michael Muscillo has effectively served as the Borough of Highlands Administrator, and the Borough finds that he meets and exceeds all qualification requirements for reappointment to said position; and

WHEREAS, based on the foregoing, the governing body of the Borough of Highlands has determined that Michael Muscillo is qualified to serve as the Borough Administrator of the Borough of Highlands and will be able to perform the duties of Borough Administrator; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that Michael Muscillo is hereby reappointed to serve as Borough Administrator, beginning January 1, 2026, for a three (3) year term to expire on December 31, 2028, wherein he shall be responsible for performing all of the duties of Borough Administrator as delineated in Borough Code, Chapter 2-6.5.

BE IT FURTHER RESOLVED, that the Mayor be and is hereby authorized to execute an Employment Agreement governing the terms and conditions of Michael Muscillo's employment as aforesaid.

Motion to Approve R 26-041:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 26-042

CONGRATULATING CHIEF ROBERT BURTON ON AN IMPORTANT MILESTONE

WHEREAS, the Mayor and Council are so pleased to announce that Chief Burton attended the FBI National Academy, Session 296 in Quantico, Virginia which was held from September 28, 2025 through Graduation on December 11, 2025; and

WHEREAS, the National Academy is a comprehensive 11-week residential program which focuses on advanced communication, leadership and fitness training. Internationally known for its academic excellence, it is considered a prestigious program and nationally, less than one percent of officers have the opportunity to attend; and

WHEREAS, participants in this coveted program attend by invitation only through a nomination process and must demonstrate a proven track record of professionalism within their agencies. The curriculum is challenging, but those who complete the program leave with more specialized knowledge, more professional connections, and more resources to help them be successful at the highest levels of their organizations; and

WHEREAS, Chief Burton was one of 254 law enforcement officers to graduate the 296th Session which consisted of men and women from 47 states, the District of Columbia, 24 countries, four military organizations and two federal civilian organizations; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council congratulate Chief Burton on this important milestone.

Motion to Approve R 26-042:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands