



BOROUGH OF HIGHLANDS
COUNCIL REGULAR MEETING
151 Navesink Ave., Highlands, NJ 07732
Wednesday, September 03, 2025 at 7:00 PM

AGENDA

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2025. 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

PROCLAMATION

1. Honoring Matthew "Matt" Kane

APPROVAL OF MINUTES

2. August 20, 2025 Meeting Minutes
3. August 20, 2025 Executive Session Minutes

PUBLIC HEARING ON PROPOSED ORDINANCES

4. **O-25-17** Bond Ordinance Amending in Part Bond Ordinance No. O-23-10 Adopted on May 3, 2023, Providing for Various Capital Improvements and the Acquisition of Various Capital Equipment, and Appropriating \$3,035,000 Therefor and Authorizing the Issuance of \$2,979,193 Bonds and Notes to Finance a Portion of the Costs Thereof, in Order to Amend the Purpose Thereof and to Amend the Average Period of Usefulness, Authorized in and By the Borough of Highlands, in the County of Monmouth, New Jersey
5. **O-25-18** Amending Chapter 7A "Traffic Schedules," Schedule IA "No Parking During Certain Hours" of the Code of the Borough of Highlands Pertaining to Areas of No Parking on Bay Avenue
6. **O-25-19** Amending Chapter 3 "General Police Regulations" Section 2A "Reserved" of the Code of the Borough of Highlands to Establish Regulations for "Decibel-Based Sound Level Standards"
7. **O-25-20** Amending Chapter 10 "Buildings and Housing" Section 10-2 "Fees" of the Code of the Borough of Highlands

8. **O-25-21** Amending Chapter 21 “Zoning and Land Use Regulations”, Part VI “Fee Schedule”, Article XXIII “Fees”, Section 21-107 “Schedule Established” and Section 21-108 “Escrow Accounts and Technical Review Fees” of the Code of the Borough of Highlands
9. **O-25-22** Opting Into the Garden State C-Pace Program to Facilitate the Financing of C-Pace Projects

RESOLUTIONS

10. **R 25-168** Authorizing Execution of Release of Developer’s Agreement and Authorizing Release of Performance Guarantees for First Hartford Realty Corporation (CVS Pharmacy), Block 108, Lots 2.02 and 2.03
11. **R 25-169** Authorizing Settlement and Execution of a Settlement Agreement Between the Borough of Highlands and Agate Construction Company, Western Surety Company and Bridgeway Associates Corporation

CONSENT AGENDA

12. **R 25-170** Authorizing Refund of Tax Overpayment
13. **R 25-171** Authorizing Payment of Bills
14. **R 25-172** Authorizing the Award of a Contract for Website Maintenance Services

REPORTS

15. Mayor's Report

PUBLIC PORTION

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

EXECUTIVE SESSION

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

RESOLUTION TO ENTER EXECUTIVE SESSION

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

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

16. Litigation

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

ADJOURNMENT

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

Next Council meeting: September 17, 2025



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-17

BOND ORDINANCE AMENDING IN PART BOND ORDINANCE NO. O-23-10 ADOPTED ON MAY 3, 2023, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF VARIOUS CAPITAL EQUIPMENT, AND APPROPRIATING \$3,035,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,979,193 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, IN ORDER TO AMEND THE PURPOSE THEREOF AND TO AMEND THE AVERAGE PERIOD OF USEFULNESS, AUTHORIZED IN AND BY THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY

WHEREAS, the Borough of Highlands, in the County of Monmouth, New Jersey (the "Borough") finally adopted Bond Ordinance No. O-23-10 on May 3, 2023 (the "Prior Ordinance"), providing for various capital improvements and the acquisition of various capital equipment to be undertaken in and by the Borough; and

WHEREAS, the Borough has determined that the purpose of the Prior Ordinance should be amended to include various park improvements, without increasing the aggregate appropriation or amount of debt authorized by the Prior Ordinance, by amendment of the Prior Ordinance; and

WHEREAS, the Borough has determined that the average period of usefulness of the improvements authorized by the Prior Ordinance should be increased accordingly.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL of the BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section One. Section 3 (a)(i) of the Prior Ordinance is hereby amended to read as follows:

- i) various park improvements and reconstruction of Bayside Drive and Marie Avenue, with a total appropriation and estimated cost of \$560,000 including \$246,860 grant funds expected to be received from the NJDOT for said reconstruction of Bayside Drive and Marie Avenue, estimated maximum amount of bonds and notes therefor of \$544,343, and an average period of usefulness of 12.7556 years;

Section Two. Section 5(b) of the Prior Ordinance is hereby amended to read as follows:

- (b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law and taking into consideration the amount of the obligations authorized for said purposes, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 11.2202 years.

Section Three. The aggregate appropriation of \$3,035,000, the aggregate debt authorization of \$2,979,193, and other authorizations set forth in the Prior Ordinance remain unchanged and are hereby confirmed.

Section Four. All ordinances or parts of ordinances in conflict or inconsistent with any of the terms of this ordinance are hereby repealed to the extent that they are in such conflict or are inconsistent. In the event that any section, part or provision of this ordinance shall be held to be unconstitutional or invalid by any court, such holding shall not affect the validity of this ordinance as a whole, or any part hereof other than the part so held unconstitutional or invalid.

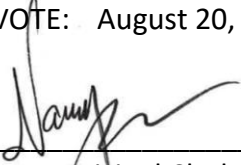
Section Five. This amendatory bond ordinance shall take effect twenty days after the first publication thereof after final passage, as provided in the Local Bond Law, N.J.S.A. 40A:2-1 et seq.

First Reading and Set Hearing Date for O-25-17:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-17:

	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: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-18

AMENDING CHAPTER 7A “TRAFFIC SCHEDULES,” SCHEDULE IA “NO PARKING DURING CERTAIN HOURS” OF THE CODE OF THE BOROUGH OF HIGHLANDS PERTAINING TO AREAS OF NO PARKING ON BAY AVENUE

WHEREAS, Chapter 7A, Schedule IA of the Borough Code establishes the streets or parts of streets where there shall be no parking during certain hours; and

WHEREAS, the Borough of Highlands is authorized to control parking on local roads pursuant to N.J.S.A. 39:4-8(b)(1) and N.J.S.A. 39:4-197(1)(f).

WHEREAS, the Chief of Police has analyzed and evaluated the Borough Code and has recommended certain changes; and

WHEREAS, the governing body finds that these recommendations should be adopted for the general safety, health and welfare of the Borough.

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

SECTION I.

Borough Code Section 7A-1A entitled “No Parking During Certain Hours” shall be amended by the following: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics**~~.):

SCHEDULE IA: NO PARKING DURING CERTAIN HOURS

NAME OF STREET	SIDES	HOURS	LOCATION
Bay Avenue	North	From 5:00 a.m. to 8:00 p.m. – One hour limit	<i>In front of Katz Confectionery from its eastern driveway west to eastern end of the first driveway located at 214 Bay Avenue.</i> <u><i>In front of 208 Bay Avenue from its eastern driveway west to the eastern end of the driveway located at 216 Bay Avenue.</i></u>

NOTE TO CODIFIER: All other portions of this Section remain the same.

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 after final passage as provided by law.

First Reading and Set Hearing Date for O-25-18:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-18:

	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: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-19

**AMENDING CHAPTER 3 "GENERAL POLICE REGULATIONS" SECTION 2A
"RESERVED" OF THE CODE OF THE BOROUGH OF HIGHLANDS TO ESTABLISH
REGULATIONS FOR "DECIBEL-BASED SOUND LEVEL STANDARDS":**

WHEREAS, Chapter 3, Section 2A of the Borough Code is currently listed as "Reserved;" and

WHEREAS, the New Jersey Department of Environmental Protection ("NJDEP") has issued a model noise ordinance pertaining to the regulation of decibel-based sound level standards for adoption by municipalities; and

WHEREAS, the governing body finds that the NJDEP's model noise ordinance pertaining to the regulation of decibel-based sound level standards should be adopted for the general safety, health and welfare of the Borough.

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

SECTION I.

Borough Code Chapter 3 "General Police Regulations," Section 2A "Reserved" shall herein be named amended as follows:

§3-2A DECIBEL-BASED SOUND LEVEL STANDARDS

§3-2A.1 Declaration of Findings and Policy

WHEREAS excessive sound is a serious hazard to the public health, welfare, safety, and the quality of life; and, **WHEREAS** a substantial body of science and technology exists by which excessive sound may be substantially abated; and, **WHEREAS** the people have a right to, and should be ensured of, an environment free from excessive sound,

NOW THEREFORE, it is the policy of the Borough of Highlands to prevent excessive sound that may jeopardize the health, welfare, or safety of the citizens or degrade the quality of life.

This ordinance shall apply to the control of sound originating from sources within the Borough of Highlands.

§3-2A.2 Definitions

The following words and terms, when used in this ordinance, shall have the following meanings, unless the context clearly indicates otherwise. Terms not defined in this ordinance have the same meaning as those defined in N.J.A.C. 7:29.

CONSTRUCTION

Means any site preparation, assembly, erection, repair, alteration or similar action of buildings or structures.

dB(C)

Means the sound level as measured using the "C" weighting network with a sound level meter meeting the standards set forth in ANSI S1.4-1983 or its successors. The unit of reporting is dB(C). The "C" weighting network is more sensitive to low frequencies than is the "A" weighting network.

DEMOLITION

Means any dismantling, destruction or removal of buildings, structures, or roadways.

DEPARTMENT

Means the New Jersey Department of Environmental Protection.

EMERGENCY WORK

Means any work or action necessary at the site of an emergency to restore or deliver essential services including, but not limited to, repairing water, gas, electricity, telephone, sewer facilities, or public transportation facilities, removing fallen trees on public rights-of-way, dredging navigational waterways, or abating life-threatening conditions or a state of emergency declared by a governing agency.

IMPULSIVE SOUND

Means either a single pressure peak or a single burst (multiple pressure peaks) that has a duration of less than one second.

MINOR VIOLATION

Means a violation that is not the result of the purposeful, reckless or criminally negligent conduct of the alleged violator; and/or the activity or condition constituting the violation has not been the subject of an enforcement action by any authorized local, county or state enforcement agency against the violator within the immediately preceding 12 months for the same or substantially similar violation.

MOTOR VEHICLE

Means any vehicle that is propelled other than by human or animal power on land.

MUFFLER

Means a properly functioning sound dissipative device or system for abating the sound on engines or equipment where such device is part of the normal configuration of the equipment.

MULTI-DWELLING UNIT BUILDING

Means any building comprising two or more dwelling units, including, but not limited to, apartments, condominiums, co-ops, multiple family houses, townhouses, and attached residences.

MULTI-USE PROPERTY

Means any distinct parcel of land that is used for more than one category of activity. Examples include, but are not limited to:

1. A commercial, residential, industrial or public service property having boilers, incinerators, elevators, automatic garage doors, air conditioners, laundry rooms, utility provisions, or health and recreational facilities, or other similar devices or areas, either in the interior or on the exterior of the building, which may be a source of elevated sound levels at another category on the same distinct parcel of land; or
2. A building, which is both commercial (usually on the ground floor) and residential property, located above, below or otherwise adjacent to.

NOISE CONTROL OFFICER (NCO)

Means an employee of a local, county or regional health agency which is certified pursuant to the County Environmental Health Act (N.J.S.A. 26:3A2-21 et seq.) to perform noise enforcement activities or an employee of a municipality with a Department-approved noise control ordinance. All NCOs must receive noise enforcement training as specified by the Department in N.J.A.C. 7:29 and is currently certified in noise enforcement. The employee must be acting within his or her designated jurisdiction and must be authorized to issue a summons.

NOISE CONTROL INVESTIGATOR (NCI)

Means an employee of a municipality, county or regional health commission that has a Department-approved noise control ordinance and the employee has not received noise enforcement training as specified by the Department in N.J.A.C. 7:29. However, they are knowledgeable about their noise ordinance and enforcement procedures. A Noise Control Investigator may only enforce sections of the ordinance that do not require the use of a sound level meter. The employee must be acting within his or her designated jurisdiction and must be authorized to issue a summons.

PLAINLY AUDIBLE

Means any sound that can be detected by a NCO or an NCI using his or her unaided hearing faculties of normal acuity. As an example, if the sound source under investigation is a portable or vehicular sound amplification or reproduction device, the detection of the rhythmic bass component of the music is sufficient to verify plainly audible sound. The NCO or NCI need not determine the title, specific words, or the artist performing the song.

PRIVATE RIGHT-OF-WAY

Means any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by a non-governmental entity.

PUBLIC RIGHT-OF-WAY

Means any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by a governmental entity.

PUBLIC SPACE

Means any real property or structures thereon that are owned, leased, or controlled by a governmental entity.

REAL PROPERTY LINE

Means either (a) the vertical boundary that separates one parcel of property (i.e., lot and block) from another residential or commercial property; (b) the vertical and horizontal boundaries of a dwelling unit that is part of a multi-dwelling unit building; or (c) on a multi-use property as defined herein, the vertical or horizontal boundaries between the two portions of the property on which different categories of activity are being performed (e.g., if the multi-use property is a building which is residential upstairs and commercial downstairs, then the real property line would be the interface between the residential area and the commercial area, or if there is an outdoor sound source such as an HVAC unit on the same parcel of property, the boundary line is the exterior wall of the receiving unit). Note- this definition shall not apply to a commercial source and a commercial receptor which are both located on the same parcel of property (e.g., a strip mall).

SOUND PRODUCTION DEVICE

Means any device whose primary function is the production of sound, including, but not limited to any, musical instrument, loudspeaker, radio, television, digital or analog music player, public address system or sound-amplifying equipment.

SOUND REDUCTION DEVICE

Means any device, such as a muffler, baffle, shroud, jacket, enclosure, isolator, or dampener provided by the manufacturer with the equipment, or that is otherwise required, that mitigates the sound emissions of the equipment.

WEEKDAY

Means any day that is not a federal holiday, and beginning on Monday at 7:00 a.m. and ending on the following Friday at 6:00 p.m.

WEEKENDS

Means beginning on Friday at 6:00 p.m. and ending on the following Monday at 7:00 a.m.

§3-2A.3 Applicability

- a. This ordinance applies to sound from the following property categories:
 - 1. Industrial facilities;
 - 2. Commercial facilities;
 - 3. Community service facilities;
 - 4. Residential properties;
 - 5. Multi-use properties;
 - 6. Public and private right-of-ways;
 - 7. Public spaces; and
 - 8. Multi-dwelling unit buildings.
- b. This ordinance applies to sound received at the following property categories:
 - 1. Commercial facilities;
 - 2. Community service facilities (i.e. non-profits and/or religious facilities)
 - 3. Residential properties;
 - 4. Multi-use properties;
 - 5. Multi-dwelling unit buildings.
- c. Sound from stationary emergency signaling devices shall be regulated in accordance with N.J.A.C. 7:29-1.4, except that the testing of the electromechanical functioning of a stationary emergency signaling device shall not meet or exceed 10 seconds.

§3-2A.4 Exemptions

- a. Except as provided in §3-2A.9 and §3-2A.10 below, the provisions of this ordinance shall not apply to the exceptions listed at N.J.A.C. 7:29-1.5.
- b. Sound production devices required or sanctioned under the Americans with Disabilities Act (ADA), FEMA or other government agencies to the extent that they comply with the noise requirement of the enabling legislation or regulation. Devices which are exempted under N.J.A.C. 7:29-1.5 shall continue to be exempted.
- c. Construction and demolition activities are exempt from the sound level limits set forth in tables I and II and III except as provided for in §3-2A.9 below.

§3-2A.5 Enforcement Officers

- a. Noise Control Officers shall have the authority within their designated jurisdiction to investigate suspected violations of any section of this ordinance and pursue enforcement activities.
- b. Noise Control Investigators shall have the authority within their designated jurisdiction to investigate suspected violations of any section of this ordinance that do not require the use of a sound level meter (i.e., plainly audible, times of day and/or distance determinations) and pursue enforcement activities.
- c. Noise Control Officers and Investigators may cooperate with NCOs and NCIs of an adjacent municipality in enforcing one another's municipal noise ordinances.

§3-2A.6 Measurement Protocols

- a. Sound measurements made by a Noise Control Officer shall conform to the procedures set forth at N.J.A.C. 7:29-2, except that interior sound level measurements shall also conform with the procedures set forth in §3-2A.6(b) of this ordinance and with the definition of "real property line" as contained herein.

- b. When conducting indoor sound level measurements across a real property line the measurements shall be taken at least three feet from any wall, floor or ceiling and all exterior doors and windows may, at the discretion of the investigator, be closed. The neighborhood residual sound level shall be measured in accordance with N.J.A.C. 7:29-2.9(b)2. When measuring total sound level, the configuration of the windows and doors shall be the same and all sound sources within the dwelling unit must be shut off (e.g., television, stereo). Measurements shall not be taken in areas which receive only casual use such as hallways, closets and bathrooms.

§3-2A.7 Maximum Permissible Sound Levels

- a. No person shall cause, suffer, allow, or permit the operation of any source of sound on any source property listed in §3-2A.3(A) above in such a manner as to create a sound level that equals or exceeds the sound level limits set forth in Tables I, II or III when measured at or within the real property line of any of the receiving properties listed in Tables I, II or III except as specified in §3-2A.6(b).
- b. Impulsive Sound

Between 7:00 a.m. and 10:00 p.m., impulsive sound shall not equal or exceed 80 dBA. Between 10:00 p.m. and 7:00 a.m., impulsive sound which occurs less than four times in any hour shall not equal or exceed 80 dBA. Impulsive sound which repeats four or more times in any hour shall meet the requirements as shown in Table I.

TABLE I
MAXIMUM PERMISSIBLE A-WEIGHTED SOUND LEVELS
WHEN MEASURED OUTDOORS

RECEIVING PROPERTY CATEGORY	Residential property, or residential portion of a multi-use property		Commercial facility, non-residential portion of a multi-use property, or community service facility
TIME	7 a.m.-10 p.m.	10 p.m.-7 a.m.	24 hours
Maximum A- Weighted sound level standard, dB	65	50	65

TABLE II
MAXIMUM PERMISSIBLE A-WEIGHTED SOUND LEVELS
WHEN MEASURED INDOORS

RECEIVING PROPERTY CATEGORY	Residential property, or residential portion of a multi-use property		Commercial facility or non- residential portion of a multi-use property
TIME	7 a.m.-10 p.m.	10 p.m.-7 a.m.	24 Hours
Maximum A- Weighted sound level standard, dB	55	40	55

Note: Table II shall only apply when the source and the receptor are separated by a real property line and they also share a common or abutting wall, floor or ceiling, or are on the same parcel of property.

TABLE III
MAXIMUM PERMISSIBLE OCTAVE BAND
SOUND PRESSURE LEVELS IN DECIBELS

Receiving Property Category	Residential property, or residential portion of a multi-use property		Residential property, or residential portion of a multi-use property		Commercial facility, non- residential portion of a multi-use property, or community service facility	Commercial facility or non- residential portion of a multi-use property
	OUTDOORS		INDOORS		OUTDOORS	INDOORS
Octave Band Center Frequency, Hz.	Octave Band Sound Pressure Level, dB		Octave Band Sound Pressure Level, dB		Octave Band Sound Pressure Level, dB	Octave Band Sound Pressure Level, dB
Time	7 a.m.-10 p.m.	10 p.m.-7 a.m.	7 a.m.-10 p.m.	10 p.m.-7 a.m.	24 hours	24 hours
31.5	96	86	86	76	96	86
63	82	71	72	61	82	72
125	74	61	64	51	74	64
250	67	53	57	43	67	57
500	63	48	53	38	63	53
1,000	60	45	50	35	60	50
2,000	57	42	47	32	57	47
4,000	55	40	45	30	55	45
8,000	53	38	43	28	53	43

Note: When octave measurements are made, the sound from the source must be constant in level and character. If octave band sound pressure level variations exceed plus or minus 2 dB in the bands containing the principal source frequencies, discontinue the measurement.

§3-2A.8 Sound Production Devices

No person shall cause, suffer, allow, or permit the operation of any sound production device in such a manner that the sound crosses a property line and raises the total sound levels above the neighborhood residual sound level by more than the permissible sound level limits set forth in Table IV when measured within the residence of a complainant according to the measurement protocol in §3-2A.6(b) of this ordinance. These sound level measurements shall be conducted with the sound level meter set for "C" weighting, "fast" response.

TABLE IV
MAXIMUM PERMISSIBLE INCREASE IN TOTAL SOUND LEVELS
WITHIN A RESIDENTIAL PROPERTY

Weeknights 10:00 p.m. - 7:00 a.m. Weekend nights 11:00 p.m. and 9:00 a.m.	All other times
3 dB(C)	6 dB(C)

§3-2A.9 Restricted Uses and Activities
The following standards shall apply to the activities or sources of sound set forth below:

- a. Power tools, home maintenance tools, landscaping and/or yard maintenance equipment, excluding when used for emergency work, shall not be operated on a residential property between the hours of 8:00 p.m. and 8:00 a.m., unless such activities can meet the applicable limits set forth in Tables I, II and III. At all other times, the limits set forth in Tables I, II and III do not apply. All motorized equipment used in these activities shall be operated with an original, properly functioning, manufacture installed muffler and/or sound reduction device or an original equipment manufacturer (OEM) acoustically equivalent muffler and/or sound reduction device.
- b. Power tools, landscaping and/or yard maintenance equipment, excluding when used for emergency work, shall not be operated on a commercial facility, community service facility, industrial facility, or public space unless such activities can meet the applicable limits set forth in Tables I, II and III. All motorized equipment used in these activities shall be operated with an original, properly functioning, manufacture installed muffler and/or sound reduction device or an OEM acoustically equivalent muffler and/or sound reduction device.
- c. Construction and demolition activity, excluding emergency work, shall not be performed between the hours of 6:00 p.m. and 7:00 a.m. on weekdays, or between the hours of 6:00 p.m. and 9:00 a.m. on weekends and federal holidays, unless such activities can meet the applicable limits set forth in Tables I, II and III. At all other times, the limits set forth in Tables I, II or III do not apply. All motorized equipment used in construction and demolition activity shall be operated with an original, properly functioning, manufacture installed muffler and/or sound reduction device or an OEM acoustically equivalent muffler and/or sound reduction device.
- d. Motorized snow removal equipment shall be operated with a muffler and/or a sound reduction device when being used for snow removal. At all other times the limits set forth in Tables I, II or III do not apply.
- e. All interior and exterior burglar alarms of a building or motor vehicle must be activated in such a manner that the burglar alarm terminates its operation within five (5) minutes for continuous airborne sound and fifteen (15) minutes for intermittent sound after it has been activated. At all other times the limits set forth in Tables I, II or III do not apply.
- f. Self-contained, portable, non-vehicular music or sound production devices shall not be operated on a public space or public right-of-way in such a manner as to be plainly audible at a distance of 50 feet in any direction from the operator between the hours of 8:00 a.m. and 10:00 p.m. Between the hours of 10:00 p.m. and 8:00 a.m., sound, operated on a public space or public right-of-way, from such equipment shall not be plainly audible at a distance of 25 feet in any direction from the operator;
- g. It shall be unlawful for any property owner or tenant to allow any domesticated or caged animal to create a sound across a real property line which unreasonably disturbs or interferes with the peace, comfort, and repose of any resident, or to refuse or intentionally fail to cease the unreasonable noise when ordered to do so by a Noise Control Officer or Noise Control Investigator. Prima facie evidence of a violation of this section shall include but not be limited to:
 - (1) Vocalizing (howling, yelping, barking, squawking etc.) for five (5) minutes without interruption, defined as an average of four or more vocalizations per minute in that period; or,
 - (2) Vocalizing for twenty (20) minutes intermittently, defined as an average of two vocalizations or more per minute in that period.

It is an affirmative defense under this subsection that the dog or other animal was intentionally provoked to bark or make any other noise.

§3-2A.10 Motor Vehicles

Violations of each paragraph of this section shall be considered purposeful and therefore non-minor violations.

- a. No person shall remove or render inoperative, or cause to be removed or rendered inoperative or less effective than originally equipped, other than for the purposes of maintenance, repair, or replacement, of any device or element of design incorporated in any motor vehicle for the purpose of noise control. No person shall operate a motor vehicle or motorcycle which has been so modified. A vehicle not meeting these requirements shall be deemed in violation of this provision if it is operated stationary or in motion in any public space or public right-of-way.
- b. No motorcycle shall be operated stationary or in motion unless it has a muffler that complies with and is labeled in accordance with the Federal Noise Regulations under 40 CFR Part 205.
- c. Personal or commercial vehicular music amplification or reproduction equipment shall not be operated in such a manner that it is plainly audible at distance of 25 feet in any direction from the operator between the hours of 10:00 p.m. and 8:00 a.m.
- d. Personal or commercial vehicular music amplification or reproduction equipment shall not be operated in such a manner that is plainly audible at a distance of 50 feet in any direction from the operator between the hours of 8:00 a.m. and 10:00 p.m.

§3-2A.11 Enforcement

- a. Violation of any provision of this ordinance shall be cause for a Notice of Violation (NOV) or a Notice of Penalty Assessment (NOPA) document to be issued to the violator by the Noise Control Officer or Noise Control Investigator.
- b. Any person who violates any provision of this ordinance shall be subject to a civil penalty for each offense of not more than the maximum penalty pursuant to N.J.S.A. 40:49-5, which is \$2,000 as of December 2014. If the violation is of a continuing nature, each day during which it occurs shall constitute an additional, separate, and distinct offense.
- c. Upon identification of a violation of this Ordinance the Noise Control Officer or Noise Control Investigator shall issue an enforcement document to the violator. The enforcement document shall identify the condition or activity that constitutes the violation and the specific provision of this Ordinance that has been violated. It shall also indicate whether the violator has a period of time to correct the violation before a penalty is sought.
- d. If the violation is deemed by the Noise Control Officer or Noise Control Investigator to be a minor violation (as defined in Section II of this ordinance) a NOV shall be issued to the violator.
 - 1. The document shall indicate that the purpose of the NOV is intended to serve as a notice to warn the responsible party/violator of the violation conditions in order to provide them with an opportunity to voluntarily investigate the matter and voluntarily take corrective action to address the identified violation.

2. The NOV shall identify the time period (up to 90 days), pursuant to the Grace Period Law, N.J.S.A. 13:1D-125 et seq. where the responsible party's/violator's voluntary action can prevent a formal enforcement action with penalties issued by the Borough. It shall be noted that the NOV does not constitute a formal enforcement action, a final agency action or a final legal determination that a violation has occurred. Therefore, the NOV may not be appealed or contested.
- e. If the violation is deemed by the Noise Control Officer or Noise Control Investigator to be a non-minor violation, the violator shall be notified that if the violation is not immediately corrected, a NOPA with a civil penalty of not more than the maximum penalty allowed pursuant to N.J.S.A. 40:49-5, which is \$2,000 as of December 2014, will be issued. If a non-minor violation is immediately corrected, a NOV without a civil penalty shall still be issued to document the violation. If the violation occurs again (within 12 months of the initial violation) a NOPA shall be issued regardless of whether the violation is immediately corrected or not.
 - f. The violator may request from the Noise Control Officer or Noise Control Investigator, an extension of the compliance deadline in the enforcement action. The Noise Control Officer or Noise Control Investigator shall have the option to approve any reasonable request for an extension (not to exceed 180 days) if the violator can demonstrate that a good faith effort has been made to achieve compliance. If an extension is not granted and the violation continues to exist after the grace period ends, a NOPA shall be issued.
 - g. The recipient of a NOPA shall be entitled to a hearing in a municipal court having jurisdiction to contest such action.
 - h. The Noise Control Officer or Noise Control Investigator may seek injunctive relief if the responsible party does not remediate the violation within the period of time specified in the NOPA issued.
 - i. Any claim for a civil penalty may be compromised and settled based on the following factors:
 1. Mitigating or any other extenuating circumstances;
 2. The timely implementation by the violator of measures which lead to compliance;
 3. The conduct of the violator; and
 4. The compliance history of the violator.

§3-2A.12 Consistency, Severability and Repealer

- a. If any provision or portion of a provision of this ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated.
- b. All ordinances or parts of ordinances, which are inconsistent with any provisions of this ordinance, are hereby repealed as to the extent of such inconsistencies.
- c. No provision of this ordinance shall be construed to impair any common law

or statutory cause of action, or legal remedy there from, of any person for injury or damage arising from any violation of this ordinance or from other law.

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.

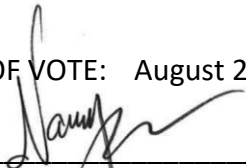
SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-25-19:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-19:

	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: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-20

AMENDING CHAPTER 10 "BUILDINGS AND HOUSING" SECTION 10-2 "FEES" OF THE CODE OF THE BOROUGH OF HIGHLANDS

WHEREAS, Chapter 10, Section 10-2 of the Borough Code establishes various subcode fees; and

WHEREAS, the Construction Official has analyzed and evaluated the Borough Code and has recommended certain changes; and

WHEREAS, the governing body finds that these recommendations should be adopted for the general welfare of the Borough.

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

SECTION I.

Borough Code Section 10-2 entitled "Fees" shall be amended by the following: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~.):

Section 10-2. FEES.

§ 10-2.1. Uniform Construction Code Fees.

a.-b. No change.

c. Fee Schedule. The basic construction permit fee shall be the sum of the parts computed on the basis of volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and rating of electrical devices, the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates and/or the applicable flat fees as provided herein plus any special fees. The minimum fee for a basic construction permit covering any and all of the technical subcodes shall be ~~eighty-five dollars (\$85)~~ **one-hundred dollars (\$100)**.

For the purpose of determining estimated cost for renovations, alterations, repairs, and the external utility connection for pre-manufactured construction the applicant shall submit to the department such cost data as may be available and produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, or contract if available, shall be submitted. The Construction Official and/or subcode official shall make the final decision regarding the estimated cost.

The fee for an application for a variation in accordance with N.J.A.C. 5:23-2.10 shall be ~~two hundred fifty dollars (\$250)~~ **as follows**:

Use Group R-5: \$250.00

Class III other than R-5: \$350.00

Class I and II structures: \$600.00

The fee for resubmission of an application for a variation shall be one hundred twenty-five dollars (\$125).

The fee to reinstate lapsed, suspended or revoked permits noted in N.J.A.C. 5:23-2.16(b) or N.J.A.C. 5:23-2.16(f) or otherwise shall be 10% of the cost of the original permit per outstanding subcode and not less than twenty-five dollars (\$25) per open (not final) subcode. This fee may

be waived at the discretion of the Construction Official.

Any fee not specifically contained within this fee schedule shall be based upon the State of New Jersey Department of Community Affairs Fee Schedule.

1. Building Subcode Fees

Use	Fee
Minimum building subcode fee	\$85.00 <u>\$100.00</u>
Demolition of dwelling (1-&2 -family)	\$250.00 <u>\$350.00</u>
Demolition of all other use groups	\$350.00 <u>\$500.00</u>

2. Electric Subcode Fees.

Fixture/Equipment	Fee
Minimum subcode fee	\$85.00 <u>\$100.00</u>
Area lighting, 1 to 5 standards (greater than 8 feet)	\$100.00
Area lighting, <u>per fixture over 5 standards</u>	\$25.00 each
Transformers/generators (<u>Generator includes one transfer switch</u>) [Amended 6-3-2013 by Ord. No. 2013-3090]	
1 kW up to and including 4 <u>5</u> kW	\$150.00
6 kW to 15 kW	\$250.00
Greater than 45 <u>16</u> kW up to and including 112.5 <u>30</u> kW	\$250.00 <u>\$350.00</u>
Greater than 122.5 <u>30</u> kW	\$475.00
<u>Photovoltaic Systems (includes all electrical devices integral to the PV System)</u>	
<u>Use Group R-5</u>	<u>\$1,000.00 per structure</u>
<u>All other Use Groups</u>	<u>\$2,000.00 per structure</u>
<u>Energy Storage System (includes all electrical devices integral to the Storage System)</u>	
<u>R-5 Use Group</u>	<u>\$250.00 per individual storage unit</u>
<u>All other Use Groups</u>	<u>\$350.00 per individual storage unit</u>

3. Fire Protection Subcode Fees.

Minimum fire subcode fee	\$85.00 <u>\$100.00</u>
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4. Plumbing Subcode Fees.

Fixture/Equipment	Fee
Minimum plumbing subcode fee	\$85.00 <u>\$100.00</u>
A/C-condenser/inverter split system. <u>A system shall consist of one (1) outside compressor/condenser unit and any number of inside evaporator coil/air handlers.</u>	\$125.00 <u>\$150.00</u>
<u>Stack (each)</u>	<u>\$25.00</u>

5. Certificate and Other Fees.

(a) Certificate of occupancy based on change of use: \$175.00.

(b) Temporary Certificate of Occupancy Renewal: \$30.00

~~(b)~~ (c) The fee for a certificate of continued occupancy issued under N.J.A.C. 5:23-2.23(c): \$175.00.

~~(c)~~ (d) Application for change of use analysis: \$350.00.

~~(d)~~ (e) UCC certificate and other fees. The fee for a certificate of continued occupancy issued in response to work performed without construction permits pursuant to and described in DCA

Bulletin 06-1 shall be \$125.00 per subcode having jurisdiction over the work performed. This fee shall be in addition to any permit fees required for work performed.

~~(e)~~ **(f)** Elevator Devices. The Elevator Unit at the Department of Community Affairs performs all plan review and inspection services of elevator devices and equipment for the Borough.

~~(f)~~ **(g)** The fees established, effective and published by DCA for plan review, inspections, variations, etc., shall be in the amount as noted in N.J.A.C. 5:23-4 and N.J.A.C. 5:23-12 respectively. A copy of the current DCA fee schedule is available upon request and adopted herein. Annual permits. Annual permit requirements are as follows:

(1) The fee to be charged for an annual construction permit shall be charged annually. This fee shall be a flat fee based upon the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode. Managers, engineers and clericals shall not be considered maintenance workers for the purpose of establishing the annual construction permit fee. Annual permits may be issued for building/fire protection, electrical and plumbing.

(2) Fees for annual permits shall be as follows:

(i) One to 25 workers (including foremen): \$667.00/worker; each additional worker over 25, \$232.00/worker.

(ii) Prior to the issuance of the annual permit, a training registration fee of \$140.00 per subcode and a list of not more than three individuals to be trained per subcode shall be submitted by the applicant to the Department of Community Affairs, Bureau of Code Services, Education Unit, along with a copy of the construction permit (Form F170). Checks shall be made payable to "Treasurer, State of New Jersey." The Department shall register these individuals and notify them of the courses being offered.

~~(g)~~ **(h)** Hourly Charges: The fee for development-wide inspection of homes after the certificate of occupancy ordered pursuant to N.J.A.C. 5:23-2.35 or otherwise shall be:

(1) The hourly charge shall be an amount equal to twice the hourly base salary paid to the licensed code official(s) performing the work, or the hourly fees charged to the municipality by a consulting professional contracted to provide such services;

(2) The fees, charges, accounting procedures and limits shall be set in accordance with and subjected to N.J.A.C. 5:23-4.17(d)1 through 5:23-4.17(d)5.

NOTE TO CODIFIER: All other portions of this Section remain the same.

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.

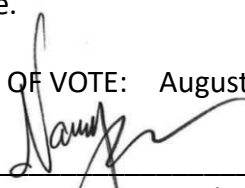
SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-25-20:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-20:

	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: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-21

AMENDING CHAPTER 21 “ZONING AND LAND USE REGULATIONS”, PART VI “FEE SCHEDULE”, ARTICLE XXIII “FEES”, SECTION 21-107 “SCHEDULE ESTABLISHED” AND SECTION 21-108 “ESCROW ACCOUNTS AND TECHNICAL REVIEW FEES” OF THE CODE OF THE BOROUGH OF HIGHLANDS

WHEREAS, Chapter 21, Sections 21-107 and 21-108 of the Borough Code establish a schedule of fees for the various applications for development and other matters that are subject to this Chapter; and

WHEREAS, it is in the best interest of the Borough to update its current fee schedule; and

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

SECTION I.

Section 21-107 “Schedule Established” shall be deleted in its entirety and replaced with the following:

§21-107 SCHEDULE ESTABLISHED

- A. The following Schedule of Fees is established for the various applications for development and other matters, which are the subject of this chapter. These fees shall be nonrefundable and are for the purpose of offsetting Borough administrative, clerical and meeting costs. Applications requiring a combination of approvals, such as subdivision, site plan and/or variances shall require a fee equal to the sum of the individual fees for each element of the application. Escrow deposits for professional consultants, such as legal, planning, engineering, or other professional fees, costs and expenses, shall also be required in accordance with the herein Schedule of Fees and any additional requirements in Section 21-108. All fees and escrow deposits required in Section 21-107 and Section 21-108 shall be paid prior to the certification of a complete application.
- B. Each such application for development shall be accompanied by payment of a fee to the municipality as follows:

Application	Application Fee	Plus	Escrow Account
SUBDIVISIONS			
Minor	\$500		\$600 per lot
Major (Preliminary Approval)	\$750		\$750 per lot
Major (Final Approval)	\$500		\$400 per lot
Resubmission of Incomplete Application	\$500		None Required
Concept Plan (Escrow charges to be credited toward development application)	\$400		\$750
Modifications and/or amendments	\$500		\$500
SITE PLANS			
Preliminary Site Plan	\$750		\$0.25 per square foot being disturbed, provided a minimum of \$1,250 shall be deposited. For sites containing steep slopes greater than twenty (20%) percent an additional \$1,000 shall be deposited.

Application		Application Fee	Plus	Escrow Account
Final Site Plan	\$500	\$0.25 per square foot being disturbed, provided a minimum of \$1,250 shall be deposited. For sites containing steep slopes greater than twenty (20%) percent an additional \$1,000 shall be deposited.		
Concept Plan (Escrow charges to be credited toward development application)	\$400	\$750		
Waived Site Plan	\$500	\$500		
Resubmission of Incomplete Application	\$500	None required		
Modifications and/or amendments	\$500	\$500		
VARIANCES				
Appeal (40:55D-70a)				
Residential	\$250	\$400		
Non-Residential	\$250	\$500		
Sign	\$75	None required		
Interpretation (40:55D-70b)				
Residential	\$250	\$400		
Non-Residential	\$250	\$500		
Bulk Variance (40:55D-70c)				
Residential	\$400	\$400 per variance		
Non-Residential	\$500	\$600 per variance		
Use Variance (40:55D-70d)	\$750	\$2,000		
Sign Variance (40:55D-70c or d)	\$75	\$250		
CONDITIONAL USE				
Residential	\$400	\$500		
Non-Residential	\$500	\$750		
ZONING				
Rezoning Requests/Zone Changes	\$1,500	\$2,500		

- C. Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.
- D. Each applicant for subdivision or site plan approval shall agree, in writing, to pay all reasonable costs for professional review of the application and for inspection of the improvements. All such costs for review and inspection must be paid before any approved plat plan or deed is signed or any construction permit is issued, and all remaining costs must be paid in full before any occupancy of the premises is permitted or certificate of occupancy issued.
- E. If an applicant desires a court reporter, the cost for taking testimony and transcribing it and providing a copy of the transcript to the Borough shall be at the expense of the applicant, who shall arrange for the reporter's attendance.

SECTION II.

Borough Code Chapter 21 “Zoning and Land Use Regulations”, Part VI “Fee Schedule”, Article XXIII “Fees”, Section 21-108 “Escrow Accounts and Technical Review Fees” be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~):

§21-108 ESCROW ACCOUNTS AND TECHNICAL REVIEW FEES

A. Escrow Accounts.

1. In addition to the above general nonrefundable fees for each application filed, the applicant shall reimburse the Borough for all professional or technical review fees deemed necessary or desirable by the Board, and shall establish an escrow fund with the Borough Treasurer to pay such fees or charges. The escrow fund shall be utilized to reimburse the Borough for all costs, which are reasonable and related to the review of such application.

2. As part of the application submission, the applicant shall be required to make a deposit to the escrow account in an amount provided for in ~~paragraph B below~~ **the Schedule of Fees found in Section 21-107**. If the amount posted is not sufficient to cover the Borough's professional charges associated with the application, the Board shall request additional funds.

3. After approval of an application and prior to the start of construction, the applicant shall be required to deposit with the Borough Clerk engineering inspection escrow fees to provide for anticipated inspection and any additional professional review services in accordance with paragraph ~~C~~ **B** below.

4. Additional escrow funds, equal to twenty-five (25%) percent of the applicable escrow fee, will be required upon submission of a revised plan for review by Board professionals.

5. Additional escrow funds shall be required when the balance of any escrow account reaches twenty (20%) percent of the initial deposit. The Borough shall notify the applicant who shall be requested to deposit up to thirty-five (35%) percent of the original escrow account. No further consideration, review, processing or inspection shall take place until the additional escrow has been paid.

6. For escrow deposits over five thousand (\$5,000.00) dollars, the procedures under N.J.S.A. 40:55D-53.1 shall prevail.

7. At the applicant's written request and at his cost, an account of the expenses or fees paid by him for professional services shall be provided. Borough professional shall submit vouchers for all services to be assessed against an escrow account, which vouchers shall state the hours spent, the hourly rate and the expenses incurred.

8. Any unexpended monies remaining after the completion of the project and maintenance period shall be returned to the applicant.

~~***B. Escrow Deposits for Professional and Technical Review. The initial deposit of escrow funds for technical and professional review of an application shall be in an amount equal to double the application fee, but not less than seven hundred fifty (\$750.00) dollars.***~~

~~***C. B.***~~ Escrow Deposit for Inspection. Prior to the start of construction, the applicant shall post engineering inspection fees determined in accordance with the provisions of N.J.S.A. 40:55D-53h and 53.4. Inspection fees shall be five (5%) percent of the cost of improvements, with a minimum of five hundred (\$500.00) dollars.

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

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

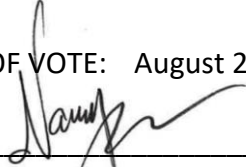
SECTION V. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-25-21:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-21:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-25-22

OPTING INTO THE GARDEN STATE C-PACE PROGRAM TO FACILITATE THE FINANCING OF C-PACE PROJECTS

WHEREAS, facilitating the direct financing of clean energy and resiliency-related improvements ("C-PACE Projects") on commercial and certain other types of property will enable [insert name of municipality] ("Municipality") in the County of [insert name of county] ("County") to contribute toward the goals of community sustainability and the reduction of greenhouse gas, carbon emissions and energy consumption, while also providing a valuable service to the citizens of this community that will create jobs and strengthen our ratable base; and

WHEREAS, the Legislature and the Governor of the State of New Jersey (the "State") have declared it to be the public policy of this State to invest in clean energy and resiliency-related improvements to conserve our resources and allay the impact of natural disasters; and

WHEREAS, the Legislature and the Governor of the State have authorized the establishment of the Garden State C-PACE Program, pursuant to P.L. 2021, c. 201 (N.J.S.A. 34:1B-374 et seq.) (the "Act"); and

WHEREAS, pursuant to the Act, the New Jersey Economic Development Authority (the "Authority") has issued Guidelines for the Garden State C-PACE Program; and

WHEREAS, any capitalized terms used in this Ordinance if not defined herein shall have their meaning as set forth in the Program Guidelines; and

WHEREAS, pursuant to the Act and the Program Guidelines, municipalities may "opt in" to the Garden State C-PACE Program to facilitate the Direct Financing of C-PACE Projects; and

WHEREAS, in order to participate in the Garden State C-PACE Program, a municipality must adopt an opt-in ordinance authorizing it to enter into a Garden State Program Agreement with the Authority; and

WHEREAS, in compliance with the Act and the Program Guidelines, and in order to facilitate Direct Financing pursuant to the Garden State C-PACE Program, this Ordinance authorizes the creation of C-PACE Assessments to be imposed on Eligible Properties located within the Municipality, at the request of their Eligible Owners; and

WHEREAS, pursuant to the Act and the Program Guidelines, a C-PACE Assessment shall be considered a single, continuous first lien, paramount to all prior or subsequent alienations and descents or encumbrances thereon, except subsequent taxes, charges or assessments, and such lien shall not be extinguished by the Municipality's *in rem* foreclosure proceedings; and

WHEREAS, pursuant to the Act and the Program Guidelines, a C-PACE Assessment shall be treated as a municipal lien rather than a contractual lien for all purposes of law; and

WHEREAS, a C-PACE Assessment shall be entered into voluntarily by an Eligible Owner to facilitate the Direct Financing of a C-PACE Project with a loan from a Qualified Capital Provider, the repayment of which is made by way of the C-PACE Assessment on the Eligible Property on which the C-PACE Project is or will be located; and

WHEREAS, opting-in to the Garden State C-PACE Program is in the best interests of the health, safety, and welfare of the Municipality and will generate more economic opportunities for citizens, property owners, and commercial businesses alike; and

WHEREAS, the Municipality, pursuant to the Act and the Garden State C-PACE Program Guidelines and Supplemental Guidelines, as may be amended from time to time (collectively the “Program Guidelines”), does hereby declare its commitment to opt in and participate in the Garden State C-PACE Program and to enter into a Garden State Program Agreement with the Authority; and

WHEREAS, the Municipality further declares that participating in the Garden State C-PACE Program is a valid public purpose; and

WHEREAS, if and to the extent there is any inconsistency between this Ordinance and the Act or Program Guidelines, this Ordinance shall be construed consistently with the provisions and requirements of the Act and the Program Guidelines and in case of conflict the Act and the Program Guidelines shall control.

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

1. Scope and Purpose; Approval of Certain C-PACE Project Documents

A. Pursuant to the Act, this Ordinance shall constitute the Municipality’s “opt-in” ordinance that authorizes participation in the Garden State C-PACE Program, which shall be available to Eligible Properties situated within the Municipality and authorizes execution of a Garden State Program Agreement.

B. The Municipality shall accept C-PACE Projects in accordance with the Garden State Program Agreement to be entered into with the Authority.

C. In accordance with the Act, the Municipality shall levy, bill, collect, remit, and enforce C-PACE Assessments with respect to participating Eligible Properties located within the Municipality.

D. The [select: Mayor, municipal manager or business administrator (as appropriate to the form of local government), municipal clerk] or any of their designees in writing are designated as the “Authorized Officers” for purposes of executing and delivering the various agreements and documents authorized by this Ordinance.

E. An Authorized Officer is hereby authorized and directed to enter into the Garden State Program Agreement with the Authority in substantially the form attached as Exhibit A hereto.

F. An Authorized Officer under the direction of the [select: Mayor or municipal manager (as appropriate to the form of government)] is hereby authorized and directed to (i) enter into C-PACE Assessment Agreements, Notices of Assessment, and any other Uniform Assessment Documents with Eligible Owners, and arrange for the recording of such documents in the Recording Office of the County; and (ii) enter into Assignment Agreements and any other Uniform Assessment Documents with Qualified Capital Providers, and arrange for the recording of such documents in the Recording Office of the County.

2. Definitions

Such terms and meanings as defined in this Ordinance or in the Program Guidelines shall be applicable to municipal actions and municipal documents required to carry out the purposes of this Ordinance.

3. Criteria For Qualifying A C-PACE Project For A C-PACE Assessment

To qualify for a C-PACE Assessment, a proposed project must meet the criteria in the Program Guidelines for eligibility and have been approved by the Authority.

4. Municipal C-PACE Liaison

The [select: Mayor or municipal manager (as appropriate to the form of government)] shall designate a municipal official, who shall be known as the “Municipal C-PACE Liaison,” to serve as the Municipality’s liaison to the Garden State C-PACE Program. The Municipality shall have a designated Municipal C-PACE Liaison at all times during the Municipality’s participation in the Garden State C-PACE Program. The Municipal C-PACE Liaison shall be or become qualified as described in the Garden State Program Agreement and shall have the responsibilities and obligations set forth in the Garden State Program Agreement.

5. Municipal C-PACE Fees; Recording of C-PACE Project Documents

Municipal C-PACE fees and the recording of Uniform Assessment Documents for a C-PACE Project shall be as set forth in the Garden State Program Agreement. The amount of any fee shall not be revised without providing prior written notice to the Authority, and shall not exceed the amount set forth in the Program Guidelines. Any increase in the amount of a fee shall not apply retroactively to any prior fee paid for which a completed C-PACE Project application was submitted but shall apply to all prospective fees for all C-PACE Projects, including any C-PACE Project with an existing C-PACE Assessment.

6. Forms of Uniform Assessment Documents and Related Documents

A. All Uniform Assessment Documents, financial documents, or other documents in the form set forth in the Uniform Assessment Documents to be entered into between the Municipality and an Eligible Owner or a Qualified Capital Provider shall be subject to review by the [select: Mayor or municipal manager (as appropriate to the form of government)] or their designee to determine their substantive adherence to the forms as set forth in the Uniform Assessment Documents and shall be approved by resolution of the governing body, prior to execution of any such documents. All C-PACE Project Documents, such other Uniform Assessment Documents, and other related documents to be entered into in connection with the Garden State C-PACE Program shall be in compliance with the Act, this Ordinance, the Garden State Program Agreement, and the Program Guidelines.

B. All final documents to be executed by the Municipality in connection with its participation in the Garden State C-PACE Program shall be subject to review and approval by the Municipal Attorney.

7. Acceptance of Projects

A. Pursuant to Section 1 of this Ordinance, the Municipality hereby agrees to accept C-PACE Projects pursuant to the Garden State C-PACE Program in accordance with the Act, the Program Guidelines, and the Garden State Program Agreement entered into with the Authority.

B. All C-PACE Projects and Eligible Owners shall have satisfied the criteria set forth in Section 3 of this Ordinance.

8. Collection, Enforcement and Remittance

A. If any payment of a C-PACE Assessment is not made when that payment shall have become due, or later, consistent with any grace period provided or extended by the Municipality for the payment of property tax bills as may be permitted or required by law, the Municipality shall impose interest thereon ("statutory interest") at the same rate as may be imposed upon unpaid property taxes in the Municipality. Such statutory interest shall be in addition to any accrued interest and any amount fixed as a penalty for delinquency pursuant to the Direct Financing Agreement.

B. All delinquent payments of C-PACE Assessments, together with statutory interest thereon, accrued interest, and any penalties for such delinquency, shall be collected and enforced in the same manner as unpaid property taxes, which may include accelerated tax sales. The proceeds of the tax sale shall also pay the outstanding past unpaid amounts of the C-PACE Assessment. The remaining balance not delinquent on a C-PACE Assessment shall not be subject to acceleration or extinguishment in the event of a default in payment.

C. Any statutory interest collected by the Municipality on a delinquent C-PACE Assessment shall be retained by the Municipality. Any accrued interest, or any amount fixed as a penalty for delinquency pursuant to the Direct Financing Agreement shall be remitted to the Qualified Capital Provider.

D. If a Property Owner is delinquent on a C-PACE Assessment as well as delinquent on taxes, charges, or other assessments, the Municipality shall apply any payment made by the Property Owner to any and all such other delinquencies before being applied to any delinquent C-PACE Assessment.

E. In the event that any lien on an Eligible Property shall be exposed to tax sale, pursuant to the "tax sale law," N.J.S.A. 54:5-1 et seq., and is struck off and sold to the Municipality, the C-PACE Assessment shall survive any subsequent action to foreclose the right of redemption and continue as a first lien upon the real estate described in the C-PACE

Assessment, paramount to all prior or subsequent alienations and descents of the real estate or encumbrances, except subsequent taxes, charges, or other assessments.

F. While the Municipality holds the lien or owns the Eligible Property, the Municipality shall not be responsible for or required to make any payment from its treasury or any other source in furtherance of or to satisfy the C-PACE Assessment.

G. The Municipality shall not bear any other responsibility in furtherance or satisfaction of a C-PACE Assessment, except that a Qualified Capital Provider may seek to compel the Municipality to enforce a lien through an action to foreclose.

H. The Municipality's appropriate administrative personnel are authorized to make payments to the Qualified Capital Provider or its designee in accordance with the Assignment Agreement without the necessity of prior approval from the governing body, in accordance with N.J.S.A 40A:5-17 and the appropriate provisions of the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq.

9. Public Funds Not To Be Utilized To Pay Delinquent Assessment

A. The Municipality shall not be responsible for or required to make any payment from its funds or any other source of public funds in furtherance of or to satisfy the C-PACE Assessment.

B. This Ordinance shall not be construed to confer any right of action or property interest upon any party participating in a C-PACE transaction with the Municipality, nor shall it be interpreted to pledge, offer, or encumber the full faith and credit of the Municipality for any C-PACE lien or C-PACE Assessment.

10. Revenue From The C-PACE Assessment Not A Part of General Fund

A. The C-PACE Assessment in respect of a C-PACE Project shall be assigned directly by the Municipality, and any assignee thereof, to the Qualified Capital Provider with respect to such C-PACE Project, as security for the Direct Financing.

B. Such assignment shall be an absolute assignment of all of the Municipality's right, title, and interest in and to the C-PACE Assessment, except for its obligations to levy, bill, collect, remit, and enforce C-PACE Assessments. The proceeds of a C-PACE Assessment shall be considered "special revenues" owned by the Qualified Capital Provider pursuant to chapter 9 of the federal bankruptcy code, U.S.C. Title 11.

C. Pursuant to N.J.S.A 34:1B-378, C-PACE Assessments assigned shall not be included in the Municipality's general funds, or be subject to any laws regarding the receipt, deposit, investment, or appropriation of public funds, and shall retain such status notwithstanding enforcement of the C-PACE Assessment by the Municipality or its assignee.

D. If the Municipality is otherwise subject to tax or revenue sharing pursuant to law, the C-PACE Assessments shall not be considered part of the tax or revenue sharing formula or calculation of municipal revenues for the purpose of determining whether the Municipality is obligated to make payment to, or receive a credit from, any tax sharing or revenue sharing pool. However, the redemption of any delinquent and unpaid C-PACE Assessments, including any interest, penalties, or other charges related thereto, shall be paid no later than on the first available tax bill after the property has been sold after an action to foreclose the right of redemption.

11. Independent Sections, Conflicts & Effective Date

A. Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void, invalid or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other section or parts thereof which shall survive in full force and effect.

B. All ordinances and parts of ordinances that conflict with or that are inconsistent with this Ordinance are hereby repealed but only to the extent of such conflict or inconsistency.

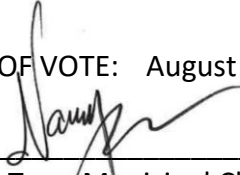
C. This Ordinance shall take effect after final adoption and approval following publication in accordance with law.

First Reading and Set Hearing Date for O-25-22:

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

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

DATE OF VOTE: August 20, 2025



Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-25-22:

	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: September 3, 2025

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-168

**AUTHORIZING EXECUTION OF RELEASE OF DEVELOPER'S AGREEMENT AND
AUTHORIZING RELEASE OF PERFORMANCE GUARANTEES FOR FIRST HARTFORD
REALTY CORPORATION (CVS PHARMACY), BLOCK 108, LOTS 2.02 AND 2.03**

WHEREAS, First Hartford Realty Corporation (CVS Pharmacy) entered into a Developer's Agreement with the Borough of Highlands dated August 29, 2014 in connection with a site plan for Block 108, Lots 2.02 and 2.03, located at 470 Route 36, and

WHEREAS, the Developer's Agreement was recorded in the Monmouth County Clerk's Office on September 17, 2014 in Book OR 9081, Page 6380; and

WHEREAS, the Land Use Board Engineer has, in a letter dated August 22, 2025 (attached hereto as Exhibit A), advised that the site improvements shown on the Plans, included in the Performance Bond and included in the Developer's Agreement have been satisfactorily constructed with the exception of the Loading Area which is in need of repainting as the striping has faded; and

WHEREAS, the Land Use Board Engineer has also advised that the performance guarantees which were reduced by Resolution No. R-15-198 in 2015 to \$167,778.00 for the Performance Bond and \$18,642.00 for the cash Bond can be released; and

WHEREAS, the release of the Developer's Agreement and the release of the performance guarantees shall be subject to repainting of the striping at the Loading Area and all outstanding fees and escrows being paid; and

WHEREAS, due to the length of time since the improvements were originally constructed, the Land Use Board Engineer has recommended that the requirement for a Maintenance Bond be waived.

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

1. It has reviewed, agrees with and hereby adopts all recommendations by the Land Use Board Engineer set forth in Exhibit A.
2. It hereby authorizes the release of the Developer's Agreement and also authorizes the release of performance guarantees in the reduced amount of \$167,778.00 for the Performance Bond and \$18,642.00 for the cash Bond, subject to the repainting of the

striping of the Loading Area and all outstanding fees and escrows shall be paid as set forth in Exhibit A attached.

3. The Borough Council hereby accepts the public improvements and easements and/or dedications of property, if any.
4. The Mayor and Borough Clerk are hereby authorized to execute the attached Release of Developer's Agreement, providing the striping is repainted at the Loading Area and all outstanding fees and escrows are paid.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Borough Clerk to be a true copy be forwarded to the Borough Administrator, Chief Financial Officer, Land Use Board Engineer, Borough Attorney, Hartford Realty Corporation, 149 Colonial Road, Manchester, CT 06045 and Clarisse Ramos, Old Republic Title, 2 Hudson Place, 5th Floor, Hoboken, NJ 07030.

Motion to Approve R 25-168:

	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: September 3, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

August 22, 2025

Mayor and Council
Borough of Highlands
151 Navesink Avenue
Highlands, New Jersey 07732

Re: CVS Pharmacy
First Hartford Realty Corporation
470 Route 36
Block 108, Lot 2.02 and 2.03
Borough of Highlands, Monmouth County, New Jersey
Our File No.: HLPBXXX

Dear Mayor and Council:

My office recently performed a review of all files and documents related to this site, as well as construction plans in order to determine if all conditions of the Planning Board resolution and the Developer's Agreement have been met. On July 30, 2025, this office performed an on-site inspection to confirm the physical and proper construction. This letter will address completion of the items in the Developer Agreement and the resolution, as well as provide a recommendation for release of the Performance Guarantee.

We referred to the following documents for our review:

1. A copy of the Developer Agreement with attached Planning Board Resolution. The resolution is signed and dated April 11, 2013. The Developer's Agreement is signed and dated June 24, 2014.
2. Letter dated October 24, 2013, from T&M Associates to M. Caroyln Cummins, Planning Board Secretary, recommendation of Performance Guarantee.
3. Resolution authorizing reduction of Performance Guarantee R-15-198.
4. A copy of the Preliminary and Final Site Plan for First Hartford Realty Corporation proposed CVS Pharmacy, Block 108, Lot 2.02 and 2.03, Tax Map Sheet 21, latest revision dated March 15, 1989, N.J.S.H. Route 36 and Orchard Avenue, Borough of Highlands, Monmouth County, New Jersey, signed by J. D. Spalt PE, dated January 14, 2013, revised through January 28, 2014.

Our site inspection of July 30, 2025, confirmed that the site improvements shown on the Plans, included in the Performance Bond and included in the Developer's Agreement have been constructed properly and in the correct location. However, we do recommend that the Loading Area be repainted as the striping is quite faded. We found no other construction that requires repair or replacement.

The original Performance Guarantee was reduced in 2015 by Resolution R-15-198 to \$186,420.00. This consisted of a cash portion of \$18,642.00 and a Bonded portion of \$167,778.00.

It is my recommendation that subject to restriping the loading area, the Performance Bond and Cash guarantee be released. The Developer's Agreement for this site requires a 2-year Maintenance Bond in the amount of 15% of the cost of the improvements. However, due to the length of time since the improvements were originally constructed, I recommend the requirement for a Maintenance Bond be

CVS Redevelopment
First Hartford Realty Corporation
470 Route 36
Block 108, Lot 2.02 and 2.03
Borough of Highlands, Monmouth County, New Jersey
Our File No.: HLPBXXX
Page 2 of 2

waived. Prior to release of the Performance Guarantee, I recommend all outstanding fees, and escrows be paid,

Lastly, the conditions of the Developer's Agreement have been satisfied, and the Developer's Agreement may be released.

Very truly yours,



Carmela Roberts, PE, CME, CPWM
Land Use Board Engineer

cc: Michael Muscillo, Borough Administrator, (mmuscillo@highlandsborough.org)
Nancy Tran, Land Use Board Secretary (clerk@highlandsnj.gov)
Alicia Jones, Borough of Highlands (ajones@highlandsnj.gov)
Courtney Lopez, Zoning Officer (clopez@highlandsborough.org)
Steve Winters (swinters@highlandsborough.org)
Brian J. Chabarek, Esq., Davison, Eastman, Munoz, Paone, P.A. (bchabarek@respondlaw.com)
Andrew J. Ball, Esq., Davison, Eastman, Munoz, Paone, P.A. (aball@respondlaw.com)
Sabrina M. Amato, Davison, Eastman, Munoz, Paone, P.A. (samato@respondlaw.com)
GS Bachman, E.I.T., Roberts Engineering Group, LLC



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-169

**AUTHORIZING SETTLEMENT AND EXECUTION OF A SETTLEMENT AGREEMENT
BETWEEN THE BOROUGH OF HIGHLANDS AND AGATE CONSTRUCTION
COMPANY, WESTERN SURETY COMPANY AND BRIDGEWAY ASSOCIATES
CORPORATION**

WHEREAS, on or about November 10, 2021, the Borough entered into a written contract with Agate Construction Company ("Agate") requiring Agate to perform certain improvements to the Marine Place Bulkhead located in the Borough; and

WHEREAS, Western Surety Company issued a Maintenance Bond for the aforesaid project; and

WHEREAS, as a result of a dispute between the Borough and the Contractor as to the condition of the improvements, the Borough initiated litigation against the Contractor and Maintenance Bond Company which is docketed in the Superior Court of New Jersey, Law Division, Monmouth County, bearing Docket Number MON-L-1366-24; and

WHEREAS, the Contractor then filed a Third-Party Complaint against the Sub-Contractor for the Project, Bridgeway Associates Corporation; and

WHEREAS, the parties engaged in settlement discussions concerning the aforesaid litigation and have reached an amicable resolution of the same, wherein the Borough will receive payment in the amount of \$50,000.00.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that it hereby authorizes settlement of this matter with the receipt of payment as set forth above.

BE IT FURTHER RESOLVED, by the Governing Body of the Borough of Highlands that the appropriate Borough officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute a Settlement Agreement between the Borough of Highlands and Agate Construction Company, Western Surety Company and Bridgeway Associates Corporation, pursuant to the terms of the settlement that was reached, in a form to be approved by the Borough Attorney.

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

Motion to Approve R 25-169:

	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: September 3, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-170
AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

WHEREAS, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to certain enumerated individuals,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed below, and attached hereto:

BLOCK	LOT	YEAR	AMOUNT	NAME
52	16	2025	\$1,749.96	Theresa Mancinelli

Motion to Approve R 25-170:

	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: September 3, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-171
AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared, and dated September 3, 2025, which totals as follows:

Current Fund	\$	161,693.49
Sewer Account	\$	1,179.87
Capital Fund	\$	13,825.00
Trust-Other	\$	15,648.58
Federal/State Grants	\$	-
TOTAL	\$	192,346.94

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 192,346.94** 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.highlandsnj.gov and on file with the Municipal Clerk's Office for reference.

Motion to Approve R 25-171:

	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: September 3, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands

RECAP OF PAYMENT OF BILLS

09/03/ 2025

Item 13.

CURRENT:		\$	161,693.49
Payroll	(08/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
SEWER ACCOUNT:		\$	1,179.87
Payroll	(08/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	13,825.00
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	15,648.58
Payroll	(08/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND			
Payroll	(08/30/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

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

August 29, 2025
02:14 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page 1 Item 13.

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	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
AGRIT005 AGRI-TECH TURF MAINTENANCE INC										
25-00310 03/04/25 early/late spring service 2025										
5 early/late spring service 2025	197.74	5-01-26-310-000-185	B B&G: Horticultural Materials	R	03/04/25	08/27/25			527644	N
Vendor Total:	197.74									
AMAZO005 AMAZON CAPITAL SERVICES										
25-00252 02/24/25 Patrol Equipment										
1 CKPART 20pack Wire Clips	14.50	5-01-25-240-000-269	B Police: Patrol Equipment	R	02/24/25	03/11/25			11N19N6JFGTD	N
25-01062 08/21/25 office supplies										
1 office supplies	94.49	5-01-20-152-000-201	B Central Services: Office Supplies	R	08/21/25	08/28/25			11DRWGG43VCC	N
Vendor Total:	108.99									
ATC ATC VOICE/DATA, INC.										
25-01053 08/18/25 telephone service contract										
1 telephone service contract	198.00	5-01-25-263-000-201	B Fire Dept: Building and grounds	R	08/18/25	08/29/25			64413	N
25-01061 08/19/25 1 year system monitoring										
1 1 year system monitoring	540.00	5-01-26-310-000-178	B B&G: Building Maintenance	R	08/19/25	08/29/25			65243	N
Vendor Total:	738.00									
BANKO005 BANK OF AMERICA LOCKBOX SERVIC										
25-01093 08/27/25 CASE #01-25-0003-7105										
1 CASE #01-25-0003-7105	7,925.00	C-06-24-101-000-201	B ORD#24-05 Phase I&II Sanitary Sewer Imp	R	08/27/25	08/27/25			01-25-0003-7105	N
Vendor Total:	7,925.00									

August 29, 2025
02:14 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No Item 13.

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice	Excl
BAYSH010 BAYSHORE SINGLE STREAM SOLUTIO											
25-01080	08/26/25 COMMINGLED 8/1/25-8/10/25										
1	COMMINGLED 8/1/25-8/10/25	78.96	5-01-26-306-000-283	B Sanitation Contract: Co-Mingled Disposal	R	08/26/25	08/26/25			20663	N
Vendor Total:		78.96									
BEACON BEACON AWARDS & SIGNS											
25-01060	08/19/25 10.5x13 rosewood plaque										
1	10.5x13 rosewood plaque	111.96	5-01-25-260-000-261	B First Aid: Printing	R	08/19/25	08/29/25			0814-WALLY	N
Vendor Total:		111.96									
BISDI005 BISDIGITAL											
25-01034	08/14/25 annual maintenance contract										
1	annual maintenance contract	2,400.00	5-01-20-120-000-252	B Municipal Clerk: Contractual Service	R	08/14/25	08/26/25			103732	N
2	annual maintenance contract	300.00	5-01-21-180-000-294	B Municipal Land Use Law: Other	R	08/14/25	08/26/25			103732	N
3	annual maintenance contract	1,778.81	5-01-43-490-000-294	B Municipal Court: Other	R	08/14/25	08/26/25			103732	N
		4,478.81									
Vendor Total:		4,478.81									
BOROU020 BOROUGH OF SEA BRIGHT											
25-00316	03/06/25 Life guard service										
1	Life guard service	45,000.00	5-01-42-730-000-299	B SHARED SERVICE- SEA BRIGHT LIFEGUARDS	R	03/06/25	08/26/25			2025	N
2	Life guard service	1,150.00	5-01-28-360-000-294	B Community Ctr: Other	R	04/29/25	08/26/25			2025	N
		46,150.00									
Vendor Total:		46,150.00									
BRO01 BROWN & BROWN BENEFIT ADVISORS											
25-01087	08/27/25 September 2025 consulting fee										
1	September 2025 consulting fee	1,250.00	5-01-23-220-000-253	B Current: Group Insurance	R	08/27/25	08/27/25			129052	N
Vendor Total:		1,250.00									

August 29, 2025
02:14 PM

BOROUGH OF HIGHLANDS
Bill List By Vendor Name

Page No Item 13.

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description				Enc Date	Date	Date Invoice	Exc1
COAST010 COASTAL METAL RECYCLING CORP										
25-01082 08/26/25 refrigerator cfc removal										
1 refrigerator cfc removal	44.00	5-01-26-305-000-294	B Sanitation: Other	R		08/26/25	08/26/25		13174	N
Vendor Total:	44.00									
COMCAST COMCAST										
25-01086 08/27/25 22 snugharbor avenue										
1 22 snugharbor avenue	514.37	5-01-31-450-000-213	B Telecommunications	R		08/27/25	08/27/25		22 SNUGHARBOR	N
2 42 shore dr	539.88	5-01-31-450-000-213	B Telecommunications	R		08/27/25	08/27/25		42 SHORE DR	N
3 spc video acct firehouse	101.19	5-01-31-450-000-213	B Telecommunications	R		08/27/25	08/27/25		SPC VIDEO ACCT	N
	1,155.44									
Vendor Total:	1,155.44									
COSTC005 COSTCO MEMBERSHIP										
25-01089 08/27/25 membership renewal 2025										
1 membership renewal 2025-2026	207.92	5-01-20-152-000-294	B Central Services: Other	R		08/27/25	08/27/25		2025-2026	N
Vendor Total:	207.92									
DELTA005 DELTA DENTAL OF NJ, INC.										
25-01069 08/22/25 active members										
1 active members	2,148.30	5-01-23-220-000-253	B Current: Group Insurance	R		08/22/25	08/26/25		1183643	N
2 retired members	1,847.07	5-01-23-220-000-254	B Current: Retirees Group Insurance	R		08/22/25	08/26/25		1183645	N
	3,995.37									
Vendor Total:	3,995.37									
DIANNO05 DIANNE CLEMENTE										
25-01090 08/27/25 lien redemption										
1 lien redemption	3,281.79	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R		08/27/25	08/27/25		B70/L15	N
2 premium bid	1,500.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		08/27/25	08/27/25		B70/L15	N
3 premium bid	600.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		08/27/25	08/27/25		B75/L2	N
4 lien redemption	997.24	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R		08/27/25	08/27/25		B75/L2	N
5 lien redemption	3,227.47	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R		08/27/25	08/27/25		BB72/L18.01	N
6 premium bid	1,400.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		08/27/25	08/27/25		BB72/L18.01	N
7 premium bid	600.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R		08/27/25	08/27/25		B120/L13	N

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Item Description	Amount Charge Account Acct Type Description	Enc Date Date	Date Invoice	Excl		
DIANN005 DIANNE CLEMENTE Continued						
25-01090 08/27/25 lien redemption	Continued					
8 lien redemption	1,179.99 T-03-56-851-000-003 B Trust: Redemption O/S Liens	R	08/27/25 08/27/25	B120/L13	N	
	12,786.49					
Vendor Total:	12,786.49					
FILEB005 FILEBANK						
25-01085 08/27/25 storage						
1 storage	489.90 5-01-26-310-000-103 B B&G: Consumable Supplies	R	08/27/25 08/27/25	0134093	N	
Vendor Total:	489.90					
GANNE005 GANNETT NJ						
25-01104 08/29/25 ADVERTISING						
1 ADVERTISING	1,233.86 5-01-20-120-000-220 B Municipal Clerk: Advertising	R	08/29/25 08/29/25	7223602	N	
Vendor Total:	1,233.86					
GLOBE GLOBE PETROLEUM						
25-01099 08/28/25 SHELL TELLUS OIL						
1 SHELL TELLUS OIL	203.76 5-01-26-290-000-294 B Streets: Other	R	08/28/25 08/28/25	26261	N	
Vendor Total:	203.76					
GRAVELLY GRAVELLY POINT BEACH ASSOC.						
25-01105 08/29/25 ELECTRIC REIMBURSEMENT						
1 ELECTRIC REIMBURSEMENT	65.86 5-01-26-325-000-217 B Condo Services: Street Lighting	R	08/29/25 08/29/25	AUGUST 2025	N	
Vendor Total:	65.86					
MERID005 HACKENSACK MERIDIAN HEALTH						
25-00913 07/17/25 Physicals						
1 SLEO II Candidate Physical	308.00 5-01-25-240-000-240 B Police: Physicals	R	07/17/25 08/26/25	18887	N	
Vendor Total:	308.00					

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Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Date Invoice	Exc1
HEY01 HEYER GRUEL & ASSOCIATES					
25-01103 08/29/25 HIGHLANDS LANDING CORP					
1 HIGHLANDS LANDING CORP	742.50 T-03-56-856-805-101 B LUB25-06 HighlandsLanding SeaStre 100/27 R	08/29/25	08/29/25	43839	N
Vendor Total:	742.50				
HUTCH005 HUTCHINS HVAC INC.					
25-00965 07/30/25 emergency service-42 Shore Dr.					
1 emergency service-42 Shore Dr.	685.00 5-01-26-310-000-178 B B&G: Building Maintenance R	07/30/25	08/26/25	I-14549	N
2 emergency service-42 Shore Dr.	411.00 5-01-26-310-000-178 B B&G: Building Maintenance R	07/30/25	08/26/25	I-14607	N
	1,096.00				
Vendor Total:	1,096.00				
JASPAN JASPAN					
25-01106 08/29/25 GARDEN HOSE, CONNECTION					
1 GARDEN HOSE, CONNECTION	112.95 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20144391	N
2 GORILLA TAPE,PIPE JOINT	110.44 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20145790	N
3 BALL VALVE, ELECTRIC TAPE	14.47 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20145819	N
4 SINGLE CUT KEY	7.48 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20146491	N
5 SHOVEL, RAKE	143.94 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20147527	N
6 PRUNING SHEARS,BOLT AND NUTS	104.30 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20147734	N
7 BLACK TOP	71.96 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20148346	N
8 BALLIST, CABLE TIE	105.81 5-01-26-310-000-181 B B&G: General Hardware - Minor Tools R	08/29/25	08/29/25	A20149197	N
	671.35				
Vendor Total:	671.35				
MARME005 MARMERO LAW, LLC					
25-00106 01/23/25 2025 tax appeal/foreclosure					
6 2025 tax appeal/foreclosure	1,260.00 5-01-20-150-000-294 B Tax Assessor: Other R	01/23/25	08/26/25	32019	N
Vendor Total:	1,260.00				

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Item Description	Amount Charge Account Acct Type Description	Stat/chk	Enc Date Date	Date Invoice	Exc1
SPCA MONMOUTH COUNTY SPCA					
25-00109 01/23/25 2025 animal control services					
8 2025 animal control services	1,702.24 5-01-27-340-000-152 B Dog Control: Contractual Service	R	04/24/25 08/28/25	2026307	N
Vendor Total:	1,702.24				
NEPTU005 NEPTUNE FLOOD INC.					
25-01096 08/28/25 76 5TH STREET					
1 76 5TH STREET	6,441.00 5-01-23-220-000-253 B Current: Group Insurance	R	08/28/25 08/28/25	TNF4011412	N
Vendor Total:	6,441.00				
NJAMERIC NEW JERSEY AMERICAN WATER					
25-01102 08/28/25 FIREHOUSE					
1 FIREHOUSE	232.28 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	FIREHOUSE	N
2 WATERWITCH AVENUE	157.81 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	WATERWITCH AVE	N
3 BAY AVENUE PARK	1,110.62 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	BAY AVE PARK	N
4 LINDEN AVENUE	23.86 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	LINDEN AVE	N
5 S BAY AVENUE	23.86 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	S BAY AVENUE	N
6 42 SHORE DRIVE	23.86 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	42 SHORE DR	N
7 BORO GARAGE	34.16 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	BORO GARAGE	N
8 22 SNUGHARBOR AVENUE	327.53 5-01-31-445-000-219 B Water	R	08/28/25 08/28/25	22 SNUGHARBOR	N
9 17-1 SHORE DR HYDRANT	135.64 5-01-31-463-000-193 B Fire Hydrants	R	08/28/25 08/28/25	FIREHOUSE HYDRA	N
10 151 NAVESINK AVE HYDRANT	277.40 5-01-31-463-000-193 B Fire Hydrants	R	08/28/25 08/28/25	151 NAV HYDRANT	N
11 123 HYDRANTS	8,118.99 5-01-31-463-000-193 B Fire Hydrants	R	08/28/25 08/28/25	123 HYDRANTS	N
12 40 SHORE DRIVE	121.46 5-05-55-502-000-219 B Sewer: Water	R	08/28/25 08/28/25	40 SHORE DR	N
	10,587.47				
Vendor Total:	10,587.47				
NJPO NEW JERSEY PLANNING OFFICIALS					
25-00994 08/08/25 2025 master plan manual					
1 2025 master plan manual	71.60 5-01-21-180-000-219 B Municipal Land Use: Books & Publications	R	08/08/25 08/29/25	082027443	N
Vendor Total:	71.60				

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
REG ASSO NEW JERSEY REGISTRARS ASS.									
25-01097 08/28/25 NJRA CONFERENCE									
1 NJRA CONFERENCE	100.00	5-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	08/28/25	08/28/25		14500	N
2 NJRA CONFERENCE	100.00	5-01-20-120-000-228	B Municipal Clerk: Meetings & Conferences	R	08/28/25	08/28/25		14517	N
	200.00								
Vendor Total:	200.00								
NJLM NJ STATE LEAG. OF MUNICIPALITIE									
25-00968 07/31/25 ad for dpw laborer									
1 ad for dpw laborer	115.00	5-01-26-290-000-294	B Streets: Other	R	07/31/25	08/28/25		SD22757	N
25-00969 07/31/25 part time deputy clerk									
1 part time deputy clerk	160.00	5-01-20-120-000-294	B Municipal Clerk: Other	R	07/31/25	08/28/25		SD22756	N
Vendor Total:	275.00								
OSWALD OSWALD SEWER SERVICE									
25-01018 08/12/25 blockage monmouth hills									
1 blockage monmouth hills	825.00	5-05-55-502-000-189	B Sewer: Line Repairs	R	08/12/25	08/26/25		14803	N
Vendor Total:	825.00								
PARTN005 PARTNER ENGINEERING & SCIENCE									
25-01108 08/29/25 REVIEW OF AS BUILT DOCUMENTS									
1 REVIEW OF AS BUILT DOCUMENTS	5,900.00	C-04-21-101-000-201	B ORD#21-28 NEW BOROUGH HALL	R	08/29/25	08/29/25			N
Vendor Total:	5,900.00								
POORJ005 POOR JOHNS PORTABLE TOILETS									
25-01088 08/27/25 Veterans Park									
1 Veterans Park	195.00	5-01-28-375-000-181	B Parks: Restroom rental	R	08/27/25	08/27/25		22120	N
2 Miller beach	195.00	5-01-28-375-000-181	B Parks: Restroom rental	R	08/27/25	08/27/25		22121	N
3 Snugharbor beach/skate park	320.00	5-01-28-375-000-181	B Parks: Restroom rental	R	08/27/25	08/27/25		22122	N
	710.00								
Vendor Total:	710.00								

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Item Description	Amount	Charge Account	Acct Type	Description	Enc Date	Date	Date	Invoice	Excl		
POWER POWERHOUSE SIGNWORKS											
25-00696 05/29/25 Yard signs											
1 Yard signs	250.00	5-01-28-360-000-244	B	Community Ctr: Special Events	R	05/29/25	08/26/25	26-06025		N	
25-00831 07/07/25 13' doublesided feather flag											
1 13' doublesided feather flag	1,300.00	5-01-25-260-000-261	B	First Aid: Printing	R	07/07/25	08/26/25	26-081510		N	
Vendor Total:	1,550.00										
PRINCLIF PRINCIPAL LIFE GROUP											
25-01068 08/22/25 life insurance											
1 life insurance	1,023.97	5-01-23-220-000-254	B	Current: Retirees Group Insurance	R	08/22/25	08/26/25	SEPTEMBER 2025		N	
Vendor Total:	1,023.97										
RELIA005 RELIANT FIRE HOSE TESTING INC.											
25-01052 08/18/25 2025 hose testing											
1 2025 hose testing	4,634.64	5-01-25-263-000-154	B	Fire Dept: Equipment Maintenance	R	08/18/25	08/29/25	250416		N	
Vendor Total:	4,634.64										
RYSER005 RYSER'S LANDSCAPE SUPPLY											
25-00448 04/01/25 Draw down-landscape materials											
7 Draw down-landscape materials	465.00	5-01-26-290-000-294	B	Streets: Other	R	04/01/25	08/26/25	0061426-00		N	
Vendor Total:	465.00										
SPECTROL SPECTROTEL, INC.											
25-01081 08/26/25 fire department											
1 fire department	266.06	5-01-31-440-000-213	B	Telephone	R	08/26/25	08/26/25	13174303		N	
Vendor Total:	266.06										
STATE 4 STATE OF NEW JERSEY											
25-01101 08/28/25 DEFICIT ASSESSMENT											
1 DEFICIT ASSESSMENT	585.66	T-03-56-853-000-000	B	Trust: Unemployment	R	08/28/25	08/28/25	12/2024		N	
Vendor Total:	585.66										

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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
STA04 STATE OF NJ										
	25-01100 08/28/25 IMMEDIATE BILL									
	1 IMMEDIATE BILL		128.71	T-03-56-850-000-016	B Trust: Accumulated Leave	R	08/28/25	08/28/25	6/30/24	N
	2 REIMBURSEMENT BILL		1,405.22	T-03-56-850-000-016	B Trust: Accumulated Leave	R	08/28/25	08/28/25	12/31/24	N
			1,533.93							
	Vendor Total:		1,533.93							
SUREN005 SURENIA, EDWARDS, BUZAK/NOLAN										
	25-00107 01/23/25 2025 affordable housing attorn									
	8 2025 affordable housing attorn		349.00	5-01-20-155-000-294	B Legal Services: Other	R	01/23/25	08/29/25	JULY 2025	N
	Vendor Total:		349.00							
TARGE005 TARGETED TECHNOLOGIES LLC										
	25-01098 08/28/25 EXTENDED WARRANTY DELL PRO									
	1 EXTENDED WARRANTY DELL PRO		170.00	5-01-20-100-000-294	B Admin: Other	R	08/28/25	08/28/25	123901	N
	2 EMAIL ESSENTIALS		456.00	5-01-20-120-000-294	B Municipal Clerk: Other	R	08/28/25	08/28/25	123886	N
	3 PHISHING TRAINING		168.72	5-01-20-120-000-294	B Municipal Clerk: Other	R	08/28/25	08/28/25	123887	N
	4 DATTO SUBSCRIPTION		715.83	5-01-20-145-000-294	B Tax Collection: Other	R	08/28/25	08/28/25	123870	N
	5 DATTO SUBSCRIPTION POLICE		715.83	5-01-25-240-000-294	B Police: Other	R	08/28/25	08/28/25	123871	N
	6 OFFICE 365		1,647.36	5-01-20-152-000-294	B Central Services: Other	R	08/28/25	08/28/25	123861	N
			3,873.74							
	Vendor Total:		3,873.74							
THEFLO05 THE FLOOD INSURANCE AGENCY										
	25-01079 08/26/25 FIRST AID BUILDING									
	1 FIRST AID BUILDING		9,454.05	5-01-23-220-000-253	B Current: Group Insurance	R	08/26/25	08/26/25	FIRST AID	N
	Vendor Total:		9,454.05							
THERE010 THERESA MANCINELLI										
	25-01084 08/27/25 tax overpayment									
	1 tax overpayment		1,749.96	5-01-99-999-000-205	B Tax Overpayments	R	08/27/25	08/27/25	B52/L16	N
	Vendor Total:		1,749.96							

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VALIC005 VALIC/JP MORGAN CHASE					
25-01094 08/28/25 LOSAP					
1 LOSAP FIRST AID	12,650.00 5-01-30-420-000-259 B LOSAP	R	08/28/25	08/28/25	2024 N
2 LOSAP FIRE DEPARTMENT	37,950.00 5-01-30-420-000-259 B LOSAP	R	08/28/25	08/28/25	2024 N
	50,600.00				
Vendor Total:	50,600.00				
VERIZ005 VERIZON					
25-01070 08/25/25 fios					
1 fios	149.00 5-01-31-440-000-213 B Telephone	R	08/25/25	08/25/25	8/4/25 N
Vendor Total:	149.00				
VERIZ001 VERIZON					
25-01071 08/25/25 17-1 Shore Drive					
1 17-1 Shore Drive	372.25 5-01-31-440-000-213 B Telephone	R	08/25/25	08/25/25	8/1/25 N
25-01095 08/28/25 40 SHORE DR					
1 40 SHORE DR	171.45 5-05-55-502-000-213 B Sewer: Telephone	R	08/28/25	08/28/25	40 SHORE DR N
2 VALLEY ST PUMP STATION	61.96 5-05-55-502-000-213 B Sewer: Telephone	R	08/28/25	08/28/25	VALLEY ST PUMP N
	233.41				
Vendor Total:	605.66				
VERWIRE VERIZON WIRELESS					
25-01083 08/26/25 cellphone					
1 cellphone	2,350.71 5-01-31-440-000-213 B Telephone	R	08/26/25	08/26/25	6120578992 N
Vendor Total:	2,350.71				
VSP VISION SERVICE PLAN					
25-01078 08/26/25 September 2025					
1 September 2025	571.67 5-01-23-220-000-253 B Current: Group Insurance	R	08/26/25	08/26/25	SEPTEMBER 2025 N

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PO #	PO Date	Description	Contract	PO Type																	
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	Invoice	1099	Excl								
								Enc	Date	Date	Date										
VSP VISION SERVICE PLAN		Continued																			
25-01078	08/26/25	September 2025	Continued																		
2	September 2025	571.67	5-01-23-220-000-254	B Current: Retirees Group Insurance	R	08/26/25	08/26/25	08/26/25	08/26/25	SEPTMBER 2025	N										
		1,143.34																			
Vendor Total:		1,143.34																			

Total Purchase Orders: 53 Total P.O. Line Items: 97 Total List Amount: 192,346.94 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	5-01	161,693.49	0.00	161,693.49	0.00	0.00	161,693.49
	5-05	1,179.87	0.00	1,179.87	0.00	0.00	1,179.87
Year Total:		162,873.36	0.00	162,873.36	0.00	0.00	162,873.36
CAPITAL PROJECTS	C-04	5,900.00	0.00	5,900.00	0.00	0.00	5,900.00
	C-06	7,925.00	0.00	7,925.00	0.00	0.00	7,925.00
Year Total:		13,825.00	0.00	13,825.00	0.00	0.00	13,825.00
TRUST NON BUDGET-TWO RIVER	T-03	15,648.58	0.00	15,648.58	0.00	0.00	15,648.58
Total of All Funds:		192,346.94	0.00	192,346.94	0.00	0.00	192,346.94



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-172

AUTHORIZING THE AWARD OF A CONTRACT FOR WEBSITE MAINTENANCE SERVICES

WHEREAS, the Borough of Highlands has a need for website maintenance services for the remainder of the calendar year 2025 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has received a proposal from Web Alliance International Agency, LLC to provide website maintenance services in the amount of \$199.00 a month for ongoing monthly maintenance, as well as \$85.00 per hour for the editing and fixing of the Borough's existing website thus totaling \$8,500.00 in total for a new website design, for the period of September 1, 2025 through December 31, 2025; and

WHEREAS, N.J.S.A. 40A:11-6.1 sets forth that, "For all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount, the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable"; and

WHEREAS, in light of the aforementioned, the governing body has determined that it is in the best interest of the Borough to enter into the contract with Web Alliance International Agency, LLC for the period of September 1, 2025 through December 31, 2025, for an amount not to exceed \$9,296.00 in accordance with Web Alliance International Agency, LLC's proposal dated July 2, 2025; and

WHEREAS, Web Alliance International Agency, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Web Alliance International Agency, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, Web Alliance International Agency, LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c271; and

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

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

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

1. A contract is hereby awarded to Web Alliance International Agency, LLC for website management services, for the period of September 1, 2025 through December 31, 2025, as outlined above as well as in the aforesaid proposal dated July 2, 2025, for an amount not to exceed \$9,296.00.
2. The contract is awarded pursuant to N.J.S.A. 40A:11-6.1; and the Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Municipal Clerk of the Borough of Highlands.
4. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 25-172:

	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: September 3, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands