



**BOROUGH OF HIGHLANDS**  
**COUNCIL REORGANIZATION MEETING**  
22 Snug Harbor Avenue, Highlands NJ 07732  
Sunday, January 01, 2023 at 12:00 PM

---

## **AGENDA**

### **REGULAR MEETING:**

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, 2022. Items listed on the agenda are subject to change.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Councilmember Cervantes | Councilmember Chelak | Councilmember Melnyk

Council President Olszewski | Mayor Broullon

### **OATH OF OFFICE**

1. Carolyn Broullon - Mayor
2. William Kane - Fire Chief
3. Bill Mount - First Aid Chief
4. Jason Reynolds - Open Space Committee Member
5. Johnny Rivera - Communications Committee Member

### **APPROVAL OF MINUTES**

6. December 21, 2022 Meeting Minutes

### **INTRODUCTION OF PROPOSED ORDINANCES**

7. O-23-01 Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities
8. O-23-02 Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities

### **CONSENT AGENDA**

- [9.](#) R 23-001 Authorizing Execution of Memorandum of Agreement, to be Incorporated into the Collective Negotiations Agreement, With CWA Local 1032 with an Effective Date of January 1, 2023 Through December 31, 2025
- [10.](#) R 23-002 Reappointing Michael Muscillo to Serve as Borough Administrator
- [11.](#) R 23-003 Electing Council President for the Calendar Year 2023
- [12.](#) R 23-004 Appointing Municipal Attorney for the Calendar Year 2023 & Authorizing the Award of a Fair and Open Contract for Professional Legal Services
- [13.](#) R 23-005 Appointing a Borough Engineer for the Calendar Year 2023 & Authorizing the Award of a Fair and Open Contract for Professional Engineering Services
- [14.](#) R 23-006 Authorizing Award of a Fair and Open Contract for Professional Services – Municipal Auditor
- [15.](#) R 23-007 Authorizing Award of a Fair and Open Contract for Professional Services as Borough Bond Counsel
- [16.](#) R 23-008 Authorizing Award of a Fair and Open Contract for Professional Services for the Borough of Highlands Information Technology Services
- [17.](#) R 23-009 Authorizing Award of a Fair and Open Contract for Professional Services as Borough Labor Counsel
- [18.](#) R 23-010 Authorizing Award of a Fair and Open Contract for Professional Services – Landscape Architect and Design Services
- [19.](#) R 23-011 Appointing Municipal Prosecutor and Authorizing the Award of a Fair and Open Contract
- [20.](#) R 23-012 Appointing Municipal Public Defender and Authorizing the Award of a Fair and Open Contract
- [21.](#) R 23-013 Authorizing Award of a Fair and Open Contract for Professional Services as Redevelopment Counsel
- [22.](#) R 23-014 Authorizing Award of a Fair and Open Contract for Professional Legal Counsel for Tax Appeal And Tax Foreclosure Matters
- [23.](#) R 23-015 Setting the Schedule for Meetings of the Mayor and Council of the Borough of Highlands for the Calendar Year 2023
- [24.](#) R 23-016 Designating Official Newspapers of the Borough of Highlands
- [25.](#) R 23-017 Approving the 2023 Temporary Budget
- [26.](#) R 23-018 Authorizing a Cash Management Plan
- [27.](#) R 23-019 Appointing Council Liaisons (1 Year Ending 12/31/2023)
- [28.](#) R 23-020 Appointing Communications Committee Members

- [29.](#) R 23-021 Appointing Members of the Environmental Advisory Commission
- [30.](#) R 23-022 Appointing Green Team Members
- [31.](#) R 23-023 Appointing Open Space Committee Members
- [32.](#) R 23-024 Appointing Shade Tree Commission Members
- [33.](#) R 23-025 Appointing Land Use Board Members
- [34.](#) R 23-026 Appointing Economic Development Review Board Members
- [35.](#) R 23-027 Appointing Community Development Representative
- [36.](#) R 23-028 Appointing a Clean Communities Coordinator
- [37.](#) R 23-029 Appointing Fire Police
- [38.](#) R 23-030 Appointing Juvenile Officer
- [39.](#) R 23-031 Appointing Special Police Officers
- [40.](#) R 23-032 Designating a Public Agency Compliance Officer (PACO)
- [41.](#) R 23-033 Appointing a Public Officer
- [42.](#) R 23-034 Appointing the 2023 Recycling Coordinator
- [43.](#) R 23-035 Appointing a Deputy Municipal Clerk
- [44.](#) R 23-036 Appointing a Tree Commissioner
- [45.](#) R 23-037 Appointing a Land Use Board Secretary
- [46.](#) R 23-038 Appointing Tax Search and Assessment Search Officer
- [47.](#) R 23-039 Approving 2023 Events on Various Borough Properties
- [48.](#) R 23-040 Appointing Steven Ussman as Licensed C2 Operator and Joseph Accardi as Back-Up Operator to Oversee the Operation and Maintenance of the Borough's Wastewater Pump Stations
- [49.](#) R 23-041 Authorizing Award of a Fair and Open Contract for Professional Services – Sanitary Engineer
- [50.](#) R 23-042 Authorizing Award of a Fair and Open Contract for Professional Services – Marine Engineer
- [51.](#) R 23-043 Authorizing Payment of Bills

## **REPORTS**

## **PUBLIC PORTION**

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

## **ADJOURNMENT**

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-23-01

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

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

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

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

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

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

#### SECTION I.

A parking space in front of 185 Linden Avenue, 55 feet West of utility pole JCG83, of the property is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to the residents of 185 Linden Avenue. A sign shall be installed specifically identifying the parking space in accordance with Ordinance 18-03.

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

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

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

First Reading and Set Hearing Date for O-23-01:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands

Public Hearing for O-23-01:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 18, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands

---

Carolyn Broullon, Mayor



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-23-02

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

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

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

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

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

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

#### SECTION I.

A parking space on South Street directly after the 50 feet of yellow curbing which starts at the stop sign at the intersection of Bay Avenue and South Street is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to the resident of 55A Bay Avenue. A sign shall be installed specifically identifying the parking space in accordance with Ordinance 18-03.

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

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

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

First Reading and Set Hearing Date for O-23-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 1, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands

Public Hearing for O-23-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: January 18, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands

---

Carolyn Broullon, Mayor





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

### RESOLUTION 23-001

#### AUTHORIZING EXECUTION OF MEMORANDUM OF AGREEMENT, TO BE INCORPORATED INTO THE COLLECTIVE NEGOTIATIONS AGREEMENT, WITH CWA LOCAL 1032 WITH AN EFFECTIVE DATE OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2025

**WHEREAS**, the Borough of Highlands has reached an agreement with the CWA Local 1032, setting forth the terms of a Collective Negotiations Agreement (“CNA”) for the years 2023, 2024, and 2025; and

**WHEREAS**, both parties have agreed that either party may exercise the option to extend the contract for an additional one (1) year or to negotiate a new contract with notice by July 31, 2025; and

**WHEREAS**, both parties have agreed that if no request is made by either party by July 31, 2025, the contract will automatically extend through December 31, 2026, with an agreed upon increase for all members of the unit; and

**WHEREAS**, it is necessary to set forth the terms and conditions of the settlement in a duly authorized Memorandum of Agreement which will be incorporated into a CNA; and

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the Borough of Highlands, that the Mayor and Borough Administrator be and are hereby authorized to execute a proper agreement for the years 2023, 2024, 2025 and possibly 2026 between the Borough of Highlands and CWA Local 1032.

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

Motion to Approve R 23-001:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

### RESOLUTION 23-002

#### REAPPOINTING MICHAEL MUSCILLO TO SERVE AS BOROUGH ADMINISTRATOR

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands that Michael Muscillo is hereby reappointed to serve as Borough Administrator, beginning January 1, 2023, for a three (3) year term to expire on December 31, 2025, wherein he shall be responsible for performing all of the duties of Borough Administrator as delineated in Borough Code, Chapter 2-6.5.

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

Motion to Approve R 23-002:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-003**

**ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2023**

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 2023 or until the next annual meeting.

Motion to Approve R 23-003:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-004

### APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2023 & 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 2023 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 Borough Attorney for the calendar year 2023 and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on December 13, 2022 ; 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 2023; and

**WHEREAS**, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2023 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 Borough Attorney for the calendar year 2023 and is awarded a professional services contract at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$150 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, 2023 through December 31, 2023, for an amount not to exceed \$180,000.00.
2. The Mayor and Borough 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 Borough Clerk
5. The Borough Clerk is hereby directed to publish notice of this award as required by law

Motion to Approve R 23-004:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-005

### APPOINTING A BOROUGH ENGINEER FOR THE CALENDAR YEAR 2023 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

**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 2023 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 contracts between the following listed persons/firms and the Borough for the provisions of said services for the year of 2023; 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 2023 budget.

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

1. Bennett Matlack PE, CME, CFM of CME Associates is hereby appointed Borough Engineer for the calendar year 2023 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, 2023, through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk.
- 5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 23-005:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-006

### 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 2023 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 2023; 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 2023 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 \$65,850 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2023, through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 23-006:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-007

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

**WHEREAS**, the Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, Highlands, New Jersey 07732, has a need to contract for Borough Bond Counsel: and

**WHEREAS**, the position of Borough 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 Borough Bond Counsel for the calendar year 2023; 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 2023 budget.

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

1. Meghan Bennett Clark of the law firm of, Gluck Walrath LLP, is hereby retained to provide professional services as Bond Counsel for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2023 through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 23-007:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-008

### AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR THE BOROUGH OF HIGHLANDS INFORMATION TECHNOLOGY SERVICES

**WHEREAS**, the Borough of Highlands has a need for professional information technology services for the calendar year 2023 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 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 2023 budget.

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

1. That the firm of Targeted Technologies, LLC, is hereby retained to provide professional services for an amount not to exceed \$30,000 for a 12-month period to expire December 31, 2023.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional IT Services in accordance with this Resolution.
4. This contract is awarded without competitive bidding as "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.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 23-008:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-009

### 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 42 Shore Drive, 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 2023; 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 2023 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 \$175.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2023 through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 23-009:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-010

### AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – LANDSCAPE ARCHITECT AND DESIGN SERVICES

**WHEREAS**, the Borough of Highlands has a need for professional landscape architect and design services for the calendar year 2023 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 landscape architect and design for the calendar year 2023; and

**WHEREAS**, the Borough has determined that the firm of Prototype Design Group, satisfies the requirements to be considered for professional landscape architect and design 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 2023 budget.

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

1. That the firm of Prototype Design Group is hereby awarded a contract to provide professional landscape architect and design services for an amount not to exceed \$72,625 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2023, through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 23-010:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-011

### 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 2023 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 December 13, 2022; 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 2023; 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, 2023, 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 23-011:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-012

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

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

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

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

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

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

1. Kevin P. Wigenton, Esq. of the Wigenton Law Firm is hereby appointed Public Defender in the Borough of Highlands for the one-year term for the period of January 1, 2023 through December 31, 2023 for an amount not to exceed \$7,800.00.
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 Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 23-012:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-013

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

**WHEREAS**, the Borough of Highlands, a municipal corporation with its Borough Hall at 42 Shore Drive, 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 2023; 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 2023; 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 2023 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, 2023 through December 31, 2023.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 23-013:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-014

### 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 2023 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 December 13, 2022; 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 2023; 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 2023 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, 2023, through December 31, 2023.
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, 2023, through December 31, 2023, 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 Borough 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 Borough Clerk of the Borough of Highlands.
- 5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 23-014:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-015

### SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2023

**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 2023, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands New Jersey 07732 on the following dates:

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

January 18	July 19
February 1 & 15	August 16
March 1 & 15	September 6 & 20
April 5 & 19	October 4 & 18
May 3 & 17	November 1
June 7 & 21	December 6 & 20

Formal action will be taken at all Regular meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will be held following the Regular Council Meeting during the year 2023. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular or Special meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2024 shall be held at 12:00 noon on January 1, 2024, at the Robert D. Wilson Community Center, 22 Snug Harbor Ave., Highlands, New Jersey 07732.
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 Law."

Motion to Approve R 23-015:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH

**RESOLUTION 23-016**

**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, 2023.

Motion to Approve R 23-016:

	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, 2023

\_\_\_\_\_  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-017**  
**APPROVING THE 2023 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 2023 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 2023: and

**WHEREAS**, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

<b>2022 Municipal Budget</b>	<b>\$10,565,410.24</b>
<b>2022 Sewer Utility Budget</b>	<b>\$ 1,282,312.50</b>

**WHEREAS**, 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2022 budget is the sum of:

<b>2022 Municipal Budget</b>	<b>\$2,773,420.19</b>
<b>2022 Sewer Utility Budget</b>	<b>\$ 336,607.03</b>

**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:

**2023 Temporary Appropriations Municipal Budget**

Department	Salaries	Other Expenses	Total
<b>General Government:</b>			
Mayor and Borough Council	\$ 0.00	\$ 5,150.00	\$ 5,150.00
Borough Clerk	\$ 25,000.00	\$ 10,375.00	\$ 35,375.00
Borough Administrator	\$ 40,000.00	\$ 1,162.50	\$ 41,162.50
Central Services	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00
Financial Administration	\$ 40,000.00	\$ 4,500.00	\$ 44,500.00
Grants Writer	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Audit	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Assessment of Taxes	\$ 11,250.00	\$ 11,125.00	\$ 22,375.00
Collection of Taxes	\$ 28,750.00	\$ 2,750.00	\$ 31,500.00

Legal Services	\$ 0.00	\$ 76,250.00	\$ 76,250.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Engineering Services	\$ 0.00	\$ 70,000.00	\$ 70,000.00
Public Buildings & Grounds	\$ 16,250.00	\$ 24,750.00	\$ 41,000.00
Municipal Land Use Law	\$ 3,750.00	\$ 14,637.50	\$ 18,387.50
Master Plan	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
<b>Insurance:</b>			
Group Insurance	\$ 0.00	\$ 300,000.00	\$ 300,000.00
Group Insurance Stipend	\$ 12,000.00	0.00	\$ 12,000.00
General Liability	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Workers' Compensation	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Flood Insurance	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
<b>Public Safety:</b>			
Fire	\$ 0.00	\$ 27,700.00	\$ 27,700.00
Police	\$ 480,500.00	\$ 41,375.00	\$ 521,875.00
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00
First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$ 0.00	\$ 0.00
Emergency Management	\$ 1,050.00	\$ 7,900.00	\$ 8,950.00
School Crossing Guards	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00
Municipal Court	\$ 4,625.00	\$ 1,200.00	\$ 5,825.00
Public Defender	\$ 500.00	\$ 0.00	\$ 500.00
<b>Streets and Roads:</b>			
Road Repair & Maintenance	\$ 110,000.00	\$ 22,250.00	\$ 132,250.00
Snow Removal	\$ 10,000.00	\$ 10,587.50	\$ 20,587.50
<b>Health and Welfare:</b>			
Regional Health Commission	\$ 0.00	\$ 0.00	\$ 0.00
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
<b>Recreation and Education:</b>			
Beachfront Maintenance	\$ 1,500.00	\$ 2,400.00	\$ 3,900.00
Parks & Playgrounds	\$ 0.00	\$ 2,750.00	\$ 2,750.00
Public Events	\$ 0.00	\$ 1,750.00	\$ 1,750.00

Community Center	\$ 37,500.00	\$ 8,112.50	\$ 45,612.50
Uniform Fire Safety Act	\$ 10,750.00	\$ 1,840.00	\$ 12,590.00
Code Enforcement Officer	\$ 29,500.00	\$ 2,750.00	\$ 32,250.00
Code – Substandard Housing	\$ 0.00	\$ 6,250.00	\$ 6,250.00
Sanitation	\$ 5,000.00	\$ 11,000.00	\$ 16,000.00
Sanitation- Contractual Service	\$ 0.00	\$ 100,000.00	\$ 100,000.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 53,750.00	\$ 53,750.00
Mechanical Garage	\$ 0.00	\$ 4,875.00	\$ 4,875.00
Condominium Services	\$ 0.00	\$ 9,125.00	\$ 9,125.00
Construction Code Official	\$ 625.00	\$ 4,375.00	\$ 5,000.00
Accumulated Leave	\$ 8,750.00	\$ 0.00	\$ 8,750.00
<b>Utilities:</b>			
Electricity	\$ 0.00	\$ 16,500.00	\$ 16,500.00
Street Lighting	\$ 0.00	\$ 14,250.00	\$ 14,250.00
Telephone	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Water	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Gasoline-Fuel	\$ 0.00	\$ 22,500.00	\$ 22,500.00
Natural Gas	\$ 0.00	\$ 3,750.00	\$ 3,750.00
Telecommunications	\$ 0.00	\$ 11,250.00	\$ 11,250.00
Fire Hydrants	\$ 0.00	\$ 18,500.00	\$ 18,500.00
Deferred Charges:			
PERS	\$ 0.00	\$ 30,143.50	\$ 30,143.50
Social Security System	\$ 0.00	\$ 38,750.00	\$ 38,750.00
PFRS	\$ 0.00	\$ 104,668.25	\$ 104,668.25
DCRP	\$ 0.00	\$ 250.00	\$ 1,000.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
<b>TOTAL INSIDE "CAP"</b>	<b>\$ 892,300.00</b>	<b>\$ 1,483,126.75</b>	<b>\$ 2,375,426.75</b>
<b>"OUTSIDE CAPS"</b>			
Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00
LOSAP	\$ 0.00	\$ 18,750.00	\$ 18,750.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Interlocal:			
Atlantic Highlands:			
Garage	\$ 0.00	\$ 15,000.00	\$ 15,000.00

Municipal Court	\$ 0.00	\$ 21,250.00	\$ 21,250.00
Middletown Township:			
UCC Construction	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Sea Bright Lifeguards	\$ 0.00	\$ 15,500.00	\$ 15,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
EMS/JFK Medical Services		\$ 45,000.00	\$ 45,000.00
Alliance Grant	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL OUTSIDE "CAP"</b>	<b>\$ 0.00</b>	<b>\$ 211,625.00</b>	<b>\$ 211,625.00</b>
<b>SUB TOTAL APPROPRIATIONS</b>	<b>\$ 892,300.00</b>	<b>\$ 1,694,751.75</b>	<b>\$ 2,587,051.75</b>
Statutory Additions:			
Capital Improvement Fund		\$ 200,000.00	\$ 200,000.00
Payment of Bond Principal		\$ 340,000.00	\$ 340,000.00
Interest on Bonds		\$ 100,000.00	\$ 100,000.00
Payment on Note Principal		\$ 535,000.00	\$ 535,000.00
Interest on Notes		\$ 400,000.00	\$ 400,000.00
Loan Principal		\$ 35,000.00	\$ 35,000.00
Lease Purchase			
Principal		\$ 40,000.00	\$ 40,000.00
Interest		\$ 4,000.00	\$ 4,000.00
<b>SUB-TOTAL STATUTORY ADDITIONS</b>	<b>\$ 0.00</b>	<b>\$ 1,654,000.00</b>	<b>\$ 1,654,000.00</b>
<b>TOTAL TEMPORARY MUNICIPAL BUDGET</b>	<b>\$ 892,300.00</b>	<b>\$ 3,348,751.75</b>	<b>\$ 4,241,051.75</b>
<b>SEWER UTILITY:</b>			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 31,250.00	\$ 267,500.00	\$ 298,750.00
Group Insurance		\$ 7,500.00	\$ 7,500.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,250.00	\$ 2,250.00
<b>Sub Total</b>	<b>\$ 31,250.00</b>	<b>\$ 289,328.13</b>	<b>\$ 320,578.13</b>
Statutory Additions:			
Payment of Bond Principal		\$ 100,000.00	\$ 100,000.00



Interest on Bonds		\$ 90,000.00	\$ 90,000.00
Principal/Interest on Notes/Loans		\$ 91,707.38	\$ 91,707.38
<b>Total Statutory Additions</b>	<b>\$ 0.00</b>	<b>\$ 281,707.38</b>	<b>\$ 281,707.38</b>
<b>Total Sewer Utility Budget</b>	<b>\$ 31,250.00</b>	<b>\$ 571,035.51</b>	<b>\$ 602,285.51</b>

I hereby certify the above Resolution was duly adopted by the Governing Body of the Borough of Highlands at a meeting held January 1, 2023.

\_\_\_\_\_  
 Nancy Tran, RMC  
 Municipal Clerk

Motion to Approve R 23-017:

	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, 2023

\_\_\_\_\_  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-018**  
**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 Borough 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
  - b. Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
  - c. Ensure that all monies deposited are in interest bearing accounts.
  - d. 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.
  - e. 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.
  - f. 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
- b. Permitted Investment.

- c. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- d. The class or type of securities purchased, or Deposits made.
- e. The book value of such Deposits or Permitted Investment.
- f. 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.
- g. The fees incurred to undertake such Deposits or Permitted Investments.
- h. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- i. 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 23-018:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-019**

**APPOINTING COUNCIL LIAISONS (1 YEAR ENDING 12/31/2023)**

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	Carolyn Broullon
Highlands Business Partnership	Leo Cervantes
Open Space	Donald Melnyk
Public Safety	Carolyn Broullon
Recreation Department	Donald Melnyk
Shade Tree	Donald Melnyk

Motion to Approve R 23-019:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH

**RESOLUTION 23-020**  
**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 2023 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, 2023 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	12/31/2023
Member	Larry Chesal		
	Allison Duncil		
	Kurt Martin		
	Lorna Milbauer		
	Dina Pistone*		
	Johnny Rivera*		
	Alex Tallman*		
	Sheila Weinstock		
Douglas Widman			

Motion to Approve R 23-020:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-021**

**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	12/31/2023
Member & LUB	Mark Zill	3 Year	12/31/2023
Member	Bill Maier**	3 Year	12/31/2025
Member	Peter Mullen	3 Year	12/31/2024
Member	Steve Szulecki	3 Year	12/31/2024
Member	Robert Zilinski	3 Year	12/31/2024
Member	Andrew Manning**	3 Year	12/31/2025

\*Reappointment

\*\* New Appointment

Motion to Approve R 23-021:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-022**  
**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)

<b>Position:</b>	<b>Name:</b>	<b>Term:</b>	<b>Expiration:</b>
Mayor & Liaison	Carolyn Broullon*	1 Year	12/31/2023
Environmental Commission Member	Karen Chelak	1 Year	12/31/2023
Public Works	Spencer Carpenter	3 Years	12/31/2024
Recreation Dept.	Jacqueline Kane	3 Years	12/31/2023
Land Use Board	VACANT	3 Years	12/31/2024
Resident Member 1	Alyson Hallander	3 Years	12/31/2024
Resident Member 2	Scott Keller	3 Years	12/31/2023
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	12/31/2023
Resident Member 5	Martin Rosen	3 Years	12/31/2024

\*Reappointment

\*\*New Appointment

Motion to Approve R 23-022:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-023**  
**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:

<b>POSITION:</b>	<b>NAME:</b>	<b>TERM:</b>	<b>EXPIRATION:</b>
Council Liaison	Donald Melnyk	1 Year	12/31/2023
Resident Member 1	Jason Reynolds**	3 Years	12/31/2025
Resident Member 2	Bruce Kutosh	3 Years	12/31/2023
Resident Member 3	Mark Luithle*	3 Years	12/31/2025
Resident Member 4	Laurie Salka	3 Years	12/31/2024
Resident Member 5	Tim Sanfratello	3 Years	12/31/2023
Resident Member 6	Douglas Widman	3 Years	12/31/2024

\*Reappointment

\*\* New appointment

Motion to Approve R 23-023:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-024**  
**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	Donald Melnyk	1 Year	12/31/2023
Member	Douglas Flannery*		
	Chris Francy		
	Christian Lee		
	Peter Moles		
	VACANT		

\*New Appointment

Motion to Approve R 23-024:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-025**  
**APPOINTING LAND USE BOARD MEMBERS**

**WHEREAS**, vacancies exist on the Land Use Board as to a Class II member consisting of a Borough Official to be appointed by the Mayor, and two Alternative Members appointed by that 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	12/31/2023
Councilmember (Class III)	Jo-Anne Olszewski*	1 Year	12/31/2023
Member (Class IV)	Robert Knox*	4 Years	12/31/2026
	Bruce Kutosh	4 Years	12/31/2024
	Laurie LaRussa	4 Years	12/31/2023
	Frank Montecalvo	4 Years	12/31/2024
	Annemarie Tierney*	4 Years	12/31/2026
	Mark Zill**	4 Years	12/31/2025
Alternate 1	Helen Chang**	2 Years	12/31/2023
Alternate 2	Dean Cramer**	2 Years	12/31/2024
Alternate 3	Dennis Ziemba	2 Years	12/31/2023
Alternate 4	Ann Petersen**	2 Years	12/31/2024

\* Reappointment      \*\*Appointment for unexpired term

Motion to Approve R 23-025:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-026**

**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:

<b>POSITION:</b>	<b>NAME:</b>	<b>TERM:</b>	<b>EXPIRATION:</b>
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	12/31/2023
Business Member 1	Luke Bollerman	1 Year	12/31/2023
Business Member 2	Jay Cosgrove	1 Year	12/31/2023
Non-Business Member 1	Valerie Montecalvo	1 Year	12/31/2023
Non-Business Member 2	VACANT	1 Year	12/31/2023

Motion to Approve R 23-026:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-027**

**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, 2023.

**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, 2023.

Motion to Approve R 23-027:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

# RESOLUTION 23-028

## 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, 2023.

Motion to Approve R 23-028:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-029**  
**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 2023:

Chief of Fire Police    Edward Sulkowski

Officers                    Tom Snow  
                                  Charles Roemmele  
                                  Marty Hawley Sr.  
                                  Marty Hawley Jr.  
                                  Pat Mason Jr.  
                                  Ali Quast

Motion to Approve R 23-029:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-030**  
**APPOINTING JUVENILE OFFICER**

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Ryan Clark is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2023.

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

Motion to Approve R 23-030:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-031**  
**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, 2023:

- |                          |                   |
|--------------------------|-------------------|
| Special Officer Class I  | Diane Alvator     |
| Special Officer Class I  | Martin Hawley Jr. |
| Special Officer Class II | David Osuch       |
| Special Officer Class II | Stanley Wojdylak  |
| Special Officer Class II | Aidan Carey       |

Motion to Approve R 23-031:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-032**

**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 10<sup>th</sup> 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 2023; 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 2023.

Motion to Approve R 23-032:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-033

### 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, 2023 through December 31, 2023.

**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, 2023 through December 31, 2023.

Motion to Approve R 23-033:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH

**RESOLUTION 23-034**

**APPOINTING THE 2023 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, 2023; 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, 2023.

Motion to Approve R 23-034:

	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, 2023

\_\_\_\_\_  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-035**  
**APPOINTING A DEPUTY MUNICIPAL CLERK**

**WHEREAS**, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Heidi Brunt as Deputy Municipal Clerk; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Highlands that Heidi Brunt shall serve as Deputy Municipal Clerk for term ending 12/31/2023.

Motion to Approve R 23-035:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH

**RESOLUTION 23-036**  
**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 Christian Lee to serve as the Tree Commissioner for the calendar year 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands, that Christian Lee be and is hereby appointed Tree Commissioner for a term of one (1) year with an expiration date of December 31, 2023.

Motion to Approve R 23-036:

	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, 2023

\_\_\_\_\_  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-037

### 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 terms ending 12/31/2023.

Motion to Approve R 23-037:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-038**

**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, 2023:

Tax Search Officer                      Donna Conrad

Assessment Search Officer      Donna Conrad

Motion to Approve R 23-038:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-039**

**APPROVING 2023 EVENTS ON VARIOUS BOROUGH PROPERTIES**

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

1. Saturday, March 4<sup>th</sup>: Guinness Run at Off the Hook via (Highlands Avenue)
2. Saturday, March 18<sup>th</sup>: 19<sup>th</sup> Annual St. Patrick’s Day Parade, Huddy Park – 2PM
3. Sunday, May 28<sup>th</sup>: 22<sup>st</sup> Annual Seaport Craft Show, Huddy Park – 10AM - 5PM
4. Saturdays, June 10<sup>th</sup> – Nov.18<sup>th</sup>: 29<sup>th</sup> Annual Farmer’s Market, Huddy Park – 8:30AM-2PM
5. Fri-Sat, August 4<sup>th</sup> - 5<sup>th</sup>: 28<sup>th</sup> Annual Clamfest, Huddy Park – 2 days
6. Sunday, October 1<sup>st</sup>: 21<sup>st</sup> Annual Twin Lights Bike Ride, Huddy Park – 7AM
7. Saturday, October 7<sup>th</sup>: 22<sup>nd</sup> Annual Oktoberfest, Veterans Park – 1-7PM  
(Rain date – Sunday, October 8<sup>th</sup>)
8. Friday, December 1<sup>st</sup>: Holiday Tree Lighting
9. Sunday, December 10<sup>th</sup>: 6<sup>th</sup> Annual Santa Fun Run – 1PM

Note: The event calendar is subject to change due

**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 2023.

Motion to Approve R 23-039:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-040

### APPOINTING STEVEN USSMAN AS LICENSED C2 OPERATOR AND JOSEPH ACCARDI AS BACK-UP OPERATOR TO OVERSEE THE OPERATION AND MAINTENANCE OF THE BOROUGH'S WASTEWATER PUMP STATIONS

**WHEREAS**, the Borough of Highlands is in need of a Licensed C2 Operator to oversee the operation and maintenance of the Borough's wastewater pump stations beginning January 1, 2023; and

**WHEREAS**, Steven Ussmann is qualified to serve as the Licensed C2 Operator in charge, wherein Joseph Accardi would serve as the back-up Operator; and

**WHEREAS**, the following services shall be provided by the Licensed C2 Operator and back-up Operator:

- Conduct weekly site visits to the three (3) wastewater pump stations.
- Prepare all required reports and submit the same to the necessary agencies.
- Assist the Superintendent of Public Works in the review of day-to-day operations.
- Create a computerized operation and maintenance schedule to include daily, weekly and monthly maintenance for the wastewater pump stations.
- Inspect and assure the proper operations of the sewer pumping stations.
- Evaluate the existing Supervisory Control and Data Acquisition (SCADA) interface and assure it is in good working order.
- Train personnel as needed to operate and maintain sewer pumping stations.
- Become the licensed operator for the C-2 wastewater collection system.
- Assist in the preparation of operation and maintenance manuals for the public wastewater collection system.
- Keep the Superintendent of Public Works and Borough Administrator informed of any problems with sewer pumping stations and sewer collection systems.
- Respond to all emergencies and/or alarms.

**WHEREAS**, it is in the best interest of the Borough to appoint Steven Ussman to serve as the Borough's Licensed C2 Operator as a part-time employee without benefits, for the period of January 1, 2023 through December 31, 2023, for an annual salary in the amount of \$29,000.00, and to appoint Joseph Accardi to serve as the back-up Operator for the period of January 1, 2023 through December 31, 2023 as a part-time employee without benefits, for an annual salary in the amount of \$6,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Highlands that Steven Ussman be and is hereby appointed to serve as the Borough's Licensed C2 Operator for the period of January 1, 2023 through December 31, 2023 as a part-time employee without benefits, for an annual salary in the amount of \$29,000.00 and to appoint Joseph Accardi to serve



as the back-up Operator for the period of January 1, 2023 through December 31, 2023 as a part-time employee without benefits, for an annual salary in the amount of \$6,000.00.

Motion to Approve R 23-040:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-041

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

**WHEREAS**, the Borough of Highlands has a need for professional consulting sanitary engineer services for the calendar year 2023 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 consulting sanitary engineer for the calendar year 2023; and

**WHEREAS**, the Borough has determined that the firm of H2M Architects & Engineers, satisfies the requirements to be considered for professional consulting sanitary engineer 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 2023 budget.

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

1. That the firm of H2M Architects & Engineers is hereby appointed and retained to provide professional consulting sanitary engineer services at an hourly rate of \$195.00 per hour, for the twelve (12) month period beginning January 1, 2023, through December 31, 2023, in an amount not to exceed \$50,000.00.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 23-041:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 23-042

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

**WHEREAS**, the Borough of Highlands has a need for professional consulting marine engineer services for the calendar year 2023 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 consulting marine engineer for the calendar year 2023; and

**WHEREAS**, the Borough has determined that the firm of Colliers Engineering & Design, satisfies the requirements to be considered for professional consulting marine engineer 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 2023 budget.

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

1. That the firm of Colliers Engineering & Design is hereby appointed and retained to provide professional consulting marine engineer services at an hourly rate of \$190.00 per hour, for the twelve (12) month period beginning January 1, 2023, through December 31, 2023, in an amount not to exceed \$50,000.00.
2. The Mayor and Borough 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 Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 23-042:

	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, 2023

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 23-043**  
**AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 30, 2022, which totals as follows:

Current Fund	\$ 48,699.13
Sewer Account	\$ 7,392.69
Capital Fund	\$ 2,275,540.14
Trust-Other	\$ 43,245.29
<u>Federal/State Grants</u>	<u>\$ 10,731.31</u>
<b>Total</b>	<b>\$ 2,385,608.56</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 2,385,608.56** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.

Motion to Approve R 23-043:

	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, 2023

\_\_\_\_\_  
Nancy Tran, Municipal Clerk  
Borough of Highlands

**RECAP OF PAYMENT OF BILLS  
01/01/2023**

Item 51.

<b>CURRENT:</b>		\$	48,699.13
Payroll	(12/30/2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 <b>SEWER ACCOUNT:</b>		\$	7,392.69
Payroll	(12/30/2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 <b>CAPITAL/GENERAL</b>		\$	2,275,540.14
<b>CAPITAL-MANUAL CHECKS</b>		\$	
Voided Checks		\$	
<b>WATER CAPITAL ACCOUNT</b>		\$	
 <b>TRUST FUND</b>		\$	43,245.29
Payroll	(12/30/2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 <b>UNEMPLOYMENT ACCT-MANUALS</b>		\$	
 <b>DOG FUND</b>		\$	
 <b>GRANT FUND</b>		\$	10,731.31
Payroll	(12/30/2022)	\$	
Manual Checks		\$	
Voided Checks		\$	
 <b>DEVELOPER'S TRUST</b>		\$	
Manual Checks		\$	
Voided Checks		\$	

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

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

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

Include Non-Budgeted: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>ARMY005 ARMY &amp; NAVY STORE</b>														
	22-01243	11/17/22	Clothes for new hire											
			1 Clothes for new hire	2-01-26-290-000-132	B Streets: Uniform Clothing & Access.	650.00			R	11/17/22	12/28/22		189382	N
			<b>Vendor Total:</b>			650.00								
<b>BOUND01 BOUND TREE MEDICAL LLC</b>														
	22-01183	10/31/22	Bandage adhesive 3 in flexible											
			1 Bandage adhesive 3 in flexible	2-01-25-260-000-210	B First Aid: First Aid Supplies	16.99			R	10/31/22	12/28/22		84705670	N
			2 Black nitrile gloves	2-01-25-260-000-210	B First Aid: First Aid Supplies	475.88			R	12/28/22	12/28/22		84605454	N
			3 Surgical face mask	2-01-25-260-000-210	B First Aid: First Aid Supplies	139.74			R	12/28/22	12/28/22		84607452	N
						632.61								
			<b>Vendor Total:</b>			632.61								
<b>BRODI005 Brodin Studios, Inc.</b>														
	22-01315	12/07/22	Plaques											
			1 Badge Mount Retirement Plaque	2-01-25-240-000-294	B Police: Other	130.00			R	12/07/22	12/28/22		8292	N
			2 Shipping	2-01-25-240-000-294	B Police: Other	18.85			R	12/07/22	12/28/22		8292	N
						148.85								
			<b>Vendor Total:</b>			148.85								
<b>CHRISO10 CHRISTIANA TRUST</b>														
	22-01359	12/16/22	Lien redemption											
			1 Lien redemption	T-03-56-851-000-003	B Trust: Redemption O/S Liens	3,949.12			R	12/16/22	12/28/22		B57/L11	N
			2 Premium bid	T-03-56-851-000-001	B Trust: Tax Sale Premiums	32,100.00			R	12/16/22	12/28/22		B57/L11	N
						36,049.12								
			<b>Vendor Total:</b>			36,049.12								



Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Exc1
<b>CINTA005 CINTAS CORPORATION</b>								
	22-00619 05/26/22 Facility cleaning services							
	19 Facility cleaning services	2-01-26-310-000-294	125.40	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4133328394	N
	20 Facility cleaning services	2-01-26-310-000-294	188.04	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4134685751	N
	21 Facility cleaning services	2-01-26-310-000-294	383.75	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4135377079	N
	22 Facility cleaning services	2-01-26-310-000-294	689.88	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4131230475	N
	23 Facility cleaning services	2-01-26-310-000-294	469.60	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4132603930	N
	24 Facility cleaning services	2-01-26-310-000-294	775.60	B B&G: Other/Janitorial Contract	R	05/26/22 12/29/22	4139564897	N
			<u>2,632.27</u>					
	Vendor Total:		2,632.27					
<b>CME01 CME ASSOCIATES</b>								
	22-00445 04/19/22 Phase I sanitary improvements							
	17 Phase I sanitary improvements	C-06-18-001-000-201	3,336.00	B ORD#18-23 Storm Water-Soft Costs	R	04/19/22 12/29/22	0318996	N
	22-00446 04/19/22 South Bay/Hillside Avenue							
	16 South Bay/Hillside Avenue	C-04-12-112-000-510	1,284.00	B Project 0-12-12: Consultants- Engineer	R	04/19/22 12/29/22	0318999	N
	22-00495 04/28/22 Engineering Snugharbor park							
	14 Engineering Snugharbor park	T-03-56-855-000-000	1,460.50	B Trust: Storm Recovery Trust	R	04/28/22 12/29/22	0318994	N
	22-00800 07/15/22 Engineering services/Ederle							
	9 Engineering services/Ederle	2-01-20-165-000-244	1,370.50	B Engineering:General Engineering	R	07/15/22 12/29/22	0318995	N
	22-00801 07/15/22 Engineering service/Hillside							
	9 Engineering service/Hillside	2-01-20-165-000-245	2,010.50	B Engineering-Storm Water	R	07/15/22 12/29/22	0318993	N
	22-01010 09/12/22 CDBG Marine Place Walkway west							
	8 CDBG Marine Place Walkway west	C-04-22-102-000-201	4,718.00	B ORD#22-14 Various Capital Improvements	R	09/12/22 12/29/22	0318997	N
	Vendor Total:		14,179.50					
<b>COMCAST COMCAST</b>								
	22-01404 12/29/22 firehopuse spc video acct							
	1 firehopuse spc video acct	2-01-31-450-000-213	79.57	B Telecommunications	R	12/29/22 12/29/22	FIREHOUSE SPC	N
	2 27 shore drive	2-01-31-450-000-213	312.90	B Telecommunications	R	12/29/22 12/29/22	27 SHORE DR	
	3 42 shore drive	2-01-31-450-000-213	487.68	B Telecommunications	R	12/29/22 12/29/22	42 SHORE DR	

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
<b>COMCAST COMCAST</b>								
Continued								
	22-01404 12/29/22 firehopuse spc video acct		Continued					
	4 22 snugharbor ave		317.99	2-01-31-450-000-213	B Telecommunications	R 12/29/22 12/29/22	22 SNUGHARBOR	N
			1,198.14					
	Vendor Total:		1,198.14					
<b>AHNAS005 EAST MANOR SQUARE CONDO ASSOC.</b>								
	22-01396 12/28/22 street lighting reimbursement							
	1 street lighting reimbursement		74.90	2-01-35-410-000-201	B Contingent	R 12/28/22 12/28/22	NOV-DEC 2022	N
	Vendor Total:		74.90					
<b>GLE01 GLENCO SUPPLY, INC</b>								
	22-01309 12/07/22 Hardware for signage							
	1 Hardware for signage		270.00	2-01-26-290-000-191	B Streets: Signs	R 12/07/22 12/29/22	29790	N
	22-01332 12/09/22 Replacement Street Signs							
	1 Replacement Street Signs		1,891.00	2-01-26-290-000-191	B Streets: Signs	R 12/09/22 12/29/22	29833	N
	Vendor Total:		2,161.00					
<b>GREEN005 GREENMAN-PEDERSEN, INC.</b>								
	22-01351 12/15/22 Safe route to school program							
	1 Safe route to school program		5,840.31	G-02-41-813-000-013	B Grant: (159) 2019 Safe Routes to School	R 12/15/22 12/28/22	351865	N
	2 Safe route to school program		4,891.00	G-02-41-813-000-013	B Grant: (159) 2019 Safe Routes to School	R 12/28/22 12/28/22	353137	N
			10,731.31					
	Vendor Total:		10,731.31					
<b>H2MAS005 H2M ASSOCIATES, INC.</b>								
	20-01163 11/09/20 waterwitch wastewater pumpstat							
	18 waterwitch wastewater pumpstat		4,830.00	C-06-18-001-000-201	B ORD#18-23 Storm Water-Soft Costs	R 11/09/20 12/29/22	239838	N
	21-00598 05/28/21 sanitary consulting							
	16 sanitary consulting		987.00	2-05-55-502-000-294	B Sewer: Other	R 12/29/22 12/29/22	239837	N
	Vendor Total:		5,817.00					

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description				Enc Date Date	Date Invoice	Excl
<b>JCPL JCP &amp; L</b>							
	22-01407 12/29/22 Cedar Street						
	1 Cedar Street	15.24	2-01-31-430-000-215	B Electric	R 12/29/22	12/29/22	95796650847 N
	2 Street lighting	2,454.11	2-01-31-435-000-217	B Street Lighting	R 12/29/22	12/29/22	95796650846 N
	3 Street lighting	1,467.54	2-01-31-435-000-217	B Street Lighting	R 12/29/22	12/29/22	95796650845 N
		<u>3,936.89</u>					
	Vendor Total:	3,936.89					
<b>KAPPA005 KAPPA CONSTRUCTION CORP.</b>							
	22-00587 05/16/22 CONTRACTOR NEW BORO COMPLEX						
	9 CONTRACTOR NEW BORO COMPLEX	2,168,838.00	C-04-21-101-000-201	B ORD#21-28 NEW BOROUGH HALL	R 06/02/22	12/30/22	CERT. #8 N
	Vendor Total:	2,168,838.00					
<b>WIG01 KEVIN P. WIGENTON, ESQ</b>							
	22-00005 01/05/22 Municipal public defender						
	1 Municipal public defender	2,500.00	2-01-43-495-000-011	B Public Defender: Salaries & Wages	R 01/05/22	12/28/22	JAN-DEC 2022 N
	2 Municipal public defender	2,499.92	T-03-56-850-000-009	B Trust: Public Defender	R 12/28/22	12/28/22	JAN-DEC 2022 N
		<u>4,999.92</u>					
	Vendor Total:	4,999.92					
<b>SPCA MONMOUTH COUNTY SPCA</b>							
	22-00444 04/19/22 Animal control						
	8 Animal control	1,500.00	2-01-27-340-000-152	B Dog Control: Contractual Service	R 04/19/22	12/28/22	2020807 N
	Vendor Total:	1,500.00					
<b>NANCYTR1 NANCY TRAN</b>							
	22-01397 12/28/22 League reimbursement						
	1 League reimbursement	155.13	2-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R 12/28/22	12/28/22	11/15,11/17 N
	Vendor Total:	155.13					
<b>OMSOL005 O&amp;M SOLUTIONS, LLC</b>							
	22-00765 07/05/22 Wastewater maintenance						
	13 monthly operator services	2,200.00	2-05-55-502-000-154	B Sewer: Equipment Maintenance	R 12/29/22	12/29/22	3973 N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
	Item Description					Enc Date	Date	Date		Exc1
<b>OMSOL005 O&amp;M SOLUTIONS, LLC</b>										
	22-00765 07/05/22 Wastewater maintenance	Continued								
	14 mergency call out		4,042.50	2-05-55-502-000-154	B Sewer: Equipment Maintenance	R	12/29/22	12/29/22	4180	N
			6,242.50							
	<b>Vendor Total:</b>		<b>6,242.50</b>							
<b>PHOEN015 PHOENIX DISTRIBUTORS</b>										
	22-01198 11/02/22 Equipment									
	1 Tactical Laser Sight		630.50	2-01-25-240-000-254	B Police: Equipment Maintenance	R	11/02/22	12/28/22	1213	N
	<b>Vendor Total:</b>		<b>630.50</b>							
<b>ROBER035 ROBERT T. BURTON</b>										
	22-01408 12/29/22 Conference reimbursement									
	1 Conference reimbursement		617.20	2-01-25-240-000-238	B Police: Initial Training	R	12/29/22	12/29/22	2022	N
	<b>Vendor Total:</b>		<b>617.20</b>							
<b>SPECTROL SPECTROTEL, INC.</b>										
	22-01406 12/29/22 Fire department									
	1 Fire department		95.08	2-01-31-440-000-213	B Telephone	R	12/29/22	12/29/22	11289236	N
	<b>Vendor Total:</b>		<b>95.08</b>							
<b>STREE005 STREET COP TRAINING</b>										
	22-01312 12/07/22 Schooling/Training									
	1 Identifying Criminal Vehicles		450.00	2-01-25-240-000-236	B Police: Schooling/Training	R	12/07/22	12/28/22	INV-005510	N
	<b>Vendor Total:</b>		<b>450.00</b>							
<b>T&amp;M ASSOCIATES</b>										
	22-01398 12/28/22 72 4th street									
	1 Harborside at Hudson ferry		2,680.00	T-13-58-901-000-207	B Eng> 5,000 Harbor/Hudson Ferry 101/27.02	R	12/28/22	12/28/22	SE434536	N
	22-01409 12/29/22 Arjika properties site plan									
	1 Arjika properties site plan		417.75	T-03-56-875-000-136	B TRUST: LUB 289 BAY AVE B 81 L 12	R	12/29/22	12/29/22	SE434537	
	2 LDN real estates, llc		138.00	T-03-56-875-000-142	B TRUST: LUB2021-01 49 Miller B54 L7.01	R	12/29/22	12/29/22	SE434538	

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
<b>T&amp;M ASSOCIATES</b> Continued															
22-01409	12/29/22	Arjika properties site plan	Continued												
		3 Locust Street			1,776.50	2-01-21-180-000-244		B Mun Land Use Law: Consultants - Engineer R			12/29/22	12/29/22		SE434541	N
					<u>2,332.25</u>										
		Vendor Total:			5,012.25										
<b>TC LANDSCAPE CONSTRUCTION</b>															
22-00797	07/14/22	IMPROVEMENTS GERTRUDE EDERLE													
		1 IMPROVEMENTS GERTRUDE EDERLE			21,983.36	2-01-44-901-000-265		B Park Improvements		R	07/14/22	12/29/22		PAYMENT #1	N
		Vendor Total:			21,983.36										
<b>VERIZON</b>															
22-01400	12/28/22	valley St pump station													
		1 Valley St pump station			39.85	2-05-55-502-000-213		B Sewer: Telephone		R	12/28/22	12/28/22		12/19/22	N
		2 40 Shore Drive			<u>123.34</u>	2-05-55-502-000-213		B Sewer: Telephone		R	12/28/22	12/28/22		12/19/22	N
					163.19										
		Vendor Total:			163.19										
<b>VERIZON WIRELESS</b>															
22-01399	12/28/22	Cell phone													
		1 Cell phone			1,646.68	2-01-31-440-000-213		B Telephone		R	12/28/22	12/28/22		9922483647	N
22-01405	12/29/22	cell phone-first aid													
		1 cell phone-first aid			76.02	2-01-31-440-000-213		B Telephone		R	12/29/22	12/29/22		9923215784	N
		Vendor Total:			1,722.70										
<b>VISUAL COMPUTER SOLUTIONS</b>															
22-01321	12/07/22	POSS-FULL SUITE													
		1 POSS-FULL SUITE			2,250.00	2-01-25-240-000-254		B Police: Equipment Maintenance		R	12/07/22	12/28/22		19110	N
		Vendor Total:			2,250.00										

December 30, 2022  
09:07 AM

BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
<b>WHIRL WHIRL CONSTRUCTION CO. INC.</b>								
	22-00494 04/28/22 Improvement Snugharbor park							
	1 Improvement Snugharbor park		92,534.14	C-04-17-101-000-201	B Ord#17-03 Various Improv-Open Space	R	04/28/22 12/28/22	PAYMENT #1 N
	Vendor Total:		92,534.14					
<b>ZEEK ZEEK'S TEE'S</b>								
	22-01314 12/07/22 Uniforms							
	1 Navy Game Work Shirt		173.00	2-01-25-240-000-235	B Police: Initial Outfitting	R	12/07/22 12/28/22	22-2117 N
	2 Shipping		30.00	2-01-25-240-000-235	B Police: Initial Outfitting	R	12/07/22 12/28/22	22-2117 N
			203.00					
	Vendor Total:		203.00					
<hr/>								
Total Purchase Orders:	37	Total P.O. Line Items:	58	Total List Amount:	2,385,608.56	Total Void Amount:	0.00	

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	2-01	48,699.13	0.00	48,699.13	0.00	0.00	48,699.13
	2-05	<u>7,392.69</u>	<u>0.00</u>	<u>7,392.69</u>	<u>0.00</u>	<u>0.00</u>	<u>7,392.69</u>
Year Total:		56,091.82	0.00	56,091.82	0.00	0.00	56,091.82
CAPITAL PROJECTS	C-04	2,267,374.14	0.00	2,267,374.14	0.00	0.00	2,267,374.14
	C-06	<u>8,166.00</u>	<u>0.00</u>	<u>8,166.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,166.00</u>
Year Total:		2,275,540.14	0.00	2,275,540.14	0.00	0.00	2,275,540.14
	G-02	10,731.31	0.00	10,731.31	0.00	0.00	10,731.31
TRUST NON BUDGET-TWO RIVER	T-03	40,565.29	0.00	40,565.29	0.00	0.00	40,565.29
	T-13	<u>2,680.00</u>	<u>0.00</u>	<u>2,680.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,680.00</u>
Year Total:		43,245.29	0.00	43,245.29	0.00	0.00	43,245.29
Total of All Funds:		<u><u>2,385,608.56</u></u>	<u><u>0.00</u></u>	<u><u>2,385,608.56</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>2,385,608.56</u></u>