



**BOROUGH OF HIGHLANDS**  
**COUNCIL REGULAR MEETING**  
151 Navesink Ave., Highlands, NJ 07732  
Wednesday, June 18, 2025 at 7:00 PM

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## **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

### **APPROVAL OF MINUTES**

1. June 4, 2025 Meeting Minutes
2. June 4, 2025 Executive Session Minutes

### **INTRODUCTION OF PROPOSED ORDINANCES**

3. O-25-12 Amending Chapter 3 "General Police Regulations", Section 3-1 "Litter Prohibitions" of the Code of the Borough of Highlands
4. O-25-13 Removing Restricted Parking Space in Front of Residence Previously Occupied By a Person with Disabilities
5. O-25-14 Amending Chapter 3 "General Police Regulations", Section 3-21 "Wildlife Feeding" of the Code of the Borough of Highlands

### **OTHER BUSINESS**

6. Open Space and CDBG Hearing

### **CONSENT AGENDA**

7. **R 25-135** Authorizing the Borough of Highlands to Apply for a 2025 Monmouth County Municipal Park Improvement Grant for the Improvements at Veterans Memorial Park, Improvements at Huddy Park, and Community Center Improvements Projects
8. **R 25-136** Authorizing the Borough to Submit an Application for and Confirm Endorsement of the Community Development Project

9. **R 25-137** Continuing the Designation of Scenic Highlands Owner, LLC as the Conditional Redeveloper for the Property Known as Tax Block 105.107, Lot 1.1 Located Within the Shadow Lawn Mobile Home Park Redevelopment Area
10. **R 25-138** Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Grand Tour Improvements Phase 2 Project
11. **R 25-139** Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Rt 36 at Waterwitch Ave Pedestrian Safety Improvements Project
12. **R 25-140** Authorizing Payment of Bills

## **RESOLUTIONS**

13. **R 25-141** Endorsing the Housing Element and Fair Share Plan Adopted by the Highlands Land Use Board and Adopting the Spending Plan
14. **R 25-142** Approving Renewal of Liquor Licenses for the 2025-2026 Term
15. **R 25-143** Approving Renewal of Liquor License 1317-33-008-005 for the 2025-2026 Term
16. **R 25-144** Amending Resolution 25-127 Entitled Approving Renewal of Liquor Licenses for the 2025-2026 Term as Pertains to Liquor License No. 1317-33-003
17. **R 25-145** Reappointing Nancy Tran to Serve in the Position of Municipal Clerk and Registrar

## **REPORTS**

18. Administrator's Report

## **PUBLIC PORTION**

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

## **EXECUTIVE SESSION**

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

## **RESOLUTION TO ENTER EXECUTIVE SESSION**

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

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

19. 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@highlandsnj.gov](mailto:clerk@highlandsnj.gov).

***Next Council Meeting: July 16, 2025***



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-25-12

### AMENDING CHAPTER 3 "GENERAL POLICE REGULATIONS", SECTION 3-1 "LITTER PROHIBITIONS" OF THE CODE OF THE BOROUGH OF HIGHLANDS

**WHEREAS**, Chapter 3, Section 1 of the Borough Code establishes guidelines for littering prohibitions by the Borough of Highlands to protect the public health, safety and welfare; and

**WHEREAS**, the Chief of Police has analyzed and evaluated the Borough Code and has recommended certain changes with respect to the definitions contained within Section 3-1.1 as well as the prohibitions contained within Section 3-1 of the Borough Code; and

**WHEREAS**, the governing body finds that these recommendations further protect the general health, safety and welfare of the Borough; and

**WHEREAS**, the governing body finds that the inclusion of additional prohibitions pertaining to littering will further protect the general health, safety 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 3-1.1 "Definitions", Section 3-1.2 "Use of Litter Receptacles", Section 3-1.9 "Commercial Establishments and Residences" shall be amended along with the addition of Sections 3-1.10, 3-1.11, 3-1.12 and 3-1.13 as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~.):

§ 3-1.1 Definitions.

#### **LITTER**

~~Shall mean garbage, refuse and rubbish as defined herein, and all other waste material which, if thrown or deposited as herein prohibited, tends to create a danger to public health, safety and welfare. "Litter" shall further mean any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper or other natural or synthetic material, or any combination thereof including, but not limited to, any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspaper, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processors, logging, sawmilling, farming or manufacturing.~~



**GARBAGE**

**Shall mean putrescible animal and vegetable wastes resulting from the handling, preparation, cooking, and consumption of food.**

**LITTER**

**Shall mean garbage, refuse and rubbish, as defined herein, and all other waste material which, if thrown, deposited, or stored, as herein prohibited, tends to create a danger to public health, safety, and welfare.**

**PRIVATE PREMISES**

**Shall mean any dwelling house, building, or other structure designed or used either wholly or in part for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, ground, walk, driveway, porch, steps or vestibule belonging or appurtenant to such dwelling house, building or other structure.**

**PUBLIC PLACE**

**Shall mean any streets, sidewalks, alleys or other public ways and any and all public parks, squares, spaces, grounds and buildings.**

**PUBLIC STRUCTURE OR BUILDING**

**Shall mean any structure or building owned or operated by the Federal, County or State government or any governmental agency.**

**REFUSE**

**Shall mean all putrescible solid wastes (except body wastes), including garbage, rubbish, ashes, street cleanings, dead animals, and solid market and industrial wastes.**

**RUBBISH**

**Shall mean nonputrescible solid wastes consisting of both combustible and noncombustible wastes, such as papers, wrappings, cigarettes, cardboard, tin cans, yard clippings, leaves, wood, glass, bedding, crockery, building materials and similar materials.**

**VEHICLE**

**Shall mean every device in, upon or by which any person or property is or may be transported or drawn upon a highway, including devices used exclusively upon stationary rails or tracks.**

## § 3-1.2. Use of Litter Receptacles.

a. Litter receptacles and their servicing are required at the following public places which exist in the municipality, including: sidewalks used by pedestrians in active retail commercially zoned areas, such that at a minimum there shall be no single linear quarter-mile without a receptacle; buildings held out for use by the public, including schools, government buildings and railroad and bus stations, parks, drive-in restaurants, all street vendor locations, self-service refreshment

areas, construction sites, gasoline service stations islands, shopping centers, parking lots, campgrounds and trailer parks, marinas, boat moorage and fueling stations, boat launching areas, and at special events to which the public is invited including: sporting events, parades, carnivals, circuses and festivals. The proprietors of these places or the sponsors of these events shall be responsible for providing and servicing the receptacles such that adequate containerization is available.

b. Litter receptacle means a container suitable for the depositing of litter.

**c. Use of Receptacles to Prevent Scattering. Persons placing litter in public receptacles or in authorized private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk or other public place.**

*§ 3-1.3 - § 3-1.8 shall remain unchanged.*

§ 3-1.9 Commercial Establishments and Residences.

**The owner or person in control of any private property shall at all times maintain the premises free of litter, particularly one or more automobile bodies, frames, or chassis, one or more automobiles unable to be self-propelled, or one or more abandoned automobiles; provided, however, that this subsection shall not prohibit the storage of litter in authorized private receptacles for collection.**

It shall be the duty of the owner, lessee, tenant, occupant or person in charge of any structure to keep and cause to be kept the sidewalk and curb abutting the building or structure free from obstruction or nuisances of every kind, and to keep sidewalks, areaways, backyards, courts and alleys free from litter and other offensive material. All sweepings shall be collected and properly containerized for disposal.

**§ 3-1.10. Litter in Public Places.**

**No person shall throw or deposit litter in or upon any street, sidewalk or other public place within the Borough except in public receptacles or in authorized private receptacles for collection; provided, however, that the public receptacles shall not be used by persons owning or occupying property in the vicinity of the public receptacles for the deposit of domestic, commercial and industrial litter arising from the conduct of the activities. In the event litter is located in either private or public receptacles which litter contains the name and/or address of a person, a rebuttable presumption shall arise that such person placed or caused such litter to be placed in said public or private receptacle.**

**§ 3-1.11. Sweeping Litter into Gutters.**

**No person shall sweep into or deposit in any gutter, street or other public place within the Borough, the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning or occupying property shall keep the sidewalk in front of their premises free of litter.**

**§ 3-1.12. Litter in Lakes and Fountains.**

**No person shall throw or deposit litter in any fountain, pond, lake, stream, bay or any other body of water in a park or elsewhere within the Borough.**

**§ 3-1.13. Litter on Vacant Lots.**

**No person shall throw or deposit litter on any open or vacant private property within the Borough, whether owned by such person or not.**

**§ 3-1.14. Violations and Penalties.**

a. Any person, firm or corporation who violates or neglects to comply with any provision of the section or any rule or regulation promulgated pursuant thereto shall be punishable upon conviction thereof by a fine not to exceed five hundred (\$500.00) dollars. As an alternate penalty, a convicted person may be ordered to perform community service in the Clean Communities program for a period not to exceed 90 days.

b. Each day such violation or neglect is committed or permitted to continue shall constitute a separate offense and be punishable as such. Enforcement shall be by summons heard in the municipal court of the Borough of Highlands.

*The Remaining Sections of Chapter 3, Section 1 entitled "Litter Prohibitions" of the Borough Code shall remain unchanged.*

**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-25-12:

	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: June 18, 2025

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

## Public Hearing for O-25-12:

	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: July 16, 2025

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-25-13

### REMOVING RESTRICTED PARKING SPACE IN FRONT OF RESIDENCE PREVIOUSLY OCCUPIED BY A PERSON WITH DISABILITIES

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

**WHEREAS,** Chapter 7, Section 3.6B of the Borough Code governs applications for restricted parking in front of residences occupied by persons with disabilities; and

**WHEREAS,** pursuant to the aforesaid Code section, the Borough of Highlands previously designated a space for resident parking for a person with a disability at 1 Private Road; and

**WHEREAS,** the Highlands Police Department was notified of the vacation of the premises by said person with a disability at 1 Private Road, therefore, the space is no longer needed; and

**WHEREAS,** pursuant to Chapter 7, Section 3.6B(g) of the Borough Code, if the Resident Parking Permit for Persons with Disabilities is no longer necessary for the residence, the Borough shall remove any signs installed pursuant to the Code.

**WHEREAS,** the governing body of the Borough of Highlands wishes to remove the previously designated space for persons with disabilities with the recommendation of the Chief of Police.

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

#### **SECTION I.**

The previously designated parking space for resident parking for persons with disabilities located in front of 1 Private Road is no longer necessary and shall be removed. Any sign that was installed to identify the parking space, in accordance with Chapter 7, Section 3.6B of the Borough Code, shall be removed.

**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 upon adoption and publication according to law.

First Reading and Set Hearing Date for O-25-13:

	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: June 18, 2025

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

Public Hearing for O-25-13:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: July 16, 2025

\_\_\_\_\_  
Carolyn Broullon, Mayor

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**ORDINANCE O-25-14**

**AMENDING CHAPTER 3 "GENERAL POLICE REGULATIONS", SECTION 3-21  
"WILDLIFE FEEDING" OF THE CODE OF THE BOROUGH OF HIGHLANDS**

**WHEREAS**, Chapter 3, Section 21 of the Borough Code establishes guidelines for wildlife feeding and prohibits the feeding of unconfined wildlife in any public park or on any other property owned or operated by the Borough of Highlands to protect the public health, safety and welfare; and

**WHEREAS**, the Chief of Police has analyzed and evaluated the Borough Code and has recommended certain changes with respect to the definition of "Wildlife", as well as Prohibited Conduct as it pertains to the feeding of wildlife in any public park or on any other property owned or operated by the Borough, within Section 3-21 of the Borough Code; and

**WHEREAS**, the governing body finds that these recommendations further protect the general health, safety 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 3-21 "Wildlife Feeding", Section 3-21.2 "Definitions", and Section 3-21.3 "Prohibited Conduct" shall be amended by the following: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics**~~.):

**§ 3-21 Wildlife Feeding.**

**§ 3-21.1 Purpose.**

*This section remains unchanged.*

**§ 3-21.2 Definitions.**

For the purpose of this section, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this section clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

**FEED**

Shall mean to give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

**PERSON**

Shall mean any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**WILDLIFE**

Shall mean all animals that are neither human nor domesticated **and includes all organisms that live wild in an area, including, but not limited to, bears, coyotes, deer, stray and feral cats, foxes, groundhogs, opossum, raccoons, skunks, waterfowl, wolves, and hybrid wolves.**

§ 3-21.3 Prohibited Conduct.

No person shall feed, cause to be fed, or in any manner provide access to food for, in any public park or on any other property owned or operated by the Borough of Highlands, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers).

No person shall purposely or knowingly leave or store any refuse, garbage, food product, pet food, forage product, or supplement, salt, seed or birdseed, fruit or grain in a manner that would constitute an attractant to any wild animal or waterfowl.

No person shall fail to take remedial action to avoid contact or conflict with wild animals, which may include the securing or removal of outdoor trash, cooking grills, pet food, bird feeders or any other similar food source or attractant, after being advised by the Borough to undertake such remedial action. Further, after an initial contact or conflict with a wild animal, no person shall continue to provide, or otherwise fail to secure or remove, any likely food sources or attractants, including but not limited to outdoor trash, grills, pet food or bird feeders.

The Remaining Sections of Chapter 3, Section 21 entitled “Wildlife Feeding” of the Borough Code shall remain unchanged.

**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-25-14:

	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: June 18, 2025

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

Public Hearing for O-25-14:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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DATE OF VOTE: July 16, 2025

\_\_\_\_\_  
Carolyn Broullon, Mayor

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





Enginee  
& Design

Item 6.

# Highlands Borough FY 2026 Monmouth County CDBG Sidewalk Improvements Project

Monmouth County Community  
Development Block Grant Program

**June 18, 2025**

# Agenda

- |    |                               |    |                  |
|----|-------------------------------|----|------------------|
| 01 | Program Overview              | 06 | Concept Plan     |
| 02 | Project Description           | 07 | Project Schedule |
| 03 | Photos of Existing Conditions | 08 | Project Budget   |
| 04 | Project Location              | 09 | Public Comment   |
| 05 | Project Scope/Need            |    |                  |

## Introduction

# Program Overview

- The Monmouth County Community Development Block Grant program provides funding for acquisition, public facilities and improvements, clearance activities and other projects for Monmouth County municipalities and nonprofit organizations
- The maximum grant award amount is \$200,000
- All eligible projects must meet one of the National Objectives, as described by the US Housing and Urban Development (HUD) office:
  - Benefit to low- and moderate-income residents
  - Aid in the prevention or elimination of slums or blight
  - Meet an urgent need



# Project Description



- Sidewalk improvements
- ADA accessibility improvements
- Guiderails
- Upgrades to crosswalks, sidewalks, curbs, and ramps



# Photos of Existing Conditions





# Photos of Existing Conditions





# Photos of Existing Conditions





# Project Location





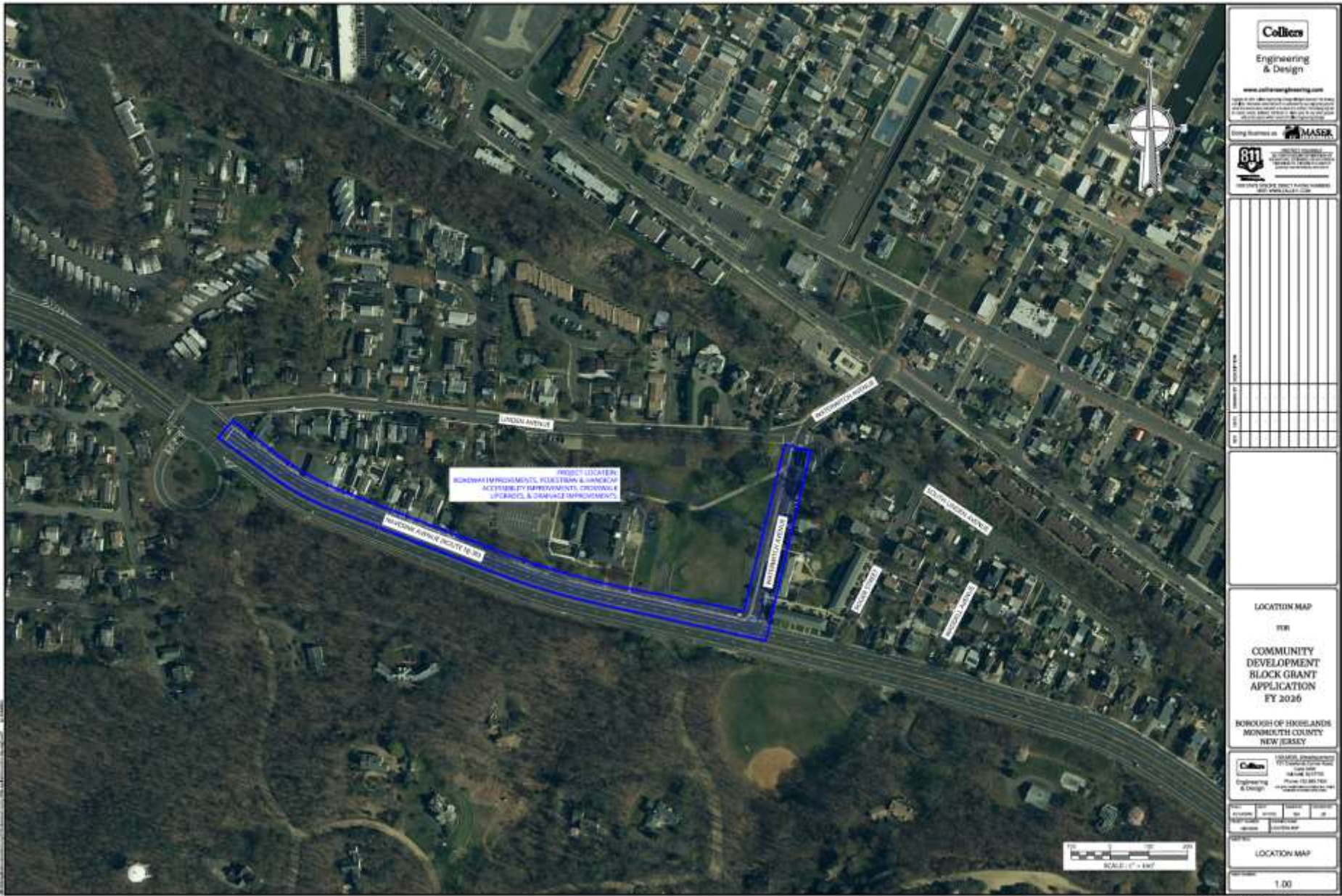
# Project Scope/Need

- Sidewalks along Waterwitch Avenue and Route 36 are cracked, uneven, and deteriorating
- Lacking ADA-compliant features like curb ramps and warning surfaces
- High foot traffic by students and families near Highlands Elementary School
- Current sidewalk conditions pose serious threats to pedestrian safety along a busy roadway





# Project Concept Plan



# Project Schedule

Number	Milestone	Completion Date
1	Execute Grant Agreement	June 2026
2	Complete Plans, Specifications, and Bid Documents	September 2026
3	Permitting	December 2026
4	Advertise for Bids	January 2027
5	Award Construction Contract	March 2027
6	Begin Construction	April 2027
7	Complete Construction	June 2027
8	Submit reimbursement request to County	July 2027

# Project Budget



MONMOUTH COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT ESTIMATE HIGHLANDS SIDEWALK IMPROVEMENTS Borough of Highlands, Monmouth County, NJ CED PROJECT NO. HIBC0036 June 11, 2025					
BASE BID					
ITEM	DESCRIPTION	UNIT	PROPOSAL QUANTITY TOTAL	UNIT PRICE	ITEM TOTAL
1	CLEARING SITE	LS	1	\$15,000.00	\$15,000.00
2	BREAKAWAY BARRICADE	UN	25	\$25.00	\$625.00
3	ORUM	UN	30	\$25.00	\$750.00
4	TRAFFIC CONES	UN	80	\$15.00	\$1,200.00
5	CONSTRUCTION SIGNS	SF	100	\$20.00	\$2,000.00
6	*UNIFORM TRAFFIC DIRECTORS	HR	640	\$100.00	\$64,000.00
7	FUEL PRICE ADJUSTMENT	DOL	1,000	\$1.00	\$1,000.00
8	ASPHALT PRICE ADJUSTMENT	DOL	1,000	\$1.00	\$1,000.00
9	EXCAVATION, TEST PIT	CY	50	\$20.00	\$1,000.00
10	DENSE-GRADED AGGREGATE BASE COURSE, 6" THICK	SY	530	\$6.00	\$3,180.00
11	HOT MIX ASPHALT 19M64 BASE COURSE, 4" THICK	TON	135	\$100.00	\$13,500.00
12	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	TON	35	\$100.00	\$3,500.00
13	TACK COAT	GAL	60	\$1.00	\$60.00
14	RESET EXISTING CASTING	UN	55	\$2,000.00	\$110,000.00
15	CONCRETE SIDEWALK, 4" THICK	SY	1,096	\$65.00	\$71,240.00
16	DETECTABLE WARNING SURFACE	SY	15	\$350.00	\$5,250.00
17	CONCRETE DRIVEWAY, REINFORCED, 6" THICK	SY	63	\$95.00	\$5,985.00
18	HOT MIX ASPHALT DRIVEWAY, 3-1/2" THICK	SY	122	\$30.00	\$3,660.00
19	RESET EXISTING PAVERS	SY	217	\$100.00	\$21,700.00
20	6" X 18" CONCRETE VERTICAL CURB	LF	2,381	\$45.00	\$107,145.00
21	TRAFFIC STRIPES, 4"	LF	2,015	\$4.00	\$8,060.00
22	TRAFFIC MARKINGS LINES, 4"	LF	1,530	\$4.00	\$6,120.00
23	TRAFFIC MARKINGS LINES, 6"	LF	141	\$5.00	\$705.00
24	TRAFFIC MARKINGS LINES, 24"	LF	108	\$10.00	\$1,080.00
25	REGULATORY AND WARNING SIGNS	SF	120	\$50.00	\$6,000.00
26	TREE REMOVAL, OVER 18" TO 24" DIAMETER	UN	2	\$3,000.00	\$6,000.00
27	TOPSOILING, 4" THICK	SY	655	\$4.00	\$2,620.00
28	FERTILIZING AND SEEDING	SY	655	\$4.00	\$2,620.00
29	STRAW MULCHING	SY	655	\$4.00	\$2,620.00
BASE BID					\$467,620.00

Total Project Cost: \$467,620  
CDBG Funding Request: \$200,000



# Public Comment



# Highlands Borough

Monmouth County Municipal Park  
Improvement Grant Program

**June 16, 2025**

A dark wooden sign for Veterans Memorial Park. The text "VETERANS MEMORIAL PARK" is carved in large, white, serif capital letters. Below it, in smaller white capital letters, is "BOROUGH OF HIGHLANDS". The sign is set in a garden bed with green plants and red flowers. In the background, there are several tall flagpoles with flags, a grassy area, and a playground structure under a cloudy sky.

VETERANS MEMORIAL PARK  
BOROUGH OF HIGHLANDS

# Agenda

- |    |                                 |    |                                |
|----|---------------------------------|----|--------------------------------|
| 01 | Program Overview                | 07 | Project Budget/Municipal Match |
| 02 | Project Description             | 08 | Public Comment                 |
| 03 | Photos of Existing Conditions   |    |                                |
| 04 | Project Locations               |    |                                |
| 05 | Project Scope/Need              |    |                                |
| 06 | Project Implementation Schedule |    |                                |

## Introduction

# Program Overview

- The Monmouth County Municipal Park Improvement Grant Program assists municipalities by providing additional funding needed to make park improvements in municipal parks and open space.
- The Monmouth County Municipal Park Improvement Program is a program of the Monmouth County Board of County Commissioners and is administered with the assistance of the Monmouth County Park System.
- Grants may be up to 50% of the project cost and are selected on a competitive basis. County funding will be limited to \$500,000 per project.
- Each applicant is limited to one (1) grant application per annual grant cycle



# Project Description – Veteran's Memorial Park



- Replacement of existing playground surface with installation of rubber surface to withstand saltwater exposure
- ADA accessibility improvements at playground
- Relocation of fencing to accommodate proposed ramp at playground
- Landscape improvements to remove root impacts on existing playground surface
- Installation of concrete knee wall for swing set to protect against flooding

# Project Description – Huddy Park



- Replacement of existing playground surface with installation of rubber surface for enhanced safety
- Various playground enhancements for ADA accessibility improvements



# Project Description – Community Center



- Replacement of existing Sport Court surface
- Paint and line new surface, milling/paving
- Replace rubber mulch with poured in place rubber surface



# Photos of Existing Conditions – Veteran's Memorial Park





# Photos of Existing Conditions – Veteran's Memorial Park





# Photos of Existing Conditions – Veteran's Memorial Park





# Photos of Existing Conditions – Veteran's Memorial Park





# Photos of Existing Conditions – Huddy Park





# Photos of Existing Conditions – Huddy Park



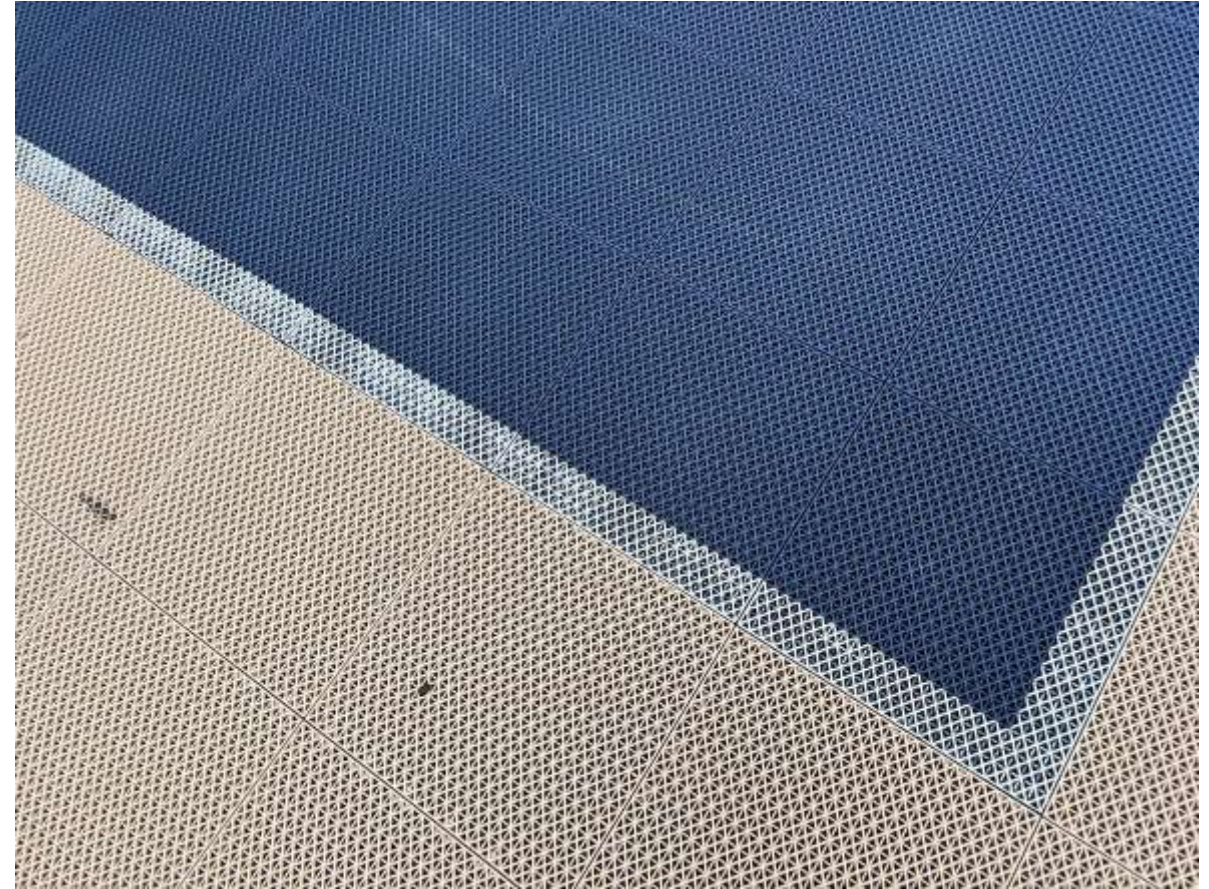


# Photos of Existing Conditions – Highlands Community Center





# Photos of Existing Conditions – Highlands Community Center





# Photos of Existing Conditions – Highlands Community Center

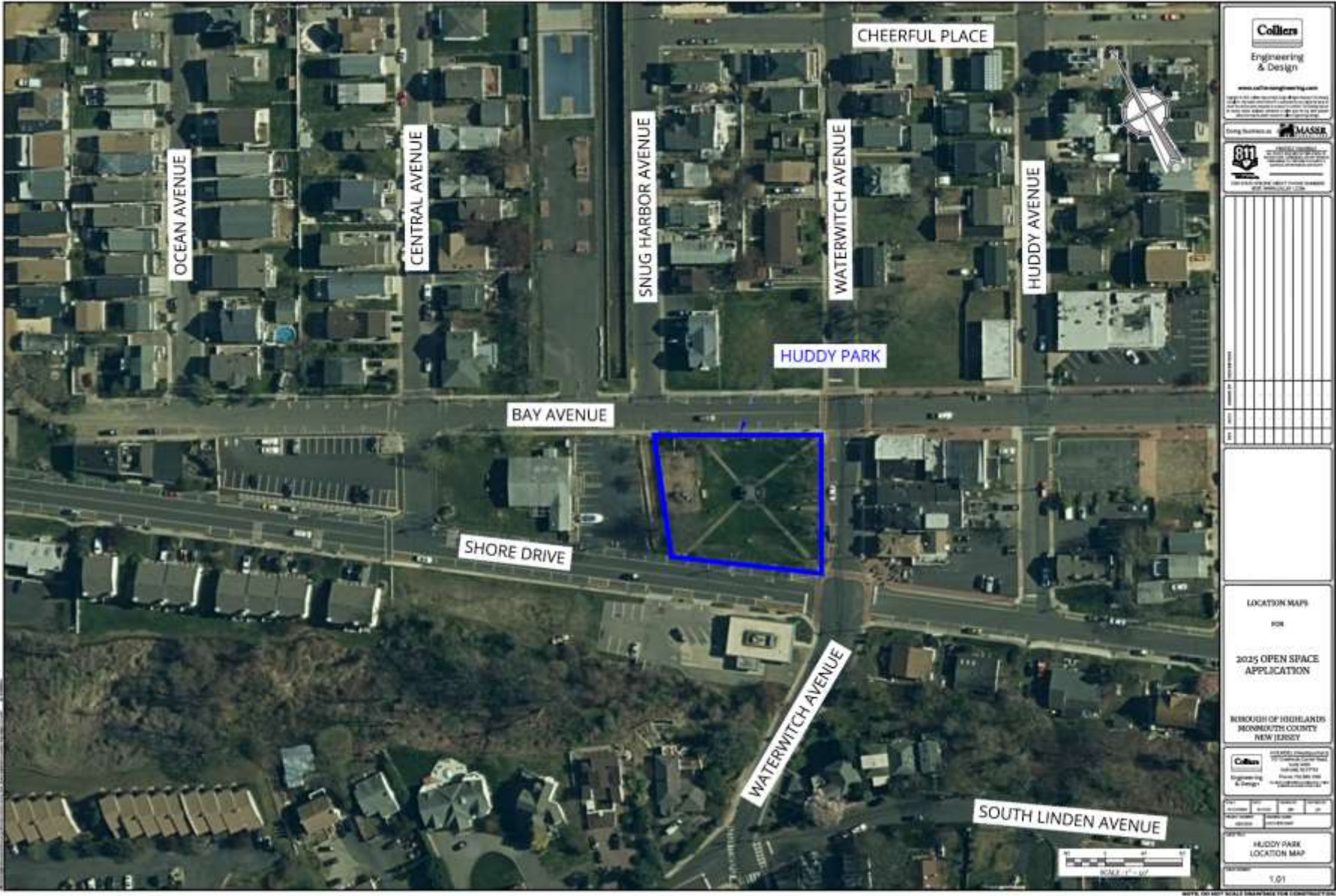








# Project Location – Huddy Park





# Project Location – Community Center



# Project Scope/Need

## **Veteran's Memorial Park**

- Installation of rubber playground surfacing
- ADA accessibility improvements
- Relocation of perimeter fencing
- Landscape improvements to remove root impacts on playground surface
- Installation of concrete wall for swing set

## **Huddy Park**

- Installation of rubber playground surfacing
- Various playground enhancements for ADA accessibility improvements

## **Highlands Community Center**

- Replacement of sport court surface
- Installation of rubber playground surfacing



# Proposed Project Implementation Schedule

Number	Milestone	Completion Date
1	Execute Grant Agreement	June 2026
2	Obtain and Submit Preliminary Assessment Report (or Waiver)	June 2026
3	Design and Permitting	September 2026
4	Advertise for Bids	November 2026
5	Award Construction Contract	December 2026
6	Begin Construction	April 2027
7	Complete Construction	June 2027

# Project Budget/Municipal Match



Engineer's Estimate  
Monmouth County Open Space Grant Program  
Borough of Highlands, Monmouth County, NJ  
Project No. HIBC0035

ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	NEAT	FAT	QUANTITY	AMOUNT
1	SOIL EROSION CONTROL MEASURES	LS	\$ 5,000.00	1		1	\$5,000.00
2	CLEARING SITE	LS	\$ 10,000.00	1		1	\$10,000.00
3	VETERAN'S PARK - CONVERSION OF SWING AREA MULCH TO GT IMPAX TILES	LS	\$ 85,750.00	1		1	\$85,750.00
4	VETERAN'S PARK - CONVERSION OF PLAYGROUND MULCH TO POURED IN PLACE (PIP) RUBBER	LS	\$ 98,000.00	1		1	\$98,000.00
5	VETERAN'S PARK - CONVERSION OF FITNESS AREA MULCH TO POURED IN PLACE (PIP) RUBBER	LS	\$ 17,500.00	1		1	\$17,500.00
6	VETERAN'S PARK - MISCELLANEOUS IMPROVEMENTS	LS	\$ 20,000.00	1		1	\$20,000.00
7	HUDDY PARK - CONVERSION OF MULCH TO GT IMPAX TILES	LS	\$ 137,500.00	1		1	\$137,500.00
8	SNUG HARBOR PARK - CONVERSION OF MULCH TO POURED IN PLACE (PIP) RUBBER	LS	\$ 66,625.00	1		1	\$66,625.00
9	SNUG HARBOR PARK - BASKETBALL/TENNIS COURT IMPROVEMENTS	LS	\$ 217,000.00	1		1	\$217,000.00
10	LANDSCAPE IMPROVEMENTS	LS	\$ 25,000.00	1		1	\$25,000.00
11	SITE RESTORATION	LS	\$ 5,000.00	1		1	\$5,000.00
PLAYGROUND IMPROVEMENTS COST							\$687,375.00
CONTINGENCY (15%)							\$103,106.25
TOTAL PROJECT COST							\$790,481.25
SAY							\$791,000.00
Grant Amount							\$395,500.00
Remaining Cost							\$395,500.00

JOSEPH J. RAFTERY, P.E., GE53339

6/16/2025  
DATE

Construction Costs: \$687,375  
Contingency: \$103,106.25

Total Request Amount: \$395,500  
Municipal Match: \$395,500

**Total Project Cost: \$791,000**



# Public Comment



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-135

**AUTHORIZING THE BOROUGH OF HIGHLANDS TO APPLY FOR A 2025  
MONMOUTH COUNTY MUNICIPAL PARK IMPROVEMENT GRANT FOR THE  
IMPROVEMENTS AT VETERANS MEMORIAL PARK, IMPROVEMENTS AT HUDDY  
PARK, AND COMMUNITY CENTER IMPROVEMENTS PROJECTS**

**WHEREAS**, the Monmouth County Board of County Commissioners has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County Park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

**WHEREAS**, the Governing Body of the Borough of Highlands desires to obtain County Open Space Trust Funds in the amount of \$310,337.50 to fund the Improvements at Veterans Memorial Park, Improvements at Huddy Park, and Community Center Improvements Projects located at Block 39, Lots 1.01, 3.01, 5.01, and 6.01 located at Bay Ave. in Highlands, NJ 07732 (Veterans Memorial Park), Block 95, Lot 1 located at Waterwitch & Bay Ave. in Highlands, NJ 07732 (Huddy Park), and Block 97, Lots 1 and 1.01 located at Bay Ave. and Snug Harbor Ave. in Highlands, NJ 07732 (Community Center), that consists of upgrading all playground surfaces and ADA accessibility improvements; and

**WHEREAS**, the total cost of the project including all matching funds is \$633,400; and

**WHEREAS**, the Borough of Highlands is the owner of and controls the project sites.

**NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Council of the Borough of Highlands THAT:**

1. Michael Muscillo, Borough Administrator, or his/her successor is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and
2. The Borough of Highlands is committed to this project and will provide the balance of funding necessary to complete the project as described in the grant application in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and

3. If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and
4. Michael Muscillo, Borough Administrator, or his/her successor is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and
5. This resolution shall take effect immediately.

Motion to Approve R 25-135:

	INTRODUCE	SECOND	AYE	NAY	RECUSE	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: June 18, 2025

---

Nancy Tran, Municipal Clerk  
Borough of Highlands



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-136

### AUTHORIZING THE BOROUGH TO SUBMIT AN APPLICATION FOR AND CONFIRM ENDORSEMENT OF THE COMMUNITY DEVELOPMENT PROJECT

**WHEREAS**, the Monmouth County Division of Planning announced the FY 2026 Community Development Block Grant (CDBG) program funding, with a deadline of July 18, 2025, and

**WHEREAS**, the Borough Engineer recommended the following project: FY2026 Monmouth County CDBG Sidewalk Improvements Project, and

**WHEREAS**, the project is expected to be eligible since it is located within the Borough's eligible CDBG area.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Highlands hereby confirms endorsement of the aforesaid project and grant application.

Motion to Approve R 25-136:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: June 18, 2025

---

Nancy Tran, Municipal Clerk  
Borough of Highlands





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-137

**CONTINUING THE DESIGNATION OF SCENIC HIGHLANDS OWNER, LLC AS THE  
CONDITIONAL REDEVELOPER FOR THE PROPERTY KNOWN AS TAX BLOCK  
105.107, LOT 1.1 LOCATED WITHIN THE SHADOW LAWN MOBILE HOME PARK  
REDEVELOPMENT AREA**

**WHEREAS**, the Local Redevelopment and Housing Law, *N.J.S.A. 40A:12A-1 et seq.* (the "**Redevelopment Law**"), authorizes municipalities to determine whether certain parcels of land in the municipality constitute areas in need of redevelopment; and

**WHEREAS**, on March 21, 2018, the Council of the Borough of Highlands, a municipal corporation in the County of Monmouth and the State of New Jersey (the "**Borough**"), in accordance with the Redevelopment Law, duly adopted Resolution No. 18-069 designating certain real property commonly referred to as the Shadow Lawn Mobile Home Park and identified as Block 105.107, Lot 1.1 on the tax map of the Borough as an area in need of redevelopment (the "**Redevelopment Area**"); and

**WHEREAS**, on December 19, 2018, the Borough adopted the Shadow Lawn Mobile Home Park Redevelopment Plan for the Redevelopment Area (the "**Redevelopment Plan**"), establishing the development standards for the redevelopment of the Redevelopment Area; and

**WHEREAS**, Scenic Highlands Owner, LLC (the "**Company**") is the contract purchaser of the Redevelopment Area; and

**WHEREAS**, the Company proposes to develop the Redevelopment Area with a residential project including approximately (i) 292 rental units including a 15% set aside for affordable units; and (ii) associated infrastructure improvements, parking, clubhouse, and amenity spaces (the "**Project**"); and

**WHEREAS**, the Borough wishes to engage in preliminary negotiations with the Company in furtherance of the redevelopment of the Redevelopment Area thereby, in particular to negotiate a more comprehensive agreement(s) that will memorialize the terms and conditions under which the Company will redevelop the Redevelopment Area (the "**Redevelopment Agreement**"); and

**WHEREAS**, the Borough determined that in order to coordinate the redevelopment of the Redevelopment Area in the most timely and efficient manner, it is in the best interests of the Borough to designate the Company as the conditional redeveloper of the Redevelopment Area (the "**Conditional Redeveloper**"), pending the negotiation and execution of, among other agreements, a Redevelopment Agreement with the Borough; and

**WHEREAS**, on December 18, 2024, the Mayor and Council adopted a resolution (i) designating the Company as the conditional redeveloper of the Redevelopment Area for a period of one hundred eighty (180) days, subject to the Conditional Redeveloper agreeing to reimburse the Borough for any and all Interim Costs in accordance with the Interim Costs Agreement and the successful negotiation of a formal redevelopment agreement, and (ii) authorizing the execution of an interim costs agreement with the Company (the "**Interim Costs Agreement**") for the purpose of creating a framework for the negotiation and execution of a Redevelopment Agreement; and

**WHEREAS**, the Borough and the Conditional Redeveloper executed the Interim Costs Agreement on December 19, 2024; and

**WHEREAS**, the Borough and Conditional Redeveloper have agreed to (i) continue the designation of the Company as the Conditional Redeveloper of the Redevelopment Area for an additional period of one hundred eighty (180) days, through December 18, 2025, to continue the negotiations of the Redevelopment Agreement.

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

Section 1. The foregoing recitals are hereby incorporated by reference as if fully set forth herein.

Section 2. The designation of the Company as the Conditional Redeveloper of the Redevelopment Area pending the execution of the Redevelopment Agreement with the Borough shall be continued for a period of one hundred eighty (180) days, through December 18, 2025, and is contingent upon the Conditional Redeveloper providing any additional project related information as may be requested by the Borough.

Section 3. The within designation is further contingent upon negotiating a formal Redevelopment Agreement between the Borough and the Conditional Redeveloper.

Section 4. As set forth therein, the Interim Costs Agreement shall be in effect as long as the Conditional Redeveloper is designated as the conditional redeveloper of the Redevelopment Area or until it is cancelled by either party upon written notice.

Section 5. In the event that the Company has not executed a redevelopment agreement with the Borough, all in accordance with the time periods set forth herein, the Borough's conditional designation of the Company as redeveloper for the Redevelopment Area shall expire and be of no further force and effect and the Borough shall have no further obligation to the Company.

Section 6. This resolution shall take effect immediately.

## Motion to Approve R 25-137:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: June 18, 2025

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Nancy Tran, Municipal Clerk  
Borough of Highlands





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-138

### APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE GRAND TOUR IMPROVEMENTS PHASE 2 PROJECT

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Highlands formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2026-Grand Tour Improvements Phase 2-00150 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

\_\_\_\_\_  
Nancy Tran, Clerk

\_\_\_\_\_  
Carolyn Broullon, Mayor

Motion to Approve R 25-138:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: June 18, 2025

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-139

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT  
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE  
RT 36 AT WATERWITCH AVE PEDESTRIAN SAFETY IMPROVEMENTS PROJECT**

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Highlands formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as SST-2026-Rt 36 at Waterwitch Ave Pedestrian -00014 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

\_\_\_\_\_  
Nancy Tran, Clerk

\_\_\_\_\_  
Carolyn Broullon, Mayor

Motion to Approve R 25-139:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: June 18, 2025

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**RESOLUTION 25-140**  
**AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared, and dated June 18, 2025, which totals as follows:

Current Fund	\$	883,878.66
Sewer Account	\$	95,933.53
Capital Fund	\$	142,320.93
Trust-Other	\$	11,376.23
Federal/State Grants	\$	540.00
<b>TOTAL</b>	<b>\$</b>	<b>1,134,049.35</b>

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 1,134,049.35** 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](http://www.highlandsnj.gov) and on file with the Municipal Clerk's Office for reference.

Motion to Approve R 25-140:

	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: June 18, 2025

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



# RECAP OF PAYMENT OF BILLS

06/18/2025

Item 12.

<b>CURRENT:</b>		\$	883,878.66
Payroll	(06/15/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
<b>SEWER ACCOUNT:</b>		\$	95,933.53
Payroll	(06/15/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
<b>CAPITAL/GENERAL</b>		\$	142,320.93
<b>CAPITAL-MANUAL CHECKS</b>		\$	
Voided Checks		\$	
<b>WATER CAPITAL ACCOUNT</b>		\$	
<b>TRUST FUND</b>		\$	11,376.23
Payroll	(06/15/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
<b>UNEMPLOYMENT ACCT-MANUALS</b>		\$	
<b>DOG FUND</b>		\$	
<b>GRANT FUND</b>		\$	540.00
Payroll	(06/15/2025)	\$	
Manual Checks		\$	
Voided Checks		\$	
<b>DEVELOPER'S TRUST</b>		\$	
Manual Checks		\$	
Voided Checks		\$	

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

June 13, 2025  
01:13 PM

BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Page No Item 12.

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

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

Include Non-Budgeted: Y

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ACEWA005	ACE WALCO TERMITE CONTROL	25-00729	06/03/25	pest control- fire house											
	1 pest control- fire house				68.92	5-01-26-310-000-297			B B&G: Fire House	R	06/03/25	06/09/25		1115298	N
	Vendor Total:				68.92										
ACTION01	ACTION UNIFORM CO., LLC	25-00657	05/15/25	UNIFORM/FIRST AID											
	1 UNIFORM/FIRST AID				572.00	5-01-25-260-000-232			B First Aid: Uniform Clothing & Access.	R	05/15/25	06/09/25		70351	N
	Vendor Total:				572.00										
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
	25-00557 04/24/25 summer and garden supplies														
	6 summer and garden supplies				149.99	T-03-56-850-000-011			B Trust: Recreation	R	05/27/25	06/09/25		19PYK4X91W73	N
	7 summer and garden supplies				149.99	T-03-56-850-000-011			B Trust: Recreation	R	05/27/25	06/09/25		1WFL3QQK1TCW	N
					299.98										
	25-00719 05/30/25 office supplies														
	1 office supplies				127.20	5-01-20-152-000-201			B Central Services: Office Supplies	R	05/30/25	06/09/25		1CNJMYDT6PR1	N
	25-00730 06/03/25 office supplies														
	1 Office supplies				101.24	5-01-20-152-000-201			B Central Services: Office Supplies	R	06/03/25	06/09/25		1KTPWJV4KHD	N
	Vendor Total:				542.92										
ATC	ATC VOICE/DATA, INC.	25-00653	05/15/25	fire central station monitorin											
	1 fire central station monitorin				540.00	5-01-26-310-000-178			B B&G: Building Maintenance	R	05/15/25	06/10/25		64411	

June 13, 2025  
01:13 PM

BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Page No Item 12.

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
ATC ATC VOICE/DATA, INC. Continued												
25-00653	05/15/25	fire central station monitorin	Continued									
		2 honeywell alarm system	288.00	5-01-26-310-000-178	B	B&G: Building Maintenance	R	05/15/25	06/10/25		64412	N
			828.00									
		Vendor Total:	828.00									
BAYSH010 BAYSHORE SINGLE STREAM SOLUTIO												
25-00726	06/03/25	Comminglied-5/12/25-5/18/25										
		1 Comminglied-5/12/25-5/18/25	70.03	5-01-26-306-000-283	B	Sanitation Contract: Co-Mingled Disposal	R	06/03/25	06/09/25		20088	N
		Vendor Total:	70.03									
BLACK005 BLACK ROCK ENTERPRISES, LLC												
25-00769	06/12/25	Shore Drive Pedestrian improv										
		1 Shore Drive Pedestrian improv	127,871.63	C-04-24-101-000-202	B	ORD#24-11 Shore Drive Ped Crossing	R	06/12/25	06/12/25		PAYMENT #1	N
		Vendor Total:	127,871.63									
BOUND01 BOUND TREE MEDICAL LLC												
25-00441	03/28/25	LA RESCUE BELT GLOVE POUCH										
		1 LA RESCUE BELT GLOVE POUCH	220.15	5-01-25-260-000-210	B	First Aid: First Aid Supplies	R	03/28/25	06/11/25		85751007	N
		2 FAK2175 COMPACT FIRST AID KIT	371.40	5-01-25-260-000-210	B	First Aid: First Aid Supplies	R	03/28/25	06/11/25		85728294	N
			591.55									
25-00616	05/05/25	FIRST AID SUPPLIES										
		1 FIRST AID SUPPLIES	343.19	5-01-25-260-000-210	B	First Aid: First Aid Supplies	R	05/05/25	06/11/25		85751008	N
25-00672	05/20/25	first aid supplies										
		1 first aid supplies	434.77	5-01-25-260-000-210	B	First Aid: First Aid Supplies	R	05/20/25	06/10/25		85770449	N
		Vendor Total:	1,369.51									
BRIDG005 BRIDGECONNEX												
25-00747	06/09/25	PHONE SYSTEM										
		1 PHONE SYSTEM	1,090.75	5-01-31-440-000-213	B	Telephone	R	06/09/25	06/09/25		136670	N
		Vendor Total:	1,090.75									



June 13, 2025  
01:13 PM

BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Page No Item 12.

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CERTI005	CERTIFIED TRUCK REPAIR INC.												
25-00733	06/04/25 state emission test												
	1 state emission test	155.00			5-01-26-300-000-201		B Mech Garage: Motor Vehicle - Streets	R	06/04/25	06/12/25		36466	N
	Vendor Total:	155.00											
COLLI005	COLLIERS ENGINEERING/DESIGN												
24-01258	10/01/24 Portland Road drainage project												
	9 Portland Road drainage project	132.50			C-04-12-120-000-555		B Project 0-12-20: Construction Contracts	R	06/12/25	06/12/25		1060844	N
24-01517	12/10/24 Eng./Overlook and Frank hall												
	6 Eng./Overlook and Frank hall	835.42			C-04-23-101-000-204		B ORD#23-10 Overlook Park(Grant-MCOSG-LRIG	R	12/10/24	06/12/25		1060851	N
25-00095	01/17/25 2025 municipal engineer												
	9 2025 municipal engineer	21,473.94			5-01-20-165-000-244		B Engineering:General Engineering	R	01/17/25	06/12/25		1060840	N
	13 2025 municipal engineer	42.50			5-01-20-165-000-244		B Engineering:General Engineering	R	01/17/25	06/12/25		1060835	N
	15 Shadowlawn	350.00			T-03-56-856-810-196		B Redevel Scenic Highlands/KRE 105.107/1.1	R	06/12/25	06/12/25		1060839	N
		21,866.44											
25-00389	03/20/25 Environmental service/Frank Ha												
	3 Environmental service/Frank Ha	1,685.90			5-01-20-165-000-244		B Engineering:General Engineering	R	03/20/25	06/12/25		1060834	N
25-00526	04/17/25 Construction/Washington Avenue												
	2 Construction/Washington Avenue	919.63			C-04-23-101-000-202		B ORD#23-10 Washington Ave	R	04/17/25	06/12/25		1060852	N
25-00527	04/17/25 Prof. construct./Shore Drive												
	2 Prof. construct./Shore Drive	9,275.50			C-04-24-101-000-202		B ORD#24-11 Shore Drive Ped Crossing	R	04/17/25	06/12/25		1060823	N
25-00628	05/09/25 construction adm Marine Place												
	1 construction adm Marine Place	3,286.25			C-04-25-101-000-203		B ORD#25-07 Marine Place 2	R	05/09/25	06/12/25		1060848	N
	Vendor Total:	38,001.64											
COMCAST	COMCAST												
25-00727	06/03/25 17-1 Shore Drive												
	1 17-1 Shore Drive	94.90			5-01-31-450-000-213		B Telecommunications	R	06/03/25	06/10/25		17-1 SHORE DR	N

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COMCAST	COMCAST				Continued								
25-00741	06/06/25	40 Shore Drive			243.26	5-05-55-502-000-213	B Sewer: Telephone	R	06/06/25	06/09/25		40 SHORE DRIVE	N
		1 40 Shore Drive											
25-00773	06/13/25	first aid building			294.25	5-01-31-450-000-213	B Telecommunications	R	06/13/25	06/13/25		FIRST AID	N
		1 first aid building											
		Vendor Total:			632.41								
DAV02	DAVISON, EASTMAN, MUNOZ, LEDERMAN												
25-00094	01/17/25	2025 borough attorney											
40	Borough attorney-retainer	6,000.00	5-01-20-155-000-242	B Legal Services: Consultants -Boro Attny	R	06/06/25	06/06/25		429075				N
41	Borough attorney-hourly	8,262.39	5-01-20-155-000-252	B Legal Services: Consultants Hourly	R	06/06/25	06/06/25		429076				N
42	Estate of Holl	643.50	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/06/25	06/06/25		429082				N
43	Muriel Smith	553.87	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/06/25	06/06/25		429077				N
44	Seastreak	858.00	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/06/25	06/06/25		429078				N
45	Susan Stark	181.50	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/06/25	06/06/25		429083				N
46	Agate Construction	5,154.73	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/11/25	06/11/25		429079				N
47	Roman Corp.	4,918.50	5-01-20-155-000-251	B Legal Services: Consultants -Litigation	R	06/11/25	06/11/25		429080				N
		26,572.49											
	Vendor Total:	26,572.49											
EVERB005	EVERBRIDGE, INC.												
25-00731	06/04/25	Nixle 360											
		1 Nixle 360	4,120.00	5-01-25-252-000-294	B Emergency Mgmt: Other	R	06/04/25	06/09/25		M87871			N
	Vendor Total:	4,120.00											
FEDEX010	FEDEX												
25-00757	06/10/25	shipping battery-fire dpt.											
		1 shipping battery-fire dpt.	15.77	5-01-25-263-000-294	B Fire Dept: Other	R	06/10/25	06/10/25		8-886-12701			N
	Vendor Total:	15.77											



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FIRECOMP FIRECOMPANIES.COM													
25-00368	03/13/25	2025 website subscription											
3	2025 website subscription	239.97	5-01-25-263-000-170	B Fire Dept: Leased Equipment	R	03/13/25	06/09/25		18-109967		N		
Vendor Total:		239.97											
GANNE005 GANNETT NJ													
25-00749	06/10/25	advertising											
1	advertising	571.04	5-01-20-120-000-220	B Municipal Clerk: Advertising	R	06/10/25	06/10/25		7119385		N		
Vendor Total:		571.04											
GROWI005 GROWING CONCERN INC.													
25-00320	03/10/25	Irrigation Park activation											
1	Irrigation Park activation	856.00	5-01-26-290-000-294	B Streets: Other	R	03/10/25	06/10/25		R37925-IN		N		
2	Irrigation Park activation	125.00	5-01-26-290-000-294	B Streets: Other	R	06/10/25	06/10/25		R38025-IN		N		
		981.00											
Vendor Total:		981.00											
HENRY006 HENRY B. CLAGETT													
25-00738	06/05/25	medicare reimbursement											
1	medicare reimbursement	185.00	5-01-36-472-000-201	B Statutory-Soc Security-Employee Reimburs	R	06/05/25	06/09/25		JUNE 2025		N		
Vendor Total:		185.00											
HENRY HENRY HUDSON REGIONAL HIGH SCH													
25-00745	06/09/25	June 2025 school taxes											
1	June 2025 school taxes	716,561.00	5-01-99-999-002-206	B Regional School Taxes Payable	R	06/09/25	06/09/25		JUNE 2025		N		
Vendor Total:		716,561.00											
HEY01 HEYER GRUEL & ASSOCIATES													
24-01478	11/27/24	JT white shellfish clam plant											
8	JT white shellfish clam plant	540.00	G-02-41-850-000-203	B NJEDA-Clam Plant 159 (2024)	R	11/27/24	06/06/25		43546		N		
25-00105	01/23/25	2025 municipal planner											
10	Shadowlawn	350.00	T-03-56-856-810-196	B Redevel Scenic Highlands/KRE 105.107/1.1	R	06/06/25	06/06/25		43549				

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Item Description					Amount	Charge Account	Acct Type Description	Enc Date	Date	Date	Invoice	Excl
HEY01 HEYER GRUEL & ASSOCIATES Continued												
25-00105	01/23/25	2025 municipal planner		Continued								
11	2025	Municipal plaanner	1,582.50	5-01-20-155-000-294		B Legal Services: Other	R	06/11/25	06/11/25		43547	N
			1,932.50									
Vendor Total:			2,472.50									
HOL01 HOLMAN, FRENIA, ALLISON PC												
25-00097	01/17/25	2025 municipal auditors										
7	2025	municipal auditors	10,450.00	5-01-20-135-000-257		B Audit Services: Audit	R	06/10/25	06/10/25		73245	N
Vendor Total:			10,450.00									
HUFNAGEL HUFNAGEL TREE SERVICE												
25-00768	06/12/25	tree trimming										
1		tree trimming	2,000.00	5-01-26-290-000-164		B Streets: Tree Trimming	R	06/12/25	06/12/25		6/12/25	N
Vendor Total:			2,000.00									
IMPAC005 IMPAC												
25-00728	06/03/25	fuel										
1		fuel	5,617.42	5-01-31-460-000-192		B Fuel	R	06/03/25	06/09/25		SQLCD-1086683	N
Vendor Total:			5,617.42									
JASPAN JASPAN												
25-00742	06/06/25											
1		hardware	116.50	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1566170	N
2		screw	15.71	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1570222	N
3		drill bit	1.89	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1570226	N
4		bit drill cobalt	2.69	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		B777515	N
5		black top	179.90	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1571703	N
6		tube cutter	19.87	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1572407	N
7		scrapper, reflective tape	27.37	5-01-26-310-000-181		B B&G: General Hardware - Minor Tools	R	06/11/25	06/11/25		A1572853	N
			363.93									
Vendor Total:			363.93									

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JCPL	JCP & L															
25-00755	06/10/25	151 Navesink Avenue														
1	151 Navesink Avenue	16.94	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95837094469	N							
2	Linden Avenue	10.33	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547937	N							
3	Waterwitch Receptacles	33.83	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547938	N							
4	Waterwitch-Bay Avenue	15.34	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547939	N							
5	Firehouse	649.55	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547940	N							
6	streetscape	64.39	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547943	N							
7	42 Shore Drive	344.24	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547944	N							
8	2 Miller Street	4.27	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95139547945	N							
9	201-203 Bay Avenue	60.90	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95198965184	N							
10	Public Works	89.74	5-01-31-430-000-215	B Electric	R	06/10/25	06/10/25	95248859129	N							
11	40 Shore Drive	3,449.89	5-05-55-502-000-214	B Sewer: Gas & Electric	R	06/10/25	06/10/25	95139547942	N							
12	North St pump station	505.45	5-05-55-502-000-214	B Sewer: Gas & Electric	R	06/10/25	06/10/25	95139547946	N							
		5,244.87														
Vendor Total:		5,244.87														
KEVIN030	KEVIN E. ROAKE															
25-00744	06/09/25	medicare reimbursement-June														
1	medicare reimbursement-June	185.00	5-01-36-472-000-201	B Statutory-Soc Security-Employee Reimburs	R	06/09/25	06/09/25	JUNE 2025	N							
Vendor Total:		185.00														
MARAZ005	MARAZITI FALCON, LLP															
25-00241	02/18/25	2025 CONFLICT ATTORNEY														
4	2025 CONFLICT ATTORNEY	1,387.50	T-03-56-875-000-136	B TRUST: LUB 289 BAY AVE B 81 L 12	R	06/11/25	06/11/25	MAY 2025	N							
Vendor Total:		1,387.50														
MASTE005	MASTER MAINTENANCE OF RED BANK															
25-00734	06/04/25	cleaning of Community Center														
1	cleaning of Community Center	450.00	5-01-26-310-000-178	B B&G: Building Maintenance	R	06/04/25	06/09/25	7111	N							
Vendor Total:		450.00														



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Item Description	Amount	Charge Account	Acct Type Description			Enc Date	Date	Date	Invoice	Excl
NJAMERIC NEW JERSEY AMERICAN WATER										
25-00759 06/10/25 Bay Avenue park										
1 Bay Avenue park	571.52	5-01-31-445-000-219	B Water	R	06/10/25	06/10/25			BAY AVE PARK	N
2 123 Hydrants	8,118.99	5-01-31-463-000-193	B Fire Hydrants	R	06/10/25	06/10/25			123 HYDRANTS	N
	8,690.51									
Vendor Total:	8,690.51									
NEWSY005 NEW SYSTEM HOOD CLEANING										
25-00673 05/20/25 kitchen ventilation										
1 kitchen ventilation	450.00	5-01-25-263-000-201	B Fire Dept: Building and grounds	R	05/20/25	06/09/25			A3960	N
Vendor Total:	450.00									
ONE CALL ONE CALL CONCEPTS, INC.										
25-00758 06/10/25 Mark outs for May 2025										
1 Mark outs for May 2025	98.10	5-05-55-502-000-154	B Sewer: Equipment Maintenance	R	06/10/25	06/10/25			5055087	N
Vendor Total:	98.10									
OTISE005 OTIS ELEVATOR COMPANY										
25-00756 06/10/25 elevator maintenance										
1 elevator maintenance	291.00	5-01-26-310-000-178	B B&G: Building Maintenance	R	06/10/25	06/10/25			100401962052	N
Vendor Total:	291.00									
POORJ005 POOR JOHNS PORTABLE TOILETS										
25-00751 06/10/25 Miller Beach										
1 Miller Beach	195.00	5-01-28-375-000-181	B Parks: Restroom rental	R	06/10/25	06/10/25				N
2 Snug Harbor beach/skate park	320.00	5-01-28-375-000-181	B Parks: Restroom rental	R	06/10/25	06/10/25			21418	N
3 Veterans Park	195.00	5-01-28-375-000-181	B Parks: Restroom rental	R	06/10/25	06/10/25			21413	N
	710.00									
Vendor Total:	710.00									



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POWER POWERHOUSE SIGNWORKS										
	25-00680 05/27/25 Patrol Equipment									
	1 Cut Vinyl Locker Names		25.00	5-01-25-240-000-269	B Police: Patrol Equipment	R	05/27/25	06/09/25	26-052115	N
	Vendor Total:		25.00							
PROCA005 PRO CAP & FBO FIRSTTRUST BANK										
	25-00740 06/06/25 Lien redemption									
	1 Lien redemption		1,921.23	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	06/06/25	06/09/25	B41/L7	N
	2 premium bid		<u>200.00</u>	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	06/06/25	06/09/25	B41/L7	N
			2,121.23							
	25-00772 06/13/25 lien redemption									
	1 lien redemption		1,369.33	T-03-56-851-000-003	B Trust: Redemption O/S Liens	R	06/13/25	06/13/25	B47/L5	N
	2 premium bid		<u>300.00</u>	T-03-56-851-000-001	B Trust: Tax Sale Premiums	R	06/13/25	06/13/25	B47/L5	N
			1,669.33							
	Vendor Total:		3,790.56							
PUMPING PUMPING SERVICES, INC.										
	25-00507 04/15/25 rebuild sewer pump									
	1 rebuild sewer pump		21,693.56	5-05-55-502-000-190	B Sewer: Station Repairs	R	04/15/25	06/10/25	1151671	N
	Vendor Total:		21,693.56							
RICHA055 RICHARD C LEAHY JR.										
	25-00746 06/09/25 COURT JUDGE/COVERING SESSION									
	1 COURT JUDGE/COVERING SESSION		350.00	5-01-43-490-000-294	B Municipal Court: Other	R	06/09/25	06/09/25	6/3/25	N
	Vendor Total:		350.00							
RICOH005 RICOH USA, INC.										
	25-00743 06/06/25 copier lease									
	1 copier lease		367.30	5-01-26-310-000-170	B B&G: Leased Equipment	R	06/06/25	06/09/25	5071472033	N
	Vendor Total:		367.30							

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ROBER060 ROBERTS ENGINEERING GROUP, LLC								
	25-00771 06/13/25 Miscellaneous planning board							
	1 Miscellaneous planning board	198.00	5-01-21-180-000-244	B Mun Land Use Law: Consultants - Engineer R	06/13/25	06/13/25	16599	N
	2 43 Gravelly Point Road	2,075.00	T-03-56-875-000-195	B LUB24-05: McGhee 43 Gravelly B100 L26.43 R	06/13/25	06/13/25	16433	N
	3 9 Fifth Street	97.50	T-03-56-875-000-169	B TRUST: 2022-04: KirshKraft 9Fifth B57 L8 R	06/13/25	06/13/25	16600	N
	4 35 Miller Street	162.50	T-03-56-875-000-211	B 35 miller st 54/13 R	06/13/25	06/13/25	16605	N
	5 181 Bay Avenue	817.00	T-03-56-875-000-210	B LUB25-08 BayAvePropMgmt 181Bay 59/11.01 R	06/13/25	06/13/25	16604	N
	6 125 Bay Avenue	817.00	T-03-56-875-000-209	B LUB25-07 125 Bay Ave B46 L4 R	06/13/25	06/13/25	16603	N
		4,167.00						
	Vendor Total:	4,167.00						
RTLFN005 RTL-FNJ II LLC								
	25-00761 06/10/25 lien redemption							
	1 lien redemption	729.19	T-03-56-851-000-003	B Trust: Redemption O/S Liens R	06/10/25	06/10/25	B108/L2.03	N
	2 premium bid	500.00	T-03-56-851-000-001	B Trust: Tax Sale Premiums R	06/10/25	06/10/25	B108/L2.03	N
		1,229.19						
	Vendor Total:	1,229.19						
RUTGSTAT RUTGERS,THE STATE UNIVERSITY								
	24-01455 11/25/24 Intro to duties of mun. clerk							
	1 Intro to duties of mun. clerk	745.00	4-01-20-100-000-294	B Admin: Other R	11/25/24	06/09/25	84047	N
	Vendor Total:	745.00						
SEABO005 SEABOARD WELDING SUPPLY, INC.								
	25-00752 06/10/25 acetylene/oxygen							
	1 acetylene/oxygen	75.55	5-01-26-310-000-170	B B&G: Leased Equipment R	06/10/25	06/10/25	982088	N
	Vendor Total:	75.55						
SECUR010 SECURITY 101								
	25-00515 04/16/25 Equipment							
	1 DPDT Switch - Interview Room	1,955.52	5-01-25-240-000-295	B Police: Office Equipment/Furniture R	04/16/25	06/12/25	INV68451	N
	Vendor Total:	1,955.52						



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NAYLORS SHORE AUTO SUPPLY, INC.								
	25-00760 06/10/25 fleet pads, rotors							
	1 fleet pads, rotors	527.08	5-01-26-300-000-203	B Mech Garage: Motor Vehicle - Police	R	06/10/25	06/10/25	283241 N
	2 3 year battery warranty	744.10	5-01-26-300-000-203	B Mech Garage: Motor Vehicle - Police	R	06/10/25	06/10/25	283320 N
	3 disc brake pads, rotor	392.54	5-01-26-300-000-201	B Mech Garage: Motor Vehicle - Streets	R	06/10/25	06/10/25	283337 N
	4 johnson electronics	4.67	5-01-26-300-000-201	B Mech Garage: Motor Vehicle - Streets	R	06/10/25	06/10/25	283358 N
	5 disc brake pads and rotors	949.60	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	283929 N
	6 standard rotor, pads	248.75	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	283988 N
	7 windshield washer	21.30	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284045 N
	8 disc brakes rear	82.52	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284185 N
	9 75/140	55.92	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284237 N
	10 battery cleaner	34.49	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284299 N
	11 powerated belt	22.35	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284370 N
	12 powerated belt	16.98	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284839 N
	13 powerated belt	3.05	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284848 N
	14 2 year warranty battery	229.25	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284872 N
	15 powerated belt	14.28	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284882 N
	16 power steering fluid	79.56	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284883 N
	17 fron left/right brakes	376.89	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284936 N
	18 core deposit	130.00	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284970 N
	19 led lights	75.00	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	284985 N
	20 led wok lights	11.95	5-01-26-300-000-294	B Mech Garage: Other	R	06/10/25	06/10/25	285099 N
		3,725.62						
	Vendor Total:	3,725.62						
SPECTROL SPECTROTEL, INC.								
	25-00753 06/10/25 42 Shore Drive							
	1 42 Shore Drive	1,617.46	5-01-31-440-000-213	B Telephone	R	06/10/25	06/10/25	13033884 N
	Vendor Total:	1,617.46						
STATTOXI STATE TOXICOLOGY LABORATORY								
	25-00711 05/30/25 Physicals							
	1 Random Toxicology Testing	90.00	5-01-25-240-000-240	B Police: Physicals	R	05/30/25	06/09/25	12-31-24 N
	Vendor Total:	90.00						



June 13, 2025  
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BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Page No Item 12.

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SUBUR005 SUBURBAN DISPOSAL INC.														
	25-00754	06/10/25	solid waste											
	1	solid waste			43,833.33	5-01-26-306-000-284		B Sanitation Contract: Solid Waste	R	06/10/25	06/10/25		11600	N
	2	tipping fee			16,226.36	5-01-26-309-000-220		B Mon Cty Rec: Tipping Fees	R	06/10/25	06/10/25		11600	N
	3	recycling fee			<u>3,293.60</u>	5-01-26-306-000-283		B Sanitation Contract: Co-Mingled Disposal	R	06/10/25	06/10/25		11600	N
					63,353.29									
	Vendor Total:				63,353.29									
SUREN005 SURENIAN, EDWARDS, BUZAK/NOLAN														
	25-00107	01/23/25	2025 affordable housing attorn											
	5	2025 affordable housing attorn			600.00	5-01-20-155-000-294		B Legal Services: Other	R	01/23/25	06/06/25		APRIL 2025	N
	Vendor Total:				600.00									
TOMSA T.O.M.S.A.														
	25-00735	06/05/25	May 2025											
	1	May 2025			69,943.27	5-05-55-502-000-196		B Sewer: TOMSA	R	06/05/25	06/09/25		MAY 2025	N
	Vendor Total:				69,943.27									
TARGE005 TARGETED TECHNOLOGIES LLC														
	25-00710	05/29/25	Fixrunner service installed											
	1	Fixrunner service installed			763.00	5-01-20-130-000-294		B Finance: Other	R	05/29/25	06/09/25		123471	N
	25-00725	06/02/25	1 SSL/VPN license											
	1	1 SSL/VPN license			50.00	5-01-25-265-000-294		B Uniform Fire: Other	R	06/02/25	06/10/25		123461	N
	Vendor Total:				813.00									
VARAKIYU VARAKIYU ENTERPRISES LLC														
	25-00765	06/11/25	cleaning supplies											
	1	cleaning supplies			585.01	5-01-26-310-000-116		B B&G: Janitorial Supplies	R	06/11/25	06/11/25		3798	N
	2	cleaning supplies			<u>16.45</u>	5-01-26-310-000-116		B B&G: Janitorial Supplies	R	06/11/25	06/11/25		3806	N
					601.46									
	Vendor Total:				601.46									

June 13, 2025  
01:13 PM

BOROUGH OF HIGHLANDS  
Bill List By Vendor Name

Page No Item 12.

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	
VIKIN005 VIKING PEST CONTROL												
25-00748	06/09/25	PEST CONTROL-22 SNUGHARBOR										
1		PEST CONTROL-22 SNUGHARBOR	46.66	5-01-26-310-000-178	B B&G: Building Maintenance	R	06/09/25	06/09/25		902782686	N	
Vendor Total:			46.66									

Total Purchase Orders:	68	Total P.O. Line Items:	132	Total List Amount:	1,134,049.35	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	4-01	745.00	0.00	745.00	0.00	0.00	745.00
	5-01	883,133.66	0.00	883,133.66	0.00	0.00	883,133.66
	5-05	<u>95,933.53</u>	<u>0.00</u>	<u>95,933.53</u>	<u>0.00</u>	<u>0.00</u>	<u>95,933.53</u>
Year Total:		979,067.19	0.00	979,067.19	0.00	0.00	979,067.19
CAPITAL PROJECTS	C-04	142,320.93	0.00	142,320.93	0.00	0.00	142,320.93
	G-02	540.00	0.00	540.00	0.00	0.00	540.00
TRUST NON BUDGET-TWO RIVER	T-03	11,376.23	0.00	11,376.23	0.00	0.00	11,376.23
Total of All Funds:		<u><u>1,134,049.35</u></u>	<u><u>0.00</u></u>	<u><u>1,134,049.35</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>1,134,049.35</u></u>





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-141

### ENDORISING THE HOUSING ELEMENT AND FAIR SHARE PLAN ADOPTED BY THE HIGHLANDS LAND USE BOARD AND ADOPTING THE SPENDING PLAN

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the 1985 New Jersey Fair Housing Act; and

**WHEREAS**, for ease in reference, this resolution shall refer to the Fair Housing Act as amended as "FHA II"; and

**WHEREAS**, FHA II established a procedure by which municipalities can secure approval of a Housing Element and Fair Share Plan ("HEFSP") and

**WHEREAS**, that procedure contemplated that municipalities would adopt a binding resolution by January 31, 2025 committing to a fair share number and filing a declaratory relief action within 48 hours from adoption of the resolution and then filing a HEFSP by June 30, 2025 and filing that plan within 48 hours from adoption of the Plan with the Affordable Housing Dispute Resolution Program (the "Program"); and

**WHEREAS**, FHA gave municipalities immunity from exclusionary zoning litigation, including builder's remedy lawsuits, to any municipality that complied with these procedures; and

**WHEREAS**, in accordance with this statutory procedure, the Borough adopted a binding resolution on January 15, 2025 committing to a Present Need of 0 and Round 4 Prospective Need obligation of 30, subject to applicable adjustments;

**WHEREAS**, in accordance with this statutory procedure, the Borough's Affordable Housing Counsel filed a declaratory relief action within 48 hours from adoption of the binding resolution; and

**WHEREAS**, the Borough requested that its affordable housing planning consultant, Susan Gruel P.P., of Heyer, Gruel, & Associates prepare a HEFSP to address the Borough's affordable housing obligations under FHA II; and

**WHEREAS**, Ms. Gruel, PP, prepared a HEFSP and the Highlands Borough Land Use Board adopted the HEFSP on June 12, 2025, which is attached hereto as Exhibit A; and

**WHEREAS**, Ms. Gruel, PP, also prepared a Spending Plan, which shows how much money the Borough has in its affordable housing trust fund; how much it anticipates receiving by June 30, 2035 and how it plans to spend trust fund money in accordance with FHA II and applicable law; and

**WHEREAS**, the Highlands Borough Land Use Board adopted the Spending Plan on June 12, 2025, which is attached hereto as Exhibit B; and

**WHEREAS**, in accordance with the procedure established by FHA II, the Borough's Affordable Housing Counsel filed the duly adopted HEFSP with the Program created within 48 hours from adoption; and

**WHEREAS**, the Borough's Affordable Housing Counsel also filed the Spending Plan with the Program created within 48 hours from adoption; and

**WHEREAS**, the Borough Council now wishes to endorse the HEFSP adopted by the Highlands Land Use Board and seek approval of the HEFSP by the Program and Court; and

**WHEREAS**, the Borough Council also wishes to adopt the Spending Plan adopted by the Highlands Land Use Board and seek approval of same.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Highlands, County of Monmouth, State of New Jersey, as follows:

1. The Borough Council hereby endorses the HEFSP previously adopted by the Highlands Land Use Board and attached hereto as Exhibit A.
2. The Borough Council hereby adopts the Spending Plan previously adopted by the Highlands Land Use Board and attached hereto as Exhibit B.
3. The Borough Council hereby directs the Borough's Affordable Housing Counsel to (a) file this resolution with the Program, along with any additional documents the professionals deem necessary or desirable; and (b) seek a Compliance Certification from the Program or Vicinage area judge as may be appropriate formally approving the Plan.
4. The Borough reserves the right to further amend the HEFSP and Spending Plan attached hereto, should that be necessary.

Motion to Approve R 25-141:

	INTRODUCE	SECOND	AYE	NAY	RECUSE	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: June 18, 2025

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## LAND USE BOARD RESOLUTION 2025-19

### ADOPTING A HOUSING ELEMENT AND FAIR SHARE PLAN FOR ROUND FOUR

**WHEREAS**, the Borough of Highlands (hereinafter the "Borough" or "Highlands") has a demonstrated history of voluntary compliance as evidenced by the entry of a Judgment of Repose, dated May 22, 2020, approving the Borough's Housing Element and Fair Share Plan for Round 3; Third Round record; and

**WHEREAS**, in March of 2024, Governor Murphy signed an amendment to the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.; and

**WHEREAS**, for ease in reference, this resolution shall refer to the Fair Housing Act as amended as "FHA II"; and

**WHEREAS**, FHA II established a procedure by which municipalities can secure approval of a Housing Element and Fair Share Plan and secure immunity from exclusionary zoning litigation, including builder's remedy litigation, in the process; and

**WHEREAS**, that procedure contemplated that municipalities would adopt a resolution by January 31, 2025 committing to a fair share number and filing a declaratory relief action within 48 hours from adoption of the resolution and then filing a Housing Element and Fair Share Plan by June 30, 2025 and filing that plan within 48 hours from adoption with the Affordable Housing Dispute Resolution Program (the "Program"); and

**WHEREAS**, the Borough adopted a resolution by January 31, 2025 committing to a fair share number and filed a declaratory relief action within 48 hours from adoption of that resolution; and

**WHEREAS**, the Borough asked its affordable housing planning consultant, Susan Gruel P.P., of Heyer Gruel Associates, to prepare a Housing Element and Fair Share Plan (hereinafter "HEFSP") to address the Borough's affordable housing obligations under FHA II; and

**WHEREAS**, the Borough now wishes for the Highlands Land Use Board to consider adopting the HEFSP prepared by Ms. Gruel, P.P. and the file the duly adopted HEFSP with the Program within 48 hours; and

**WHEREAS**, Susan Gruel P.P., also prepared a Spending Plan, which shows how much money the Borough has in its affordable housing trust fund; how much it anticipates receiving by June 30, 2035 and how it plans to spend trust fund money in accordance with FHA II and applicable law and

**WHEREAS**, in accordance with the provisions of N.J.S.A. 40:55D-13 of the MLUL, the Land Use Board scheduled a public hearing on the HEFSP for June 12 at 7:00 p.m. at Municipal Building, 151 Navesink Ave Highlands, New Jersey 07732; and



**WHEREAS**, in accordance with the provisions of N.J.S.A. 40:55D-13 of the MLUL, the Land Use Board published a notice of this public hearing in the Borough's official newspaper at least ten days before the scheduled date for the public hearing and served a copy of this notice upon the clerks of all municipalities adjoining the Borough, upon the clerk of the County Land Use Board, and upon the New Jersey Office of Planning Advocacy; and

**WHEREAS**, a copy of the HEFSP and the Spending Plan was placed on file with the Land Use Board Secretary and was available for public review at least ten days before the scheduled date for the public hearing; and

**WHEREAS**, upon notice duly provided pursuant to N.J.S.A. 40:55D-13, the Land Use Board held a public hearing on the Housing Element and Fair Share Plan on June 12, 2025; and

**WHEREAS**, at the public hearing, Susan Gruel, PP, AICP provided professional planning testimony regarding the HEFSP and the Spending Plan; and the Board provided members of the public with the opportunity to provide their comments about the HEFSP and the Spending Plan.

**WHEREAS**, the Land Use Board determined that the attached HEFSP is consistent with the goals and objectives of the current Master Plan of the Borough of Highlands, and that adoption and implementation of the plan is in the public interest and protects public health and safety and promotes the general welfare.


**WHEREAS**, the Land Use Board determined that the Spending Plan represents an appropriate means of advancing the HEFSP.

**NOW, THEREFORE, BE IT RESOLVED** by the Land Use Board of Highlands, County of Monmouth, State of New Jersey, that the Land Use Board hereby adopts the HEFSP and Spending Plan attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Land Use Board hereby directs the affordable housing attorney for Highlands Borough to file the duly adopted HEFSP and Spending Plan with the Program.

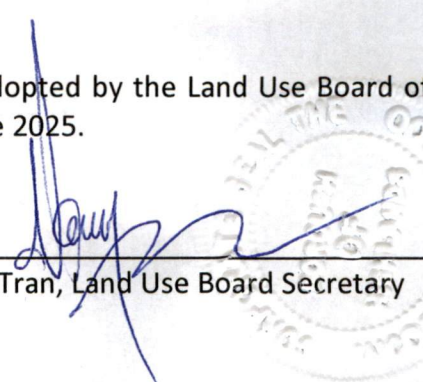
**BE IT FURTHER RESOLVED** by the Land Use Board hereby directs the affordable housing attorney for Highlands Borough to present the duly adopted HEFSP to the Borough for endorsement and to present the Spending Plan to the Borough for adoption.


**BE IT FURTHER RESOLVED** that Affordable Housing Counsel is authorized to pursue approval of the HEFSP and Spending Plan and to submit such additional documents as may be necessary or desirable in an effort to secure such approval.

  
\_\_\_\_\_  
Robert Knox, Land Use Board Chair

**CERTIFICATION**

I certify that the foregoing Resolution was duly adopted by the Land Use Board of the Highlands at a regular meeting held on the 12<sup>th</sup> day of June 2025.

  
\_\_\_\_\_  
Nancy Tran, Land Use Board Secretary





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-142

### APPROVING RENEWAL OF LIQUOR LICENSES FOR THE 2025-2026 TERM

**WHEREAS**, renewal applications have been filed or submitted through POSSE ABC portal as directed by the ABC; and,

**WHEREAS**, the submitted, renewal applications have been accepted via POSSE ABC, the Municipal Fees have been paid, and a Tax Clearance Certificate has been received for the following licensees; and,

**WHEREAS**, the applicants are qualified to be licensed per standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, and pertinent Borough Ordinances; and

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the renewal of the following Liquor Licenses for the 2025-2026 license term be and are hereby authorized:

License Number	Licensee	Establishment
1317-33-006-005	Harbor Pointe Yacht Club LLC	Inactive
1317-33-007-004	Inlet Café Inc	Active
1317-32-009-008	Grala LLC	Active
1317-33-010-012	181 Hospitality LLC	Inactive
1317-33-016-004	Filip Enterprises Inc	Inactive
1317-33-017-007	Highlands Brewery LLC	Inactive
1317-33-022-011	M & D Inc	Active
1317-33-024-018	La Bise LLC	Active
1317-33-030-011	Et Al Fine Food & Events Inc	Active

Motion to Approve R 25-142:

	INTRODUCE	SECOND	AYE	NAY	RECUSE	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: June 18, 2025

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





BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-143

### APPROVING RENEWAL OF LIQUOR LICENSE 1317-33-008-005 FOR THE 2025-2026 TERM

**WHEREAS**, renewal application has been filed or submitted through POSSE ABC portal as directed by the ABC; and,

**WHEREAS**, the submitted, renewal application has been accepted via POSSE ABC, the Municipal Fees has been paid, and a Tax Clearance Certificate has been received for the following licensee; and,

**WHEREAS**, the applicant is qualified to be licensed per standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, and pertinent Borough Ordinances; and

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the renewal of the following Liquor License for the 2025-2026 license term be and are hereby authorized:

License Number	Licensee	Establishment
1317-33-008-006	Seastreak LLC	Active

Motion to Approve R 25-143:

	INTRODUCE	SECOND	AYE	NAY	RECUSE	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: June 18, 2025

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-144

### AMENDING RESOLUTION 25-127 ENTITLED APPROVING RENEWAL OF LIQUOR LICENSES FOR THE 2025-2026 TERM AS PERTAINS TO LIQUOR LICENSE NO. 1317-33-003

**WHEREAS**, Resolution 25-127 approved the renewal of Liquor License No. 1317-33-003-008 for Claddagh of Highlands LLC, for the 2025-2026 term and was passed by the Borough of Highlands on June 4, 2025; and

**WHEREAS**, the Borough of Highlands later approved an application for a Person-to-Person Transfer of Liquor License 1317-33-003-008 from Claddagh of Highlands LLC to Nichole Caruso by way of Resolution 25-129 on June 4, 2025; and

**WHEREAS**, it was the intention of the Borough of Highlands to approve Liquor License No. 1317-33-003-009 for the current Licensee, Nichole Caruso, rather than former licensee, Claddagh of Highlands LLC in Resolution 25-127.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Highlands hereby amends Resolution 25-127 to reflect that the approval of Liquor License No. 1317-33-003-009 is for Licensee Nichole Caruso for the 2025-2026 term.

Motion to Approve R 25-144:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	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: June 18, 2025

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



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 25-145

### REAPPOINTING NANCY TRAN TO SERVE IN THE POSITION OF MUNICIPAL CLERK AND REGISTRAR

**WHEREAS**, pursuant to N.J.S.A. 40A:9-133(a), in every municipality there shall be a Municipal Clerk appointed by the governing body of the municipality; and

**WHEREAS**, pursuant to N.J.S.A. 26:8-11(c), the governing body of each registration district shall also appoint a Local Registrar; and

**WHEREAS**, pursuant to N.J.S.A. 26:8-13, if the Local Registrar is the Municipal Clerk, the term of office of Local Registrar shall be concurrent with the term of Office of Municipal Clerk; and

**WHEREAS**, by way of Resolution 22-153 duly adopted on June 15, 2022, Nancy Tran was appointed to serve in the position of Municipal Clerk for a three (3) year term effective June 15, 2022; and

**WHEREAS**, by way of Resolution 22-184, duly adopted on August 16, 2023, Nancy Tran was appointed to serve as Registrar for a term concurrent with the term of office as Municipal Clerk; and

**WHEREAS**, N.J.S.A. 40A:9-133.7 provides that a Municipal Clerk possessing a Registered Municipal Clerk Certificate, having served and performed all of the statutory duties of said office for not less than three (3) consecutive years immediately prior to such reappointment shall upon reappointment hold office during good behavior and efficiency; and

**WHEREAS**, Nancy Tran has served as the Municipal Clerk for three (3) years and meets all of the statutory requirements for the position; and

**WHEREAS**, there exists a need for the reappointment of a Municipal Clerk and Local Registrar for the Borough of Highlands, as mandated by the statutory law described herein, for the purpose of providing the Borough with the duties, tasks and services proscribed at N.J.S.A. 40A:9-133(e)(1)-(7) and N.J.S.A. 26:8-25; and

**WHEREAS**, the governing body of the Borough of Highlands wishes to reappoint Nancy Tran, to serve as the Municipal Clerk as well as the Registrar.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Nancy Tran, be and is hereby reappointed to serve as Municipal Clerk of the Borough of Highlands.



**BE IT FURTHER RESOLVED**, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Nancy Tran, be and is hereby reappointed to serve as Registrar for a term of office concurrent with her term of office as Municipal Clerk.

Motion to Approve R 25-145:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: June 18, 2025

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Nancy Tran, Municipal Clerk  
Borough of Highlands