



**BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING**
22 Snug Harbor Avenue, Highlands NJ 07732
Wednesday, April 05, 2023 at 7:00 PM

AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2023. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

PROCLAMATIONS/AWARDS/OATH OF OFFICE

1. Arbor Day Proclamation
2. Alcohol Awareness Month
3. Highlands Lions Club Donation to fund Bocce Court at Frank Hall Park

APPROVAL OF MINUTES

4. March 15, 2023 Meeting Minutes

PUBLIC HEARING ON PROPOSED ORDINANCES

5. O-23-05 Authorizing the Sale of a 2009 Stryker Medical Power Stretcher, Serial No. 090741112, in a Private Sale to the Borough of Atlantic Highlands Pursuant to N.J.S.A. 40A:12-13(B)(1)
6. O-23-06 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14)
7. O-23-09 Vacating a Portion of Ocean-View Avenue Adjacent to Lot 2, Block 5 in the Borough of Highlands, County of Monmouth, State of New Jersey

CONSENT AGENDA

8. R 23-092 Authorizing the Award of a Non-Fair and Open Contract for Professional Services in Connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project
9. R 23-093 Authorizing Shared Services Agreement Between the Borough of Highlands and the Borough of Sea Bright for Lifeguard Operations

- [10.](#) R 23-094 Property Tax Cancellation and Refund
- [11.](#) R 23-095 Appointing Green Team Member
- [12.](#) R 23-096 Appointing Land Use Board Member
- [13.](#) R 23-097 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”
- [14.](#) R 23-098 Recognizing NJ Local Government Week April 16-22, 2023, and Encouraging All Citizens to Support the Celebration and Corresponding Activities
- [15.](#) R 23-099 Authorizing Payment of Bills
- [16.](#) R 23-100 Authorizing Shared Services Agreement Between the Borough of Highlands and the Borough of Atlantic Highlands for Planning and Zoning Board Secretary

REPORTS

17. Mayor's Report
18. Borough Administrator's Report

PUBLIC PORTION

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

EXECUTIVE SESSION

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

RESOLUTION TO ENTER EXECUTIVE SESSION

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

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

19. Pending or Anticipated Litigation

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

ADJOURNMENT

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-23-05

AUTHORIZING THE SALE OF A 2009 STRYKER MEDICAL POWER STRETCHER, SERIAL NO. 090741112, IN A PRIVATE SALE TO THE BOROUGH OF ATLANTIC HIGHLANDS PURSUANT TO N.J.S.A. 40A:12-13(B)(1)

WHEREAS, the Borough of Highlands is the owner of personal property identified as a 2009 Stryker Medical Power Stretcher (hereafter the “Property”); and

WHEREAS, the Borough of Atlantic Highlands is a political subdivision in the State of New Jersey and wishes to purchase the Property; and

WHEREAS, the Borough of Highlands desires to privately sell the Property to the Borough of Atlantic Highlands; and

WHEREAS, N.J.S.A. 40A:12-13(b)(1) authorizes the Borough of Highlands to sell municipally owned personal property at a private sale to any political subdivision; and

WHEREAS, the Borough of Highlands has determined that the Property is not needed for public use and the sale of the Property is in the best interests of the Borough of Highlands.

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

SECTION I. The Borough of Highlands is the owner of a 2009 Stryker Medical Power Stretcher, Serial No. 090741112 (hereafter the “Property”) and said Property is no longer needed for public use and the Borough of Highlands desires to sell the Property in accordance with N.J.S.A. 40A:12-13(b)(1) as follows:

- (a) The Borough of Highlands shall sell the Property to the Borough of Atlantic Highlands.
- (b) The sale price shall be \$7,000.00.
- (c) The Property is being sold in an “AS IS” condition.

SECTION II. The Borough Administrator and any other municipal officials are hereby authorized to undertake any and all acts reasonably necessary to effectuate the sale of the above described Property.

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

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

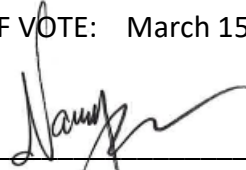
SECTION V. EFFECTIVE DATE. This Ordinance shall take effect after final passage and publication as provided by law.

First Reading and Set Hearing Date for O-23-05:

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

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

DATE OF VOTE: March 15, 2023



 Nancy Tran, Municipal Clerk
 Borough of Highlands

Public Hearing for O-23-05:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: April 5, 2023

 Nancy Tran, Municipal Clerk
 Borough of Highlands

 Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-23-06

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Borough Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$85,917.07 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor and Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2023 budget year, the final appropriations of the Borough of Highlands shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$300,709.75, and that the CY 2023 municipal budget for the Borough of Highlands be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

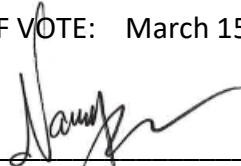
BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

First Reading and Set Hearing Date for O-23-06:

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

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

DATE OF VOTE: March 15, 2023



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-23-06:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-23-09

VACATING A PORTION OF OCEAN-VIEW AVENUE ADJACENT TO LOT 2, BLOCK 5 IN THE BOROUGH OF HIGHLANDS, COUNTY OF MONMOUTH, STATE OF NEW JERSEY

WHEREAS, N.J.S.A. 40:67-1, et seq., authorizes the governing body of every municipality to make, amend, repeal and enforce ordinances to vacate any public street, highway, lane or alley, or any part thereof; and

WHEREAS, pursuant to Section 8-3 of the Borough Code, an application for the instant street vacation was submitted by the adjacent property owner; and

WHEREAS, the portion of Ocean-View Avenue requested to be vacated is a paper street and was never opened by the Borough of Highlands; and

WHEREAS, the governing body of the Borough of Highlands has determined that the public interest would be best served by abandoning, vacating, releasing and extinguishing any and all public rights which the Borough may have in and to the rights of way known as a portion of Ocean-View Avenue adjacent to Lot 2, Block 5 as shown on Schedule A attached hereto.

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

SECTION I.

A strip of land, ranging between 5.37 feet along Hillside Avenue and 7.64 feet along Thompson Avenue, being a portion of Ocean-View Avenue, more particularly described in the Description of a Portion of Ocean-View Avenue dated March 14, 2023 prepared by Robert K. Sanchez, P.L.S., of CME Associates attached hereto as Schedule A, is not needed for public purposes and, accordingly, all public right, title and interest in that portion of Ocean-View Avenue, subject to the exception for public utilities set forth in Section II below, are hereby abandoned, vacated, released and extinguished. This portion of the right of way shall become part of Block 5, Lot 2 in the Borough of Highlands.

SECTION II.

Pursuant to N.J.S.A. 40:67-1, this Ordinance expressly reserves and excepts from vacation all rights and privileges then possessed by public utilities, as defined in R.S. 48:2-13, and by any cable television company, as defined in the "Cable Television Act," P.L. 1972, c. 186 (C. 48:5A-1 et seq.), to maintain, repair and replace their existing facilities in, adjacent to, over or under the street, highway, lane, alley, square, place or park, or any part thereof, to be vacated, as described in Schedule A.

SECTION III.

An approximately 12-foot wide strip of land being a portion of Ocean-View Avenue, more particularly described in the Description of a Portion of Ocean-View Avenue dated March 14, 2023 prepared by Robert K. Sanchez, P.L.S., of CME Associates attached hereto as Schedule A, shall remain a right of way.

SECTION IV.

The Borough Clerk shall file a certified copy of this Ordinance with the Monmouth County Clerk's Office to be recorded in a book with proper index to be provided for the purpose and entitled 'vacations' pursuant to N.J.S.A. 40:67-21.

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

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

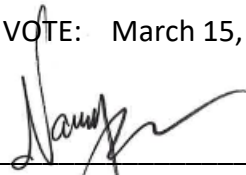
SECTION VII. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, publication, and recording with the Monmouth County Clerk’s Office in accordance with law.

First Reading and Set Hearing Date for O-23-09:

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

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

DATE OF VOTE: March 15, 2023



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-23-09:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-092

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES IN CONNECTION WITH THE HIGHLANDS/MONMOUTH HILLS COOPERATIVE EFFORT – PERMIT PLANS & NJPDES PERMIT – ADDRESS NOV DRAINAGE IMPROVEMENTS AND TSS REMOVAL – MONMOUTH HILLS ONLY PROJECT

WHEREAS, the Borough of Highlands has a need for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated Mach 15, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal is for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project; and

WHEREAS, the said proposed services include the following:

- **Phase 1.0** – Survey Services \$22,000.00
 - **Phase 2.0** – Engineering Design Services – Preliminary Plans – Permits Only – NOT CONSTRUCTION \$38,000.00
 - **Phase 3.0** – Geotechnical (excluding backhoe) \$22,750.00
 - **Phase 4.0** – Permits \$10,000.00
 - **Phase 5.0** - Estimating \$1,000.00
 - **Phase 6.0** – Project Coordination \$4,850.00
- Reimbursable Budgeted Fee (Billed to a Maximum) \$1,000.00
- TOTAL BUDGET FEE – BILLED HOURLY Not to exceed value \$99,600.00**

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 2000 Midlantic Drive, Suite 100, Mount Laurel, New Jersey 08054 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering & Design, Inc. for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$99,600.00 for professional services as stated in Colliers Engineering & Design, Inc.’s proposal dated March 15, 2023; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design, Inc. has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

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

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

1. Colliers Engineering & Design, Inc. is hereby retained to provide professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project as outlined above for an amount not to exceed \$99,600.00.

- 2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
- 3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
- 4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 23-092:

	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: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-093

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF SEA BRIGHT FOR LIFEGUARD OPERATIONS

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

WHEREAS, the Borough of Highlands and the Borough of Sea Bright wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Sea Bright has the necessary staffing and certifications to provide Lifeguard Operations by and through Sea Bright Ocean Rescue which is a nationally certified ocean rescue agency; and

WHEREAS, the Borough of Sea Bright has the staffing and personnel to provide Lifeguard Operations to the Borough of Highlands at two (2) beaches, commonly referred to as Snug Harbor and Miller Street, for the period of June 17, 2023 through and including September 4, 2023; and

WHEREAS, a total of four (4) Lifeguards will be assigned to the Highlands beaches (with a roving supervisor) for the aforesaid period; and

WHEREAS, Snug Harbor Beach will be assigned two (2) USLA qualified open water beach lifeguards and the Miller Street Beach will be assigned two (2) USLA qualified open water beach lifeguards, however, between August 14th through Labor Day (September 4, 2023), staffing may drop to one (1) lifeguard per beach during the weekdays depending upon available personnel; and

WHEREAS, the Borough of Highlands and the Borough of Sea Bright have reached an agreement for which the cost to provide such services to the Borough of Highlands will be \$55,628.00 consisting of the following:

- Lifeguard Rescue Equipment and Medical Supplies - \$6,838.00.
- Rescue Personnel - \$43,040.00.
- Borough of Sea Bright Administrative Fee – \$5,750.00; and

WHEREAS, the Borough of Highlands and the Borough of Sea Bright previously entered into a Shared Services Agreement, wherein the Highlands will perform street sweeping

services for Sea Bright at a cost of \$15,000.00, which was authorized by way of Resolution 23-072 duly adopted on March 1, 2023; and

WHEREAS, the Borough of Sea Bright has agreed to apply a credit of \$15,000.00 towards the cost of Lifeguard Operations, wherein the Borough of Highlands will pay the Borough of Sea Bright the total amount of \$40,628.00 for the aforesaid Lifeguard Operations; and

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

I hereby certify that funds are available as follows: Account #3-01-42-730-000-299

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor be and is hereby authorized to execute a Shared Services Agreement with the Borough of Sea Bright for Lifeguard Operations services for the period between June 17, 2023 through September 4, 2023, and the Borough of Highlands will pay the Borough of Sea Bright for said services the amount of \$55,628.00 less a credit of \$15,000.00 for the street sweeping services being provided to the Borough of Sea Bright, for a total amount of \$40,628.00.

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

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Sea Bright Administrator.

Motion to Approve R 23-093:

	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: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-094

PROPERTY TAX CANCELLATION AND REFUND

WHEREAS, Block 69, lot 8 applied for and received a tax exemption under the provisions for a total disabled veteran status in accordance with N.J.S.A. 54:4-3.30et seq, and

WHEREAS, the Tax Collector is recommending that the 2022 taxes be cancelled and refunded in the amount of \$1,591.79 and that the 2023 taxes be cancelled in the amount of \$4,775.36 and refunded the amount paid in the amount of \$2,387.68, and

WHEREAS, the balance of the 2023 taxes be cancelled when billed.

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

Motion to Approve R 23-094:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-095
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, a vacancy has occurred on the Green Team and it is necessary to fill the vacancy for the unexpired term; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Council of the Borough of Highlands that the following appointment be made to the Green Team (Advisory) to fill the aforesaid vacancy for the unexpired term:

Position:	Name:	Term:	Expiration:
Land Use Board	Ann Pedersen	3 Years	12/31/2024

Motion to Approve R 23-095:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-096
APPOINTING LAND USE BOARD MEMBERS

WHEREAS, a vacancy exists on the Land Use Board as to an Alternate Member to be appointed by the Mayor.

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

POSITION:	NAME:	TERM:	EXPIRATION:
Alternate 3	Kevin Cody	2 Years	12/31/2023

Appointment for the unexpired term.

Motion to Approve R 23-096:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 23-097

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Borough of Highlands, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Motion to Approve R 23-097:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-098

RECOGNIZING NJ LOCAL GOVERNMENT WEEK APRIL 16-22, 2023, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES

WHEREAS, local government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, local government provides services and programs that enhance the quality of life for residents, making their municipality their home; and

WHEREAS, local government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, local government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, NJ Local Government Week offers an important opportunity for elected officials and local government staff to spread the word to all citizens of New Jersey that they can shape and influence this branch of government; and

WHEREAS, the NJ State League of Municipalities and its member municipalities have joined together to teach citizens about municipal government through a variety of activities.

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

Section 1. That the Borough of Highlands encourages all citizens, local government officials, and employees to participate in events that recognize and celebrate NJ Local Government Week.

Section 2. That the Borough of Highlands encourages educational partnerships between local government and schools, as well as civic groups and other organizations.

Section 3. That the Borough of Highlands supports and encourages all New Jersey local governments to actively promote and sponsor NJ Local Government Week.

Motion to Approve R 23-098:

	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: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-099
AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated March 31, 2023, which totals as follows:

Current Fund	\$	110,718.24
Sewer Account	\$	21,293.15
Capital Fund	\$	325,301.95
Trust-Other	\$	4,344.58
<u>Federal/State Grants</u>	<u>\$</u>	<u>289.15</u>
Total	\$	461,947.07

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 461,947.07** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Motion to Approve R 23-099:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS
04/05/2023

Item 15.

CURRENT:		\$	110,718.24
Payroll	(03/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	21,293.15
Payroll	(03/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	325,301.95
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	4,344.58
Payroll	(03/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	289.15
Payroll	(03/30/2023)	\$	
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

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

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

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

Include Non-Budgeted: Y

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ALLIED12 Allied Fire & Safety															
23-00372	03/16/23	Sprinkler system inspection													
	1	Sprinkler system inspection	1,025.50	3-01-25-263-000-198	B Fire Dept: Tire Repairs & Supplies	R	03/16/23	03/28/23	SM102202						N
	Vendor Total:		1,025.50												
ATC ATC VOICE/DATA, INC.															
23-00363	03/13/23	Service Contracts													
	1	Telephone/Voicemail Renewal	132.00	3-01-25-240-000-254	B Police: Equipment Maintenance	R	03/13/23	03/27/23	58775						N
	Vendor Total:		132.00												
ATLANTIC ATLANTIC PLUMBING SUPPLY															
22-01313	12/07/22	Curb Heads-Storm Sewer													
	1	Curb Heads-Storm Sewer	1,015.00	2-01-26-294-000-188	B Stormwater: Drains	R	12/07/22	03/29/23	S3790657.001						N
23-00323	03/08/23	Rain pump													
	1	Rain pump	1,085.29	3-01-26-294-000-294	B Stormwater: Other	R	03/08/23	03/27/23	S3842957.001						N
	Vendor Total:		2,100.29												
BANKERS BANKERS LIFE AND CASUALTY CO.															
23-00378	03/17/23	Retiree medical													
	1	Retiree medical	633.82	3-01-23-220-000-254	B Current: Retirees Group Insurance	R	03/17/23	03/27/23	B2309173						N
	Vendor Total:		633.82												
BAYSH010 BAYSHORE SINGLE STREAM SOLUTIO															
23-00436	03/31/23	Commingling													
	1	Commingling	39.01	3-01-26-306-000-283	B Sanitation Contract: Co-Mingled Disposal	R	03/31/23	03/31/23	14976						N
	Vendor Total:		39.01												

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
BLAZE005 BLAZE EMERGENCY EQUIPMENT CO.								
23-00288 02/24/23 Auto eject drivers side								
	1 Auto eject drivers side		1,287.43	3-01-25-263-000-204	B Fire Dept: Motor Vehicle - Fire	R 02/24/23 03/28/23	8771	N
	2 Camera & install 17-77		3,168.65	3-01-25-263-000-204	B Fire Dept: Motor Vehicle - Fire	R 02/24/23 03/28/23	8774	N
			<u>4,456.08</u>					
	Vendor Total:		4,456.08					
BOUND01 BOUND TREE MEDICAL LLC								
23-00432 03/31/23 first aid supplies								
	1 first aid supplies		210.99	3-01-25-260-000-210	B First Aid: First Aid Supplies	R 03/31/23 03/31/23	84893522	N
	2 first aid supplies		989.67	3-01-25-260-000-210	B First Aid: First Aid Supplies	R 03/31/23 03/31/23	84883026	N
			<u>1,200.66</u>					
	Vendor Total:		1,200.66					
BRO01 BROWN & BROWN BENEFIT ADVISORS								
23-00399 03/27/23 April 2023 consulting fee								
	1 April 2023 consulting fee		1,250.00	3-01-23-210-000-251	B Current: Insurance - Other	R 03/27/23 03/27/23	127248	N
	Vendor Total:		1,250.00					
CME01 CME ASSOCIATES								
22-00086 01/21/22 Phase 2 sanitary sewer improv.								
	10 Phase 2 sanitary sewer improv.		258.00	C-06-18-001-000-202	B ORD#18-23 Storm Water Improv-Contracts	R 01/21/22 03/30/23	0324707	N
22-00445 04/19/22 Phase I sanitary improvements								
	23 Phase I sanitary improvements		24,508.00	C-06-18-001-000-201	B ORD#18-23 Storm Water-Soft Costs	R 04/19/22 03/30/23	0324706	N
22-01010 09/12/22 CDBG Marine Place Walkway west								
	14 CDBG Marine Place Walkway west		289.15	G-02-41-856-000-202	B CDBG 2021 Marine Place Improvements	R 09/12/22 03/30/23	0324692	N
23-00017 01/09/23 Borough Engineer								
	19 general engineering		5,635.00	3-01-20-165-000-244	B Engineering:General Engineering	R 03/30/23 03/30/23	0324705	N
	20 flood plain review		525.00	T-03-56-856-815-122	B Trust: Flood 2 Bay Cozseas	R 03/30/23 03/30/23	0324693	N
			<u>6,160.00</u>					

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CME01 CME ASSOCIATES														
Continued														
23-00246	02/16/23	Engineering services												
1	Engineering services	1,459.00	3-01-20-165-000-244	B Engineering:General Engineering	R	02/16/23	03/30/23	0324708						N
Vendor Total:		32,674.15												
COLLI005 COLLIERS ENGINEERING/DESIGN														
22-01164	10/21/22	Community energy master plan												
3	Community energy master plan	1,450.00	2-01-21-180-001-299	B Mun Land Use: Master Plan - Consultants	R	10/21/22	03/30/23	831760						N
4	Community energy master plan	956.25	2-01-20-165-000-244	B Engineering:General Engineering	R	10/21/22	03/30/23	831761						N
		2,406.25												
23-00375	03/16/23	Congressional directed spendin												
1	Congressional directed spendin	4,080.00	3-01-20-165-000-244	B Engineering:General Engineering	R	03/16/23	03/30/23	831759						N
Vendor Total:		6,486.25												
COMCAST COMCAST														
23-00406	03/28/23	17-1 shore drive												
1	17-1 shore drive	94.90	3-01-31-450-000-213	B Telecommunications	R	03/28/23	03/28/23	17-1 SHORE DR						N
2	42 shore dr	489.38	3-01-31-450-000-213	B Telecommunications	R	03/28/23	03/28/23	42 SHORE DR						N
3	spc video acct-firehouse	89.13	3-01-31-450-000-213	B Telecommunications	R	03/28/23	03/28/23	SPC VIDEO ACCT						N
4	27 shore dr	334.83	3-01-31-450-000-213	B Telecommunications	R	03/28/23	03/28/23	27 SHORE DR						N
5	first aid building	185.91	3-01-31-450-000-213	B Telecommunications	R	03/28/23	03/28/23	FIRST AID						N
		1,194.15												
23-00416	03/29/23	22 snugharbor avenue												
1	22 snugharbor avenue	343.49	3-01-31-450-000-213	B Telecommunications	R	03/29/23	03/29/23	22 SNUGHARBOR						N
Vendor Total:		1,537.64												
COSTC010 COSTCO														
23-00384	03/22/23	Easter prizes and event												
1	Easter prizes and event	345.76	3-01-28-360-000-240	B Community Ctr: Spring Programs	R	03/22/23	03/27/23	3/24/23						N
Vendor Total:		345.76												

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
CRANE005 CRANEY'S INTERPRETING SERVICES								
	23-00370 03/16/23 2/21/23 interpreting services							
	1 2/21/23 interpreting services		135.00	3-01-43-490-000-151	B Municipal Court: Consultants - Other	R 03/16/23 03/27/23	27412	N
	Vendor Total:		135.00					
DAVID005 DAVID GILSON								
	23-00437 03/31/23 medicare reimbursement							
	1 medicare reimbursement		1,319.20	3-01-36-472-000-000	B Statutory: Social Security	R 03/31/23 03/31/23	JAN-APRIL 2023	N
	Vendor Total:		1,319.20					
DELTA005 DELTA DENTAL OF NJ, INC.								
	23-00379 03/17/23 dental active members							
	1 dental active members		1,985.22	3-01-23-220-000-253	B Current: Group Insurance	R 03/17/23 03/27/23	911227	N
	2 dental retired members		1,766.88	3-01-23-220-000-254	B Current: Retirees Group Insurance	R 03/17/23 03/27/23	911229	N
			3,752.10					
	Vendor Total:		3,752.10					
DOMIN005 DOMINIC TANGLAO								
	23-00397 03/27/23 Tax overpayment refund							
	1 Tax overpayment refund		3,979.47	3-01-99-999-000-205	B Tax Overpayments	R 03/27/23 03/27/23	2022/2023	N
	Vendor Total:		3,979.47					
DOUGL005 DOUGLAS HAVILAND								
	23-00313 03/03/23 STUDENTS FOR ICS-200 CLASS							
	1 STUDENTS FOR ICS-200 CLASS		600.00	3-01-25-260-000-254	B First Aid: Schooling/Training	R 03/03/23 03/27/23	2/27/23	N
	Vendor Total:		600.00					
AHNAS005 EAST MANOR SQUARE CONDO ASSOC.								
	23-00411 03/29/23 Jan.-March 2023							
	1 Jan.-March 2023		110.96	3-01-26-325-000-217	B Condo Services: Street Lighting	R 03/29/23 03/29/23	JAN-MARCH 2023	N
	Vendor Total:		110.96					

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
EASTP010 EASTPOINTE CONDOMINIUM ASS.															
23-00412		03/29/23	Jan-March 2023												
		1	Jan-March 2023		973.39	3-01-26-325-000-217		B Condo Services:	Street Lighting	R	03/29/23	03/29/23		JAN-MARCH 2023	N
		Vendor Total:			973.39										
ESTIEQ005 ESI EQUIPMENT, INC.															
23-00243		02/16/23	TS-EVN SUDZ-IT EV UTILITY NOZZ												
		1	TS-EVN SUDZ-IT EV UTILITY NOZZ		2,079.00	3-01-25-263-000-154		B Fire Dept:	Equipment Maintenance	R	02/16/23	03/27/23		23-594	N
		Vendor Total:			2,079.00										
EVOQUA EVOQUA WATER TECHNOLOGIES															
23-00257		02/21/23	Bioxide-Sewer main												
		1	Bioxide-Sewer main		6,873.00	3-05-55-502-000-118		B Sewer:	Chemicals	R	02/21/23	03/27/23		905743602	N
		Vendor Total:			6,873.00										
FEDEX010 FEDEX															
23-00439		03/31/23	return gtmb inc items												
		1	return gtmb inc items		30.10	T-03-56-855-000-000		B Trust:	Storm Recovery Trust	R	03/31/23	03/31/23		8-029-81406	N
		Vendor Total:			30.10										
FILEB005 FILEBANK															
23-00427		03/30/23	repacking/retention												
		1	repacking/retention		505.19	3-01-26-310-000-103		B B&G:	Consumable Supplies	R	03/30/23	03/30/23		0116830	N
		Vendor Total:			505.19										
FRANNY01 FRANNY'S PIZZA															
23-00177		02/08/23	Drawdown for explorer meetings												
		3	Drawdown for explorer meetings		61.35	T-03-56-850-000-013		B Trust:	Police Explorers	R	02/08/23	03/31/23		59980	N
		Vendor Total:			61.35										

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
GALLS GALLS, LLC								
	22-01317 12/07/22 Patrol Equipment							
	1 Keson Telescoping Measuring		170.52	2-01-25-240-000-269	B Police: Patrol Equipment	R 12/07/22 03/27/23	BC1778412	N
	Vendor Total:		170.52					
GANN005 GANNETT NJ								
	23-00366 03/15/23 Public Sale Notice for B47 L10							
	1 Public Sale Notice for B47 L10		343.00	3-01-20-120-000-220	B Municipal Clerk: Advertising	R 03/15/23 03/27/23	5417106	N
	Vendor Total:		343.00					
GRAINGER GRAINGER								
	23-00293 02/27/23 Pet waste bags							
	1 Pet waste bags		1,088.96	3-01-28-375-000-294	B Parks: Other	R 02/27/23 03/27/23	9623184463	N
	23-00314 03/07/23 supplies							
	1 supplies		199.20	3-01-25-263-000-294	B Fire Dept: Other	R 03/07/23 03/28/23	9632042298	N
	2 supplies		284.50	3-01-25-263-000-294	B Fire Dept: Other	R 03/07/23 03/28/23	9631442218	N
			483.70					
	Vendor Total:		1,572.66					
H2MAS005 H2M ASSOCIATES, INC.								
	20-01163 11/09/20 waterwitch wastewater pumpstat							
	22 waterwitch wastewater pumpstat		1,775.00	C-06-18-001-000-201	B ORD#18-23 Storm Water-Soft Costs	R 03/27/23 03/27/23	243484	N
	23-00026 01/09/23 Sanitary Engineer							
	3 Sanitary Engineer		12,489.76	3-05-55-502-000-151	B Sewer: Consultants - Other	R 01/09/23 03/31/23	243485	N
	Vendor Total:		14,264.76					
HENRYSCH HENRY SCHEIN, INC								
	23-00262 02/21/23 first aid supplies							
	2 first aid supplies		122.85	3-01-25-260-000-210	B First Aid: First Aid Supplies	R 03/31/23 03/31/23	35672266	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Excl
HENRYSCH HENRY SCHEIN, INC								
Continued								
23-00262	02/21/23 first aid supplies							
	3 first aid supplies		8.56	3-01-25-260-000-210	B First Aid: First Aid Supplies	R 03/31/23 03/31/23	35297079	N
			131.41					
	Vendor Total:		131.41					
HERO0005 HERO OUTFITTERS, LLC								
22-01414	12/30/22 Flexheat winter shirt							
	1 Flexheat winter shirt		1,638.00	2-01-25-240-000-294	B Police: Other	R 12/30/22 03/27/23	27557	N
	2 Chief/cap/lt patches		27.00	2-01-25-240-000-294	B Police: Other	R 12/30/22 03/27/23	27557	N
	3 sgt chevrons sewn on sleeve		30.00	2-01-25-240-000-294	B Police: Other	R 12/30/22 03/27/23	27557	N
	4 sleo Ipatch		30.00	2-01-25-240-000-294	B Police: Other	R 12/30/22 03/27/23	27557	N
			1,725.00					
	Vendor Total:		1,725.00					
FIREDEPT HIGHLANDS FIRE DEPARTMENT								
23-00415	03/29/23 St. Patricks day meal							
	1 St. Patricks day meal		676.16	T-03-56-850-000-011	B Trust: Recreation	R 03/29/23 03/29/23	2023	N
	Vendor Total:		676.16					
KANE JACQUELINE KANE								
23-00414	03/29/23 Senior Brunch							
	1 Senior Brunch		149.00	3-01-28-360-000-235	B Community Ctr: Senior Citizens	R 03/29/23 03/29/23	2/28/23	N
	2 After school program		50.15	3-01-28-360-000-294	B Community Ctr: Other	R 03/29/23 03/29/23	2/28/23	N
			199.15					
23-00438	03/31/23 summer toys							
	1 summer toys		31.97	T-03-56-850-000-011	B Trust: Recreation	R 03/31/23 03/31/23	3/28/23	N
	Vendor Total:		231.12					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
JAMES010 JAMES & PATRICIA DAVIS							
	23-00371 03/16/23 Medicare reimbursement						
	1 Medicare reimbursement	2,077.80	3-01-36-472-000-000	B Statutory: Social Security	R	03/16/23 03/27/23	JAN-JUNE 2023 N
	Vendor Total:	2,077.80					
BUTLER JAMES BUTLER, ESQ.							
	23-00022 01/09/23 Municipal Prosecutor						
	3 Municipal Prosecutor	1,270.00	3-01-25-275-000-201	B Contract Cost	R	01/09/23 03/31/23	MARCH 2023 N
	Vendor Total:	1,270.00					
JASPAN JASPAN							
	23-00440 03/31/23 screws						
	1 screws	14.84	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	B743330 N
	2 hardware	5.90	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1355550 N
	3 24 hr timer	43.96	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1355989 N
	4 single cut key, washers	14.58	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1356628 N
	5 nozzle, washers	17.34	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1356873 N
	6 single cut key	3.74	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1356969 N
	7 acry sheet, storm door flush	44.02	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1359266 N
	8 key hex set	24.76	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1359613 N
	9 fg-ss sw blt sp	62.45	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1360988 N
	10 tape antislip, coupler	12.15	3-01-26-310-000-181	B B&G: General Hardware - Minor Tools	R	03/31/23 03/31/23	A1343286 N
		243.74					
	Vendor Total:	243.74					
JCPL JCP & L							
	23-00423 03/30/23 Cedar Street						
	1 Cedar Street	15.26	3-01-31-430-000-215	B Electric	R	03/30/23 03/30/23	95816544892 N
	2 151 navesink avenue	455.08	3-01-31-430-000-215	B Electric	R	03/30/23 03/30/23	95407465430 N
	3 master bill	843.79	3-01-31-430-000-215	B Electric	R	03/30/23 03/30/23	95019257961 N
	4 master bill mua	723.46	3-01-31-430-000-215	B Electric	R	03/30/23 03/30/23	95019257941 N
	5 street lighting	2,463.63	3-01-31-435-000-217	B Street Lighting	R	03/30/23 03/30/23	95816544891 N
	6 street lighting	1,473.66	3-01-31-435-000-217	B Street Lighting	R	03/30/23 03/30/23	95816544890 N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Excl
JCP	JCP & L	Continued						
23-00423	03/30/23 Cedar Street							
	7 valley st pump station		45.33	3-05-55-502-000-214	B Sewer: Gas & Electric	R	03/30/23 03/30/23	95407465429 N
			6,020.21					
	Vendor Total:		6,020.21					
JERSE005	JERSEY AUTO SPA CAR WASH							
23-00362	03/13/23 Car Wash							
	1 January Full Service Wash		60.00	3-01-25-240-000-265	B Police: Car Wash	R	03/13/23 03/27/23	979 N
	2 February Full Service Wash		105.00	3-01-25-240-000-265	B Police: Car Wash	R	03/13/23 03/27/23	999 N
			165.00					
	Vendor Total:		165.00					
JFKEM005	JFK EMS							
23-00048	01/10/23 professional emergency service							
	2 professional emergency service		15,000.00	3-01-42-737-000-299	B Shared Service EMS/JFK Medical Center	R	01/10/23 03/31/23	FEBRUARY 2023 N
	3 professional emergency service		15,000.00	3-01-42-737-000-299	B Shared Service EMS/JFK Medical Center	R	01/10/23 03/31/23	MARCH 2023 N
			30,000.00					
	Vendor Total:		30,000.00					
JOMED005	JO-MED CONTRACTING CORP.							
22-00498	04/28/22 SOUTH BAY/HILLSIDE AVENUE							
	7 SOUTH BAY/HILLSIDE AVENUE		61,900.29	C-06-18-001-000-201	B ORD#18-23 Storm Water-Soft Costs	R	04/28/22 03/27/23	PAYMENT #5 N
	Vendor Total:		61,900.29					
KEVIN030	KEVIN E. ROAKE							
23-00407	03/28/23 Medicare reimb. March 2023							
	1 Medicare reimb. March 2023		164.90	3-01-36-472-000-000	B Statutory: Social Security	R	03/28/23 03/28/23	MARCH 2023 N
	Vendor Total:		164.90					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description						Enc Date Date	Date Invoice	Exc
LIFESAVE LIFESAVERS, INC.								
23-00268	02/22/23 First Aid Supplies							
1 Adult AED Pads - DDP-100	179.00	3-01-25-240-000-210	B Police: First Aid Supplies	R	02/22/23	03/27/23	237656	N
Vendor Total:	179.00							
MONFIRE MON CTY FIRE PREV.&PROTECT ASS								
23-00310	03/03/23 MCFPPA membership 2023							
1 MCFPPA membership 2023	60.00	3-01-25-265-000-127	B Uniform Fire: Dues	R	03/03/23	03/27/23	2023	N
Vendor Total:	60.00							
SPCA MONMOUTH COUNTY SPCA								
23-00382	03/22/23 Animal control-February 2023							
1 Animal control-February 2023	1,500.00	3-01-27-340-000-152	B Dog Control: Contractual Service	R	03/22/23	03/27/23	2022518	N
Vendor Total:	1,500.00							
MON001 MONMOUTH COUNTY TREASURER								
23-00364	03/14/23 2023 Shrewsbury flood warning							
1 2023 Shrewsbury flood warning	1,500.00	3-01-25-252-000-203	B Emergency Mgmt: Shared Services	R	03/14/23	03/27/23	2023-6	N
Vendor Total:	1,500.00							
NAYLORS NAYLORS AUTO PARTS								
23-00433	03/31/23 wd40 spray aerosol/tire valv							
1 wd40 spray aerosol/tire valv	254.25	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	03/31/23	03/31/23	225303	N
2 napa front beam wiper	39.98	3-01-42-717-000-203	B Interlocal: Motor Vehicle - Police	R	03/31/23	03/31/23	225881	N
3 18 mo warranty bat/v-belt	262.96	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	03/31/23	03/31/23	225890	N
4 napa front beam wiper	13.97	3-01-42-717-000-204	B Interlocal: Motor Vehicle - Other	R	03/31/23	03/31/23	225902	N
5 4x6 lamp	14.99	3-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	03/31/23	03/31/23	225953	N
6 parts for street sweeper	485.30	3-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	03/31/23	03/31/23	225960	N
7 napa fuel filter	63.61	3-01-42-717-000-201	B Interlocal: Motor Vehicle - Streets	R	03/31/23	03/31/23	225977	N
	1,135.06							
Vendor Total:	1,135.06							

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Exc
NJAMERIC NEW JERSEY AMERICAN WATER							
23-00424	03/30/23 Gravelly point hydrant						
	1 Gravelly point hydrant	233.36	3-01-31-463-000-193	B Fire Hydrants	R	03/30/23 03/30/23	GRAV PT HYDRANT N
23-00431	03/31/23 waterwitch avenue						
	1 waterwitch avenue	19.85	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	WATERWITCH AVEN N
	2 linden avenue	19.85	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	LINDEN AVENUE N
	3 27 shore dr	28.25	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	27 SHORE DR N
	4 s bay avenue	19.85	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	S BAY AVE N
	5 bay ave park	49.65	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	BAY AVE PARK N
	6 public works	36.65	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	PUBLIC WORKS N
	7 42 shore dr	28.25	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	42 SHORE DR N
	8 22 snugharbor avenue	83.25	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	22 SNUGHARBOR A N
	9 17-1 shore drive	184.20	3-01-31-445-000-219	B Water	R	03/31/23 03/31/23	17-1 SHORE DR N
	10 17-1 shore hydrant	110.39	3-01-31-463-000-193	B Fire Hydrants	R	03/31/23 03/31/23	17-1 HYDRANT N
	11 40 shore drive	116.84	3-05-55-502-000-219	B Sewer: Water	R	03/31/23 03/31/23	40 SHORE DR N
		<u>697.03</u>					
	Vendor Total:	930.39					

NJNG NEW JERSEY NATURAL GAS							
23-00404	03/28/23 Shore Drive						
	1 Shore Drive	854.90	3-01-31-446-000-218	B Natural Gas	R	03/28/23 03/28/23	SHORE DRIVE N
	2 22 Snugharbor Avenue	398.85	3-01-31-446-000-218	B Natural Gas	R	03/28/23 03/28/23	22 SNUGHARBOR N
	3 s 2nd street	393.34	3-01-31-446-000-218	B Natural Gas	R	03/28/23 03/28/23	S 2ND STREET N
	4 public works	511.83	3-01-31-446-000-218	B Natural Gas	R	03/28/23 03/28/23	PUBLIC WORKS N
		<u>2,158.92</u>					
	Vendor Total:	2,158.92					

NEWPO005 NEWPORT MEDIA HOLDINGS, LLC							
23-00421	03/30/23 Adopt 0-23-03 & -04						
	1 Adopt 0-23-03 & -04	11.47	3-01-20-120-000-220	B Municipal Clerk: Advertising	R	03/30/23 03/30/23	18820 N
	Vendor Total:	11.47					

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
NJASS005 NJ ASS. OF SCHOOL RESOURCE OFF												
23-00156 01/30/23 SAFE SCHOOLS RESOURCE OFF FEE												
	1		SAFE SCHOOLS RESOURCE OFF FEE	450.00	3-01-25-240-000-236	B Police: Schooling/Training	R	01/30/23	03/27/23		MONC231	N
Vendor Total:				450.00								
OSWALD OSWALD SEWER SERVICE												
23-00354 03/10/23 Sanitary sewer line												
	1		Sanitary sewer line	800.00	3-05-55-502-000-189	B Sewer: Line Repairs	R	03/10/23	03/27/23		13859	N
	2		Sanitary sewer line	800.00	3-05-55-502-000-189	B Sewer: Line Repairs	R	03/27/23	03/27/23		13871	N
				1,600.00								
Vendor Total:				1,600.00								
PITNEY PITNEY BOWES, INC.												
23-00380 03/17/23 Postage lease												
	1		Postage lease	625.14	3-01-26-310-000-170	B B&G: Leased Equipment	R	03/17/23	03/27/23		3317196300	N
Vendor Total:				625.14								
POORJ005 POOR JOHNS PORTABLE TOILETS												
23-00426 03/30/23 portable toilet @skatepark												
	1		portable toilet @skatepark	266.00	3-01-28-375-000-181	B Parks: Restroom rental	R	03/30/23	03/30/23		12746	N
Vendor Total:				266.00								
PRINCLIF PRINCIPAL LIFE GROUP												
23-00396 03/27/23 Life Insurance												
	1		Life Insurance	1,009.70	3-01-23-220-000-253	B Current: Group Insurance	R	03/27/23	03/27/23		APRIL 2023	N
Vendor Total:				1,009.70								
PROTO005 PROTOTYPE DESIGN GROUP												
23-00094 01/18/23 PROFESSIONAL LANDSCAPE ARCHITE												
	2		PROFESSIONAL LANDSCAPE ARCHITE	2,625.00	C-04-22-102-000-201	B ORD#22-14 Various Capital Improvements	R	01/18/23	03/29/23		002	N
Vendor Total:				2,625.00								

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
RICOH005 RICOH USA, INC.							
	23-00425 03/30/23 Monthly maintenance						
	1 Monthly maintenance	367.30	3-01-26-310-000-170	B B&G: Leased Equipment	R	03/30/23 03/30/23	5066705221 N
	Vendor Total:	367.30					
SERVIO05 SERVICE TIRE TRUCK CENTER, INC							
	22-00972 08/25/22 Tires for First Aid						
	1 Tires for First Aid	1,180.00	2-01-42-717-000-198	B Interlocal: Tires	R	08/25/22 03/27/23	22-0023087-042 N
	2 dismount & mount tires	212.00	2-01-42-717-000-198	B Interlocal: Tires	R	08/25/22 03/27/23	22-0023087-042 N
	3 tire disposal	28.00	2-01-42-717-000-198	B Interlocal: Tires	R	08/25/22 03/27/23	22-0023087-042 N
	4 steel valve stems	24.00	2-01-42-717-000-198	B Interlocal: Tires	R	08/25/22 03/27/23	22-0023087-042 N
		1,444.00					
	23-00311 03/03/23 Good year enforcer for pd						
	1 Good year enforcer for pd	599.84	3-01-42-717-000-198	B Interlocal: Tires	R	03/03/23 03/27/23	23-0166672-042 N
	2 PD polaris	620.00	3-01-42-717-000-198	B Interlocal: Tires	R	03/03/23 03/27/23	23-0166672-042 N
		1,219.84					
	Vendor Total:	2,663.84					
SNAP0005 Snapology of Monmouth County							
	23-00386 03/23/23 Recreation trip						
	1 Recreation trip	460.00	T-03-56-850-000-011	B Trust: Recreation	R	03/23/23 03/29/23	2022207 N
	Vendor Total:	460.00					
SPECTROL SPECTROTEL, INC.							
	23-00435 03/31/23 Fire department						
	1 Fire department	94.95	3-01-31-440-000-213	B Telephone	R	03/31/23 03/31/23	11457660 N
	Vendor Total:	94.95					
SPOHN005 SPOHN RANCH, INC.							
	22-00493 04/28/22 DESIGN/BUILD SKATEPARK						
	2 DESIGN/BUILD SKATEPARK	234,235.66	C-04-22-101-000-201	B ORD#22-06 SNUG HARBOR SKATE PARK	R	04/28/22 03/28/23	HN002 N
	Vendor Total:	234,235.66					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
STAPLES STAPLES ADVANTAGE								
	23-00098 01/19/23 Office Supplies							
	1 Office Supplies		223.37 3-01-25-263-000-101	B Fire Dept: Office Supplies	R	01/19/23 03/27/23	3528434418	N
	Vendor Total:		223.37					
TM T&M ASSOCIATES								
	23-00409 03/28/23 General services							
	1 General services		147.00 3-01-21-180-000-244	B Mun Land Use Law: Consultants - Engineer	R	03/28/23 03/28/23	SE439561	N
	2 Lub meetings		425.00 3-01-21-180-000-244	B Mun Land Use Law: Consultants - Engineer	R	03/28/23 03/28/23	SE439562	N
	3 Locust Street		196.00 3-01-21-180-000-244	B Mun Land Use Law: Consultants - Engineer	R	03/28/23 03/28/23	SE439565	N
	4 15 Barberie Avenue		294.00 T-03-56-875-000-173	B TRUST: LUB2022-06 Martin B77 L15	R	03/28/23 03/28/23	SE439564	N
	5 LDN Real Estate LLC		196.00 T-03-56-875-000-142	B TRUST: LUB2021-01 49 Miller B54 L7.01	R	03/28/23 03/28/23	SE439563	N
			<u>1,258.00</u>					
	Vendor Total:		1,258.00					
TARGE005 TARGETED TECHNOLOGIES LLC								
	23-00020 01/09/23 Information tech services							
	11 Information tech services		2,445.00 3-01-31-450-000-213	B Telecommunications	R	03/30/23 03/30/23	119047	N
	12 Information tech services		159.84 3-01-31-450-000-213	B Telecommunications	R	03/30/23 03/30/23	119375	N
	13 Information tech services		432.00 3-01-31-450-000-213	B Telecommunications	R	03/30/23 03/30/23	119374	N
	14 Information tech services		936.00 3-01-31-450-000-213	B Telecommunications	R	03/30/23 03/30/23	119372	N
	15 Information tech services		2,445.00 3-01-35-410-000-201	B Contingent	R	03/30/23 03/30/23	119373	N
			<u>6,417.84</u>					
	Vendor Total:		6,417.84					
RECLAMAT TREASURER, COUNTY OF MONMOUTH								
	23-00413 03/29/23 Reclamation							
	1 Reclamation		427.04 3-01-26-309-000-220	B Mon Cty Rec: Tipping Fees	R	03/29/23 03/29/23	FEBRUARY 2023	N
	2 Reclamation		15.51 3-01-26-308-000-285	B Recycling Tax	R	03/29/23 03/29/23	FEBRUARY 2023	N
			<u>442.55</u>					
	Vendor Total:		442.55					

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VCI VCI EMERGENCY VEHICLE											
23-00353 03/10/23 Repair to 2022 ambulance											
	1		Repair to 2022 ambulance	1,122.98	3-01-25-260-000-204	B	03/10/23	03/27/23		0010955	N
	2		Repair to 2014 ambulance	721.67	3-01-25-260-000-204	B	03/10/23	03/27/23		0011848	N
				<u>1,844.65</u>							
	Vendor Total:			1,844.65							
VERIZON1 VERIZON											
23-00417 03/29/23 valley St pump station											
	1		valley St pump station	41.44	3-05-55-502-000-213	B	03/29/23	03/29/23		3/19/23	N
	2		40 Shore Drive	126.78	3-05-55-502-000-213	B	03/29/23	03/29/23		40 SHORE DR	N
				<u>168.22</u>							
	Vendor Total:			168.22							
VERIZON05 VERIZON											
23-00428 03/30/23 Fios											
	1		Fios	139.00	3-01-31-450-000-213	B	03/30/23	03/30/23		4/4/23	N
	Vendor Total:			139.00							
VERWIRE VERIZON WIRELESS											
23-00405 03/28/23 first aid											
	1		first aid	275.96	3-01-31-440-000-213	B	03/28/23	03/28/23		9930381377	N
	2		42 shore drive	87.40	3-01-31-440-000-213	B	03/28/23	03/28/23		9929511197	N
	3		42 shore drive	1,882.22	3-01-31-440-000-213	B	03/28/23	03/28/23		9929645766	N
				<u>2,245.58</u>							
	Vendor Total:			2,245.58							
VSP VISION SERVICE PLAN											
23-00403 03/28/23 vision care											
	1		vision care	1,080.02	3-01-23-220-000-253	B	03/28/23	03/28/23		APRIL 2023	N
	Vendor Total:			1,080.02							

March 31, 2023
02:17 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
TIMMERMA W.E. TIMMERMAN EQUIP. CO., INC.														
	23-00429	03/30/23	ELGIN WHIRLWIND SIDE BROOMS											
	1		ELGIN WHIRLWIND SIDE BROOMS	463.92	3-01-42-717-000-201		B Interlocal: Motor Vehicle - Streets	R		03/30/23	03/31/23		0227250-IN	N
	Vendor Total:			463.92										
WEINE005 WEINER LAW GROUP LLP														
	23-00408	03/28/23	General											
	1		General	45.00	3-01-21-180-000-242		B Mun Land Use Law: Consultants - Legal	R		03/28/23	03/28/23		292555	N
	2		Locust Street	420.00	3-01-21-180-000-242		B Mun Land Use Law: Consultants - Legal	R		03/28/23	03/28/23		292559	N
	3		123 Bay Avenue	1,965.00	T-03-56-875-000-177		B TRUST:LUB2022-08 Honorable Plant	R		03/28/23	03/28/23		290697	N
	4		15 Barberie Avenue	105.00	T-03-56-875-000-173		B TRUST: LUB2022-06 Martin 877 L15	R		03/28/23	03/28/23		292557	N
				2,535.00										
	Vendor Total:			2,535.00										
Total Purchase Orders: 82 Total P.O. Line Items: 154 Total List Amount: 461,947.07 Total Void Amount: 0.00														

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	2-01	6,760.77	0.00	6,760.77	0.00	0.00	6,760.77
	3-01	103,957.47	0.00	103,957.47	0.00	0.00	103,957.47
	3-05	<u>21,293.15</u>	<u>0.00</u>	<u>21,293.15</u>	<u>0.00</u>	<u>0.00</u>	<u>21,293.15</u>
Year Total:		<u>125,250.62</u>	<u>0.00</u>	<u>125,250.62</u>	<u>0.00</u>	<u>0.00</u>	<u>125,250.62</u>
CAPITAL PROJECTS	C-04	236,860.66	0.00	236,860.66	0.00	0.00	236,860.66
	C-06	<u>88,441.29</u>	<u>0.00</u>	<u>88,441.29</u>	<u>0.00</u>	<u>0.00</u>	<u>88,441.29</u>
Year Total:		<u>325,301.95</u>	<u>0.00</u>	<u>325,301.95</u>	<u>0.00</u>	<u>0.00</u>	<u>325,301.95</u>
	G-02	289.15	0.00	289.15	0.00	0.00	289.15
TRUST NON BUDGET-TWO RIVER	T-03	4,344.58	0.00	4,344.58	0.00	0.00	4,344.58
Total of All Funds:		<u><u>461,947.07</u></u>	<u><u>0.00</u></u>	<u><u>461,947.07</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>461,947.07</u></u>



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-100

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF ATLANTIC HIGHLANDS FOR PLANNING AND ZONING BOARD SECRETARY

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

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Highlands has the personnel and capability to provide Planning and Zoning Board Secretary functions and duties to the Borough of Atlantic Highlands; and

WHEREAS, the services to be provided by the Borough of Highlands Land Use Board Secretary would consist of weekly Planning and Zoning secretarial work which include two to four hours, one day per week on-site at Atlantic Highlands Borough Hall to process applications, return calls, emails, meet with applicants, etc., and in addition, attend all Borough of Atlantic Highlands Planning and Zoning Board meetings and perform the duties of the Borough of Atlantic Highlands Planning and Zoning Board Secretary at those meetings; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands have reached an agreement for which the cost to provide such services to the Borough of Atlantic Highlands will be \$20,000.00 annually, for a duration of twelve (12) months, with payments being made quarterly by the Borough of Atlantic Highlands to the Borough of Highlands; and

WHEREAS, the cost of any supplies, materials, etc. needed for the work that is to be performed for the Planning and Zoning Board Secretary position and function will be set up by Borough of Atlantic Highlands and shall be paid by the Borough of Atlantic Highlands; and

WHEREAS, the Borough of Atlantic Highlands Planning and Zoning Board (joint singular board) meets and convenes the first Thursday of each month at 7:00pm in the Borough of Atlantic Highlands Council room located at 100 First Avenue in Atlantic Highlands, the schedule and location of the meetings may be adjusted at will by the Borough of Atlantic

Highlands Planning and Zoning Board and the Borough of Highlands Land Use Board Secretary will be required to attend these meetings and act as the Borough of Atlantic Highlands Planning and Zoning Board Secretary.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor and Borough Clerk be and are hereby authorized to execute a Shared Services Agreement with the Borough of Atlantic Highlands for a Planning and Zoning Board Secretary for the period of March 31, 2023 through March 31, 2024, and the Borough of Atlantic Highlands will pay the Borough of Highlands for the Planning and Zoning Board Secretary in the amount of \$20,000.00 to be paid quarterly.

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

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Borough of Highlands Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Atlantic Highlands Administrator.

Motion to Approve R 23-100:

	INTRODUCE	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: April 5, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands