



BOROUGH OF HIGHLANDS
COUNCIL REORGANIZATION/REGULAR MEETING

151 Navesink Ave., Highlands, NJ 07732
Wednesday, January 01, 2025 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 filing with the Borough Clerk all on January 1, 2024. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

1. Leo Cervantes - Councilmember
2. Karen Chelak - Councilmember
3. Warren "Jay" Terwilliger - EMS Chief
4. Charles Wells - Fire Chief
5. Sergeant Ryan Clark - Juvenile Officer
6. Thomas Snow - Chief of Fire Police
7. Antonio Flores - OEM Coordinator

ROLL CALL: Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

APPROVAL OF MINUTES

8. December 18, 2024 Meeting Minutes

CONSENT AGENDA

9. R 25-001 Electing Council President for the Calendar Year 2025
10. R 25-002 Appointing Municipal Attorney for the Calendar Year 2025 & Authorizing the Award of a Fair and Open Contract for Professional Legal Services
11. R 25-003 Appointing a Borough Engineer for the Calendar Year 2025 & Authorizing the Award of a Fair and Open Contract for Professional Engineering Services

- [12.](#) R 25-004 Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
- [13.](#) R 25-005 Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Attorney
- [14.](#) R 25-006 Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services
- [15.](#) R 25-007 Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
- [16.](#) R 25-008 Authorizing Award of a Fair and Open Contract for Professional Services as Municipal Planner
- [17.](#) R 25-009 Appointing Municipal Court Judge
- [18.](#) R 25-010 Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
- [19.](#) R 25-011 Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
- [20.](#) R 25-012 Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal and Tax Foreclosure Matters
- [21.](#) R 25-013 Authorizing Award of a Fair And Open Contract for Professional Services – Affordable Housing Attorney
- [22.](#) R 25-014 Authorizing Award of a Fair and Open Contract for Professional Services as Redevelopment Attorney
- [23.](#) R 25-015 Authorizing Award of a Fair and Open Contract for Professional Services – Risk Management
- [24.](#) R 25-016 Authorizing Award of a Fair and Open Contract for Professional Services – Conflict Attorney
- [25.](#) R 25-017 Authorizing Award of a Fair and Open Contract for Professional Services – Consulting Engineer
- [26.](#) R 25-018 Awarding a Fair and Open Contract to Downtown Network Company for the Community Rating System (CRS) Coordinator
- [27.](#) R 25-019 Appointing Council Liaisons (1 Year Ending 12/31/2025)
- [28.](#) R 25-020 Appointing Communications Committee Members
- [29.](#) R 25-021 Appointing Members of the Environmental Advisory Commission
- [30.](#) R 25-022 Appointing Green Team Members
- [31.](#) R 25-023 Appointing Shade Tree Commission Members

- [32.](#) R 25-024 Appointing a Tree Commissioner
- [33.](#) R 25-025 Appointing Open Space Committee Members
- [34.](#) R 25-026 Appointing Land Use Board Members
- [35.](#) R 25-027 Appointing Community Development Representative
- [36.](#) R 25-028 Appointing Economic Development Review Board Members
- [37.](#) R 25-029 Appointing Special Police Officers
- [38.](#) R 25-030 Appointing Juvenile Officer
- [39.](#) R 25-031 Appointing Fire Police
- [40.](#) R 25-032 Designating a Public Agency Compliance Officer (PACO)
- [41.](#) R 25-033 Appointing a Public Officer
- [42.](#) R 25-034 Appointing the 2025 Recycling Coordinator
- [43.](#) R 25-035 Appointing a Clean Communities Coordinator
- [44.](#) R 25-036 Appointing Antonio Flores to the Position of Office of Emergency Management Coordinator
- [45.](#) R 25-037 Appointing Deputy Emergency Management Coordinators
- [46.](#) R 25-038 Appointing a Land Use Board Secretary
- [47.](#) R 25-039 Appointing Tax Search and Assessment Search Officer
- [48.](#) R 25-040 Approving 2025 Events on Various Borough Properties
- [49.](#) R 25-041 Approving the 2025 Temporary Budget
- [50.](#) R 25-042 Authorizing a Cash Management Plan
- [51.](#) R 25-043 Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2025
- [52.](#) R 25-044 Designating Official Newspapers of the Borough of Highlands
- [53.](#) R 25-045 Authorizing the Borough of Highlands, Through the Borough of Highland's Police Department, to Participate in the Defense Logistics Agency, Law Enforcement Support Office 1033 Program to Enable the Borough of Highlands Police Department to Request and Acquire Excess Department of Defense Equipment

REPORTS

- 54. Mayor's Report

PUBLIC PORTION

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

ADJOURNMENT

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



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-001

ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2025

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 2025 or until the next annual meeting.

Motion to Approve R 25-001:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-002

APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2025 & 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 2025 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 2025 and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 26, 2024; 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 2025; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2025 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 2025 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 \$165 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, 2025 through December 31, 2025, 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(l)(a) 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 25-002:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-003

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 2025 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 2025; 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 2025 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 2025 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, 2025, through December 31, 2025.
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 25-003:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-004

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 2025 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 2025; 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 2025 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 \$73,450 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2025, through December 31, 2025.
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 25-004:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-005

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 2025; 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 2025 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, 2025 through December 31, 2025.
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 25-005:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-006

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 2025 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 2025 and said requests for proposals – IT Services were received in the Office of the Municipal Clerk no later than 11:00am on November 26, 2024; 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 2025; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2025 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, 2025 through December 31, 2025, for an amount not to exceed \$52,314.00.
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 25-006:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-007

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 2025; 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 2025 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, 2025 through December 31, 2025.
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 a public notice of this award as required by law.

Motion to Approve R 25-007:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-008

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

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 Planner; and

WHEREAS, the Borough of Highlands has a need for professional planning services to be provided to the Borough of Highlands for the calendar year 2025 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 from qualified individuals and firms for the appointment and position of Municipal Planner for the calendar year 2025; 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 2025 budget.

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

1. That the firm of Heyer, Gruel, & Associates is hereby retained to provide professional services – Municipal Planner for an amount not to exceed \$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2025 through December 31, 2025.
2. The Mayor and Municipal Clerk are hereby authorized to sign a contract for Professional Planning 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 a public notice of this award as required by law.

Motion to Approve R 25-008:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-009
APPOINTING MUNICIPAL COURT JUDGE

WHEREAS, N.J.S.A. 2B: 12-1 et seq requires that every municipality to establish a Municipal Court, and therefore exists a need for the Borough to contract for the services of a Municipal Court Judge for the Borough of Highlands; and

WHEREAS, Attorneys who are New Jersey residents and have practiced law for at least five years may be appointed to the position of Municipal Court Judge by the Mayor with the advice and consent of the Council; and

WHEREAS, as per Resolution 15-65, Thomas Smith, Esq. has served in the role of Highlands Borough Municipal Court Judge since April 1st of 2015; and

WHEREAS, as per Resolution 19-031 and Resolution 22-046, Thomas Smith, Esq. continued to serve as Municipal Court Judge; and

WHEREAS, after reviewing all applicants the Borough wishes to reappoint Thomas Smith, Esq. as he meets all the qualifications of Municipal Court Judge and the Mayor recommends that Thomas Smith, Esq. be appointed to that position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, that they appoint Thomas Smith, Esq. to a term of three years as Municipal Court Judge ending December 31, 2027, is hereby confirmed.

BE IT FURTHER RESOLVED that the Borough hereby appoints Thomas Smith as Municipal Court Judge in accordance with the Borough’s salary ordinance.

Motion to Approve R 25-009:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-010

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:25-4 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, 2025 through December 31, 2025 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(l)(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.
4. The Municipal Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 25-010:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: January 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-011

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 2025 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 Municipal Clerk no later than 11:00am on November 26, 2024; 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 2025; 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, 2025, 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 25-011:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-012

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 2025 and said requests for Professional Services – Tax Appeal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 26, 2024; 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 2025; 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 2025 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, 2025, through December 31, 2025.
2. That Albert Marmero, Esq. of Marmero Law, LLC is hereby retained at an hourly rate of \$150.00 per hour for the period of January 1, 2025, through December 31, 2025, in an amount not to exceed \$15,000 plus reimbursable expenses for professional services.
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 25-012:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-013

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 2025 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 2025 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 26, 2024; 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 2025; 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 2025 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 \$200.00 per hour, for the twelve (12) month period beginning January 1, 2025, through December 31, 2025, in an amount not to exceed \$25,000.00.
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 25-013:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-014

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 2025; 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 2025; 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 2025 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 \$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2025 through December 31, 2025.
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 25-014:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-015

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 2025 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 2025 and said proposals were received in the Office of the Municipal Clerk no later than 11:00am on November 26, 2024; 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 2025; 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 2025 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 2025 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 2025 for professional insurance consulting services for the period of January 1, 2025 through December 31, 2025.
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 25-015:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-016

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

WHEREAS, the Borough of Highlands has a need for professional conflict attorney legal services for the calendar year 2025 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 Maraziti Falcon, LLP 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 2025; 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 2025 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, 2025, through December 31, 2025, in an amount not to exceed \$25,000.00.
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 25-016:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-017

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

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 2025 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 2025; 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 2025 budget.

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

1. ENGenuity Infrastructure is hereby appointed Borough Consulting Engineer for the calendar year 2025 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, 2025, through December 31, 2025.
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 25-017:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-018

AWARDING A FAIR AND OPEN CONTRACT TO DOWNTOWN NETWORK COMPANY FOR THE COMMUNITY RATING SYSTEM (CRS) COORDINATOR

WHEREAS, the Borough of Highlands has a need for Community Rating System (CRS) Coordinator services to be provided to the Borough of Highlands 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 a Community Rating System (CRS) Coordinator, wherein one (1) proposal was received by the Borough Administrator no later than 11:00am on December 24, 2024; and

WHEREAS, the Borough has reviewed the proposal that was received and determined that the Mayor and Borough Council desires to authorize the execution of a contract between the following listed person/firm and the Borough for the provision of said services; 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 2025 budget.

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

1. Downtown Network Company is hereby awarded the contract for Community Rating System (CRS) Coordinator services in an amount not to exceed \$38,000.
2. The Mayor, Borough Administrator, and Municipal Clerk are hereby authorized to take all steps necessary to engage the services of Downtown Network Company, including executing a contract.
3. A copy of this Resolution as well as the contract/proposal shall be placed on file with Clerk of the Borough of Highlands.
4. The Municipal Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 25-018:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-019

APPOINTING COUNCIL LIAISONS (1 YEAR ENDING 12/31/2025)

COUNCIL COMMITTEE	LIAISON
Administration & Public Works	Carolyn Broullon
Board of Education – HES & HRS	Jo-Anne Olszewski
Building/Housing	Karen Chelak
Clam Plant	Carolyn Broullon
Communications & Public Relations	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 25-019:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 25-020
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 2024 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, 2024 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	12/31/2025
Member	Larry Chesal		
	Allison Duncil		
	Amanda Beckwith		
	Lorna Milbauer		
	Dina Pistone		
	Johnny Rivera		
	Ashish Yadav		
	Sheila Weinstock		
Douglas Widman			

Motion to Approve R 25-020:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-021

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	12/31/2025
Member & LUB	Mark Zill	3 Year	12/31/2026
Member	Bill Maier	3 Year	12/31/2025
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	12/31/2025

*Reappointment

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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-022
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	12/31/2025
Environmental Commission Member	Mark Zill*	1 Year	12/31/2025
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	Patricia Hoffman	3 Years	12/31/2026
Resident Member 3	Megan Ekleberry	3 Years	12/31/2025
Resident Member 4	Valerie Montecalvo	3 Years	12/31/2025
Business Owner	Kim Ramin	3 Years	12/31/2026
Resident Member 5	Martin Rosen*	3 Years	12/31/2027

*Reappointment **New Appointment

Motion to Approve R 25-022:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-023
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	12/31/2025
Member	Joseph DeCrescenzo		
	Douglas Flannery		
	Chris Francy		
	Peter Moles		
	Shari Nastasi*		

*New Appointment

Motion to Approve R 25-023:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-024
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 2025.

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, 2025.

Motion to Approve R 25-024:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-025
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	12/31/2025
Resident Member 1	Jason Reynolds	3 Years	12/31/2025
Resident Member 2	Bruce Kutosh	3 Years	12/31/2026
Resident Member 3	Stacey Rimassa**	3 Years	12/31/2025
Resident Member 4	Laurie Salka*	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

**New Appointment for an unexpired term

Motion to Approve R 25-025:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-026
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 is hereby confirmed to the Land Use Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor (Class I)	Carolyn Broullon	3 Year	12/31/2025
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2025
Councilmember (Class III)	Jo-Anne Olszewski*	1 Year	12/31/2025
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	12/31/2025
Alternate 1	Helen Chang	2 Years	12/31/2025
Alternate 2	Dean Cramer*	2 Years	12/31/2026
Alternate 3	Kevin Cody	2 Years	12/31/2025
Alternate 4	Stacy Vickery*	2 Years	12/31/2026

* Reappointment

** New Appointment

Motion to Approve R 25-026:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-027

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, 2025.

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, 2025.

Motion to Approve R 25-027:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-028

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 appointment be and is hereby confirmed to the Economic Development Review Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor	Carolyn Broullon	Term of Office	12/31/2025
Borough Administrator	Michael Muscillo	Term of Office	12/31/2025
Land Use Board Governing Body	Jo-Anne Olszewski	1 Year	12/31/2025
Borough Business Owner 1	Jay Cosgrove	1 Year	12/31/2025
Borough Business Owner 2	Luke Bollerman	1 Year	12/31/2025
Non-Business Member 1	Joseph DeCrescenzo	1 Year	12/31/2025
Non-Business Member 2	Valerie Montecalvo	1 Year	12/31/2025

Motion to Approve R 25-028:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-029
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, 2025:

- | | |
|--------------------------|----------------------|
| Special Officer Class II | David Osuch |
| Special Officer Class II | Alexander Pilkington |
| Special Officer Class II | Travis Alvarez |
| Special Officer Class I | Diane Alvator |
| Special Officer Class I | Martin Hawley Jr. |

Motion to Approve R 25-029:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-030
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, 2025.

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

Motion to Approve R 25-030:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-031
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 2025:

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

Motion to Approve R 25-031:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-032

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 2025; 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 2025.

Motion to Approve R 25-032:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-033

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, 2025 through December 31, 2025.

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, 2025 through December 31, 2025.

Motion to Approve R 25-033:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-034

APPOINTING THE 2025 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, 2025; 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, 2025.

Motion to Approve R 25-034:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-035

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, 2025.

Motion to Approve R 25-035:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH

RESOLUTION 25-036

**APPOINTING ANTONIO FLORES TO THE POSITION OF
 OFFICE OF EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, by way of Resolution 22-047, duly adopted on January 1, 2022, William Kane was appointed to serve as the Office of Emergency Management Coordinator for the Borough of Highlands for a three (3) year term expiring December 31, 2024; and

WHEREAS, in light of the expiration of the aforesaid term, the appointing authority shall forthwith fill the Emergency Management Coordinator position; and

WHEREAS, in accordance with N.J.S.A. App.A:9-40.1, the mayor shall appoint the municipal emergency management coordinator.

NOW, THEREFORE, BE IT RESOLVED, that Mayor Broullon hereby appoints Antonio Flores to serve as the Office of Emergency Management Coordinator for the Borough of Highlands, County of Monmouth, State of New Jersey for the term, beginning January 1, 2025, and expiring December 31, 2027.

Motion to Approve R 25-036:

	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, 2025

 Nancy Tran, Municipal Clerk
 Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-037

APPOINTING DEPUTY EMERGENCY MANAGEMENT COORDINATORS

Appointment with the approval of the Mayor

WHEREAS, in accordance with N.J.S.A. App.A:9-40.3, each municipal disaster control director shall appoint a deputy municipal disaster control director with the approval of the Mayor; and

WHEREAS, in accordance with Directive No. 102 issued by the State Office of Emergency Management, each emergency management coordinator shall appoint one and may appoint more than one Deputy Emergency Management Coordinators with the approval of the Mayor; and

WHEREAS, the Borough’s Emergency Management Coordinator has appointed Charles Wells and Larry Chesal to serve as the Borough’s Deputy Emergency Management Coordinators and the Mayor has approved the said appointments.

NOW, THEREFORE, BE IT RESOLVED, that Charles Wells and Larry Chesal are hereby appointed to serve as the Deputy Emergency Management Coordinators for the Borough of Highlands for the aforesaid term which expires December 31, 2027.

Motion to Approve R 25-037:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-038
APPOINTING A LAND USE BOARD SECRETARY

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Nancy Tran as Land Use Board Secretary; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Nancy Tran shall serve as Land Use Board Secretary for a term ending 12/31/2025.

Motion to Approve R 25-038:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-039

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, 2025:

Tax Search Officer Donna Conrad
Assessment Search Officer Donna Conrad

Motion to Approve R 25-039:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-040

APPROVING 2025 EVENTS ON VARIOUS BOROUGH PROPERTIES

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

1. Saturday, March 8th: Guinness Run at Off the Hook
2. Saturday, March 22nd: Annual St. Patrick’s Day Parade, Huddy Park (starting at 2PM)
3. Sat – Sun, May 17th – 18th: 2nd Annual Roar on the River, Veterans Park
4. Sunday, May 25th: Annual Seaport Craft Show, Huddy Park (10AM – 5PM)
5. Saturdays, June 14th – November 22nd: Farmer’s Market, Huddy Park (8:30AM – 2PM)
6. Saturday, July 12th: Pride Fest, Huddy Park
7. Fri – Sun, August 1st – 3rd: Annual Clamfest, Huddy Park – 3 days
8. Saturday, September 20th: Oktoberfest, Veterans Park (1PM – 7PM)
(Rain date – Sunday, September 21st)
9. Sunday, September 28th: Twin Lights Bike Ride, Huddy Park (7AM – 5PM)
10. Friday, December 5th: Holiday Tree Lighting

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 2025.

Motion to Approve R 25-040:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-041
APPROVING THE 2025 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 2025 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 2025: and

WHEREAS, the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2024 Municipal Budget	\$11,631,711.87
2024 Sewer Utility Budget	\$ 1,372,312.50

WHEREAS, 26.25% of the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2024 budget is the sum of:

2024 Municipal Budget	\$3,053,324.36
2024 Sewer Utility Budget	\$ 360,232.03

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:

2025 Temporary Appropriations Municipal Budget

Department	Salaries	Other Expenses	Total
General Government:			
Borough Administrator	\$ 56,250.00	\$ 1,500.00	\$ 57,750.00
Central Services	\$ 3,750.00	\$ 7,500.00	\$ 11,250.00
Mayor and Borough Council	\$ 0.00	\$ 5,500.00	\$ 5,500.00
Borough Clerk	\$ 22,250.00	\$ 12,750.00	\$ 35,000.00
Financial Administration	\$ 39,250.00	\$ 5,000.00	\$ 44,250.00
Audit	\$ 0.00	\$ 13,750.00	\$ 13,750.00
Collection of Taxes	\$ 25,750.00	\$ 3,250.00	\$ 29,000.00
Assessment of Taxes	\$ 12,000.00	\$ 11,250.00	\$ 23,250.00

Legal Services	\$ 0.00	\$ 77,000.00	\$ 77,000.00
Engineering Services	\$ 0.00	\$ 87,500.00	\$ 87,500.00
Grants Writer	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Code Enforcement Officer	\$ 30,500.00	\$ 1,875.00	\$ 32,375.00
Code – Substandard Housing	\$ 0.00	\$ 2,250.00	\$ 2,250.00
Municipal Land Use Law	\$ 8,000.00	\$ 3,937.50	\$ 11,937.50
Zoning-OE	\$	\$ 750.00	\$ 750.00
Master Plan	\$ 0.00	\$ 500.00	\$ 500.00
Insurance:			
General Liability	\$ 0.00	\$ 50,000.00	\$ 50,000.00
Workers' Compensation	\$ 0.00	\$ 56,250.00	\$ 56,250.00
Employee Group Insurance	\$ 0.00	\$ 335,000.00	\$ 335,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Liability Flood Insurance	\$ 0.00	\$ 7,500.00	\$ 7,500.00
Employee Group-Salary Stipend	\$ 12,500.00	0.00	\$ 12,500.00
Public Safety:			
Fire	\$ 0.00	\$ 28,750.00	\$ 28,750.00
Police	\$ 543,750.00	\$ 65,100.00	\$ 608,850.00
School Crossing Guards	\$ 10,000.00	\$ 500.00	\$ 10,500.00
Municipal Court	\$ 25,250.00	\$ 2,500.00	\$ 27,750.00
First Aid	\$ 0.00	\$ 9,350.00	\$ 9,350.00
Emergency Management	\$ 2,000.00	\$ 8,625.00	\$ 10,625.00
Public Defender	\$ 2,500.00	\$ 1,250.00	\$ 3,750.00
Fire Hydrants	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Uniform Fire Safety Act	\$ 13,750.00	\$ 1,840.00	\$ 15,590.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Public Works:			
Road Repair & Maintenance	\$ 118,750.00	\$ 23,750.00	\$ 142,500.00
Snow Removal	\$ 3,750.00	\$ 10,000.00	\$ 13,750.00
Sanitation	\$ 4,250.00	\$ 11,500.00	\$ 15,750.00
Sanitation- Contractual Service	\$ 0.00	\$ 108,000.00	\$ 108,000.00
Mechanic Garage	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Public Buildings & Grounds	\$ 9,250.00	\$ 24,500.00	\$ 33,750.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Condominium Services	\$ 0.00	\$ 7,500.00	\$ 7,500.00
Health and Human Services:			
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Dog Control	\$ 0.00	\$ 5,500.00	\$ 5,500.00

Substance Abuse Program	\$ 0.00	\$ 750.00	\$ 750.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Park and Recreation			
Beachfront Maintenance	\$ 1,500.00	\$ 2,625.00	\$ 4,125.00
Parks & Playgrounds	\$ 0.00	\$ 3,000.00	\$ 3,000.00
Public Events	\$ 0.00	\$ 2,000.00	\$ 2,000.00
Community Center	\$ 47,500.00	\$ 9,250.00	\$ 56,750.00
Accumulated Sick Leave	\$ 8,750.00	\$ 0.00	\$ 8,750.00
Construction Code Official	\$ 52,500.00	\$ 6,250.00	\$ 58,750.00
Utilities:			
Electricity	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Street Lighting	\$ 0.00	\$ 15,000.00	\$ 15,000.00
Telephone	\$ 0.00	\$ 13,500.00	\$ 13,500.00
Water	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Natural Gas	\$ 0.00	\$ 5,500.00	\$ 5,500.00
Telecommunications	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Gasoline-Fuel	\$ 0.00	\$ 25,000.00	\$ 25,000.00
County Reclamation Center	\$ 0.00	\$ 50,000.00	\$ 50,000.00
Statutory Expenditures:	Deferred Charges		
PERS	\$ 0.00	\$ 42,010.13	\$ 42,010.13
Social Security System	\$ 0.00	\$ 51,250.00	\$ 51,250.00
PFRS	\$ 0.00	\$ 129,141.75	\$ 129,141.75
DCRP	\$ 0.00	\$ 250.00	\$ 250.00
Contingent	\$ 0.00	\$ 3,000.00	\$ 3,000.00
TOTAL INSIDE "CAP"	\$ 1,053,750.00	\$ 1,436,629.38	\$ 2,490,379.38
"OUTSIDE CAPS"			
LOSAP	\$ 0.00	\$ 18,750.00	\$ 18,750.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Shared Services Agreements:			
Sea Bright Lifeguards	\$ 0.00	\$ 15,500.00	\$ 15,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,500.00	\$ 25,500.00
EMS/JFK/AH Medical Services		\$ 45,000.00	\$ 45,000.00
Private/Public Programs/Grants			
Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00

TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 123,375.00	\$ 123,375.00
SUB TOTAL APPROPRIATIONS	\$ 1,053,750.00	\$ 1,560,004.38	\$ 2,613,754.38
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	\$ 1,053,750.00	\$ 4,060,654.38	\$ 5,114,404.38
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 31,250.00	\$ 290,000.00	\$ 321,250.00
Group Insurance		\$ 7,500.00	\$ 7,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Capital Improvement Fund		\$ 25,000.00	\$ 25,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,250.00	\$ 2,250.00
Sub Total	\$ 31,250.00	\$ 336,828.13	\$ 368,078.13
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		\$ 89,124.05	\$ 89,124.05
Total Statutory Additions	\$ 0.00	\$ 350,124.05	\$ 350,124.05
Total Sewer Utility Budget	\$ 31,250.00	\$ 686,952.18	\$ 718,202.18

Motion to Approve R 25-041:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-042
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 25-042:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-043

SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2025

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 2025, 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 15	August 20
February 5 & 19	September 3 & 17
March 5 & 19	October 1 & 15
April 2 & 16	November 5
May 7 & 21	December 3 & 17
June 4 & 18	January 1, 2026 Reorganization/Regular
July 16	

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 2025. 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 2026 shall be held at 12:00 noon on January 1, 2026, 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 25-043:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-044

DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH OF HIGHLANDS

WHEREAS, N.J.S.A 40:53-2 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 be published in at least one official newspaper published and circulating in the municipality; and,

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,

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, for the year ending December 31, 2025.

Motion to Approve R 25-044:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-045

AUTHORIZING THE BOROUGH OF HIGHLANDS, THROUGH THE BOROUGH OF HIGHLANDS POLICE DEPARTMENT, TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE 1033 PROGRAM TO ENABLE THE BOROUGH OF HIGHLANDS POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT

WHEREAS, the United States Congress authorized the Defense Logistics Agency (“DLA”) Law Enforcement Support Office (“LESO”) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (“LEA”); and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting law enforcement agency; and

WHEREAS, participation in the 1033 Program allows municipal and county law enforcement agencies to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county law enforcement agencies, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 Program.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Highlands that the Borough of Highlands Police Department is hereby authorized to enroll in the 1033 Program for one year commencing on January 1, 2025 and ending on December 31, 2025.

BE IT FURTHER RESOLVED that the Borough of Highlands Police Department is hereby authorized to acquire items of non-controlled property designed “DEMIL A”, which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this Resolution authorizes, based on the needs of the Borough of Highlands Police Department without restriction.

BE IT FURTHER RESOLVED that the Borough of Highlands Police Department is hereby authorized to acquire items of controlled property designated as “DEMIL B through Q”, if such items shall become available in the period of time for which this Resolution authorizes, based on the needs of the Borough of Highlands Police Department and subject to the rules and regulations of the Defense Logistics Agency.

BE IT FURTHER RESOLVED that the Borough of Highlands Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property.

BE IT FURTHER RESOLVED that the Borough of Highlands Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and shall be valid to authorize requests to acquire “DEMIL A” as well as “DEMIL B through Q” property that may be available through the 1033 Program during the period of time for which this Resolution authorizes, with Program participation and all property request authorization terminating on December 31st of the calendar year from January 1, 2025 to December 31, 2025.

Motion to Approve R 25-045:

	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, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands