



Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
February 16, 2022– Meeting Minutes

MEETING: Meeting came to order at 7:00 PM

MEETING STATEMENT: The following public meetings statement was read.

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2022. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Cervantes, Councilmember Chelak, Councilmember Melnyk, Councilmember Olszewski, and Mayor Broullon were all Present.

Absent: None

Also in attendance were Acting Administrator Spencer Carpenter, Borough Attorney Andrew Ball, Esq., Municipal Engineer Bennett Matlack, CFO Pat DeBlasio, and Acting Borough Clerk Nancy Tran.

APPROVAL OF MINUTES:

January 19, 2022 Regular Meeting Minutes

Motion: Olszewski

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Abstain: None

Absent: None

January 19, 2022 Executive Session Minutes

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Abstain: None

Absent: None

February 2, 2022 Regular Meeting Minutes

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Abstain: None

Absent: None

INTRODUCTION OF PROPOSED ORDINANCES:

O-22-05 Ordinance Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities

Motion: Mayor Broullon to pass on first reading

Second: Chelak

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Absent: None

Acting Borough Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on March 2, 2022.

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RESOLUTIONS:

RESOLUTION 22-066

**RESOLUTION AUTHORIZING EXECUTION OF A MUNICIPAL SERVICES AGREEMENT TWIN LIGHTS
TERRACE CONDOMINIUM ASSOCIATION**

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

WHEREAS, Twin Lights Terrace Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

WHEREAS, the Borough and Twin Lights Terrace Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2022, to reimburse the Twin Lights Terrace Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement and wishes to enter into such an Agreement with Twin Lights Terrace Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2022.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Olszewski, Mayor Broullon

Nays:

Abstain: Melnyk

Absent: None

RESOLUTION 22-067

**RESOLUTION EXTENDING THE REVISED EMERGENCY TEMPORARY APPROVAL PROCESS FOR
OUTDOOR DINING AND/OR BUSINESS OPERATIONS DUE TO THE COVID-19 PANDEMIC**

WHEREAS, by Resolution 21-77 adopted on March 17, 2021, the Borough of Highlands approved the revised emergency temporary approval process for outdoor dining and/or business operations due to the COVID-19 pandemic; and

WHEREAS, by Resolution 20-145 adopted on June 3, 2020, the Borough of Highlands approved the creation and administration of an emergency temporary approval process for outdoor dining and/or business operations due to the COVID-19 pandemic; and

WHEREAS, the Borough of Highlands wishes to extend all previous temporary approvals until November 30, 2022; and

WHEREAS, the Borough of Highlands wishes to update said approval process for outdoor dining for restaurants with an active mercantile license that do not currently have approved outdoor dining, or wish to expand already approved outdoor dining; and

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WHEREAS, restaurants continue to be required to follow social distancing guidelines, including ensuring that patrons remain appropriate distances while dining, limiting restaurant capacity to a certain percentage of allowable patrons, allowing outdoor dining among other possible changes in operations; and

WHEREAS, the Borough of Highlands recognizes that restaurants and businesses are critical to the vibrancy of the Borough and to ensure that our local restaurants remain successful, the governing body has provided opportunities to quickly and easily expand to outdoor dining space to promote compliance with the Governor's orders and guidance by the Centers for Disease Control and State of New Jersey and Monmouth County Health Departments.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands that all previous approvals for temporary outdoor dining and/or business operations are hereby extended until November 30, 2022; and

BE IT FURTHER RESOLVED, by the governing body of the Borough of Highlands that the following process must be followed for approval for temporary outdoor dining and/or business operations due to the COVID-19 pandemic, through November 30, 2022, as follows:

1. The governing body authorizes the OEM Coordinator and Deputy OEM Coordinator to implement an abbreviated and emergency application process to allow businesses, at no cost, to quickly, safely and efficiently utilize outdoor areas to conduct operations consistent with the Executive Orders imposed upon those businesses.

2. The process for the abbreviated application will result in an approval by the OEM Coordinator of a temporary and emergency permission to conduct the required operations outdoors, in parking areas, grassed areas and drives, so long as they are consistent with the safety of the public and all patrons, and any promulgated executive order.

3. The OEM Coordinator and/or Deputy OEM Coordinator shall consult with the Police Chief, Fire Marshal and Health Department when applicable to ensure consistency with his/her determination of safety.

4. The Borough Clerk is authorized, upon consultation with the Police Chief, Fire Marshal, and Health Department when applicable to approve expansion of premises applications through the State's system when consistent with current regulations and orders of the ABC.

5. The following guidelines must be followed by all applicants who apply for outdoor dining and/or business operations:

- a. Submission of a completed application form (to be provided on the Borough website) and diagram to the OEM Coordinator and Deputy OEM Coordinator of the outdoor seating with measurements.
- b. The business and patrons shall comply with all applicable social distancing requirements.
- c. Outdoor dining must cease at 9pm from Sunday through Thursday, and 10pm on Friday and Saturday.
- d. If seating will be utilized after dark, temporary lighting is required to be furnished by the applicant/licensee if the existing lighting is inadequate.
- e. If the seating is located within a parking lot, safety bollards or similar protection must be provided, all handicapped parking spaces must be maintained, and sufficient general parking must remain.
- f. It is the responsibility of the applicant to verify that its liquor license permits the serving of alcoholic beverages in the proposed outdoor premises, and if not, to receive approval for said premises from the Division of Alcoholic Beverage Control prior to service of alcoholic beverages.

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- g. If the outdoor dining is proposed within the public rights of way or public property, including sidewalks, streets and municipal parking lots, the Borough of Highlands must be named as an additional insured on the applicant's liability insurance policy in an amount which contains liability limits of at least \$1 million per occurrence and the applicant must enter an indemnification agreement holding the Borough harmless from any accidents or injuries that occur on the premises. Additionally, all such applications within the public rights of way or public property must preserve sufficient access to comply with the requirements of the Americans with Disabilities Act.
- h. Applications including open-air tents or tables with umbrellas shall be considered as long as all other requirements are met.
- i. The Borough shall consider applications seeking outdoor seating on nearby property not owned by the applicant as long as the applicant submits a written agreement between the applicant and the property owner to allow such use on the property in question.
- j. All proposed outdoor dining and/or business operations must not impede emergency access in any way.

BE IT FURTHER RESOLVED that the governing body of the Borough of Highlands does hereby affirm its approval of the outdoor dining provisions, subject to the conditions above, to become effective upon adoption of this Resolution and expiring on November 30, 2022.

BE IT FURTHER RESOLVED, that a copy of this Resolution, certified by the Borough Clerk, to be a true copy, to be forwarded to each of the following:

- 1. Borough Chief of Police.
- 2. Borough Health Department.
- 3. Borough Fire Marshall.
- 4. Borough OEM Coordinator

Motion: Mayor Broullon

Second: Melnyk

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: Cervantes

Absent: None

RESOLUTION 22-068

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2022 TEMPORARY BUDGET

WHEREAS, The Revised Statutes of New Jersey N.J.S. 40A:4-20 provides for the adoption of emergency temporary appropriations in addition to temporary appropriations necessary for the period between the beginning of the current fiscal year and the date of the adoption of the Local Budget for the Year 2022.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following amendments to the temporary appropriations be made in the amounts and for the purposes herein set forth for the period between January 1st, 2022, and the adoption of the Local budget for the Borough of Highlands, County of Monmouth and State of New Jersey for the Year 2022.

Department	Salaries	Other Expenses	Total
General Government:			
Mayor and Borough Council	\$ 0.00	\$ 5,150.00	\$ 5,150.00
Borough Clerk	\$ 24,500.00	\$ 9,875.00	\$ 34,375.00
Borough Administrator	\$ 35,000.00	\$ 1,075.00	\$ 36,075.00
Central Services	\$ 5,000.00	\$ 8,500.00	\$ 13,500.00
Financial Administration	\$ 38,500.00	\$ 4,500.00	\$ 43,000.00

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Grants Writer	\$ 0.00	\$ 3,000.00	\$ 3,000.00
Audit	\$ 0.00	\$ 11,750.00	\$ 11,750.00
Assessment of Taxes	\$ 9,500.00	\$ 11,125.00	\$ 20,625.00
Collection of Taxes	\$ 30,500.00	\$ 2,750.00	\$ 33,250.00
Legal Services	\$ 0.00	\$ 76,250.00	\$ 76,250.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Engineering Services	\$ 0.00	\$ 63,750.00	\$ 63,750.00
Public Buildings & Grounds	\$ 16,750.00	\$ 24,750.00	\$ 41,500.00
Municipal Land Use Law	\$ 2,500.00	\$ 14,637.50	\$ 17,137.50
Master Plan	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Insurance:			
Group Insurance	\$ 0.00	\$ 300,000.00	\$ 300,000.00
Group Insurance Stipend	\$ 8,750.00	0.00	\$ 8,750.00
General Liability	\$ 0.00	\$ 100,000.00	\$ 100,000.00
Workers' Compensation	\$ 0.00	\$ 100,000.00	\$ 100,000.00
Flood Insurance	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Public Safety:			
Fire	\$ 0.00	\$ 22,702.50	\$ 22,702.50
Police	\$ 470,000.00	\$ 40,375.00	\$ 510,375.00
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00
First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$.00	\$ 0.00
Emergency Management	\$ 1,025.00	\$ 6,250.00	\$ 7,275.00
School Crossing Guards	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00
Municipal Court	\$ 4,250.00	\$ 1,850.00	\$ 6,100.00
Public Defender	\$ 500.00	\$ 0.00	\$ 500.00
Streets and Roads:			
Road Repair & Maintenance	\$ 75,000.00	\$ 22,262.50	\$ 97,262.50
Snow Removal	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
Health and Welfare:			
Regional Health Commission	\$ 0.00	\$ 0.00	\$ 0.00
Dog Control	\$ 0.00	\$ 5,500.00	\$ 5,500.00
Substance Abuse Program	\$ 0.00	\$ 750.00	\$ 750.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Recreation and Education:			
Beachfront Maintenance	\$ 1,250.00	\$ 2,400.00	\$ 3,650.00
Parks & Playgrounds	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Public Events	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Community Center	\$ 30,000.00	\$ 7,925.00	\$ 37,925.00
Zoning		\$ 5,875.00	\$ 5,875.00
Uniform Fire Safety Act	\$ 10,750.00	\$ 1,840.00	\$ 12,590.00
Code Enforcement Officer	\$ 18,750.00	\$ 2,750.00	\$ 21,500.00
Code – Substandard Housing	\$ 0.00	\$ 6,250.00	\$ 6,250.00
Sanitation	\$ 3,750.00	\$ 11,000.00	\$ 14,750.00
Sanitation- Contractual Service	\$ 0.00	\$ 93,750.00	\$ 93,750.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Mechanical Garage	\$ 0.00	\$ 4,000.00	\$ 4,000.00
Condominium Services	\$ 0.00	\$ 9,125.00	\$ 9,125.00
Construction Code Official	\$.00	\$.00	\$.00

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Accumulated Leave	\$ 6,250.00	\$ 0.00	\$ 6,250.00
Utilities:			
Electricity	\$ 0.00	\$ 16,500.00	\$ 16,500.00
Street Lighting	\$ 0.00	\$ 14,250.00	\$ 14,250.00
Telephone	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Water	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Gasoline-Fuel	\$ 0.00	\$ 16,250.00	\$ 16,250.00
Natural Gas	\$ 0.00	\$ 3,750.00	\$ 3,750.00
Telecommunications	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Fire Hydrants	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Deferred Charges:			
PERS	\$ 0.00	\$ 92,270.75	\$ 92,270.75
Social Security System	\$ 0.00	\$ 37,500.00	\$ 37,500.00
PFRS	\$ 0.00	\$ 316,155.00	\$ 316,155.00
DCRP	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
TOTAL INSIDE "CAP"	\$ 810,025.00	\$ 1,619,018.25	\$ 2,429,043.25
"OUTSIDE CAPS"			
Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00
LOSAP	\$ 0.00	\$ 18,750.00	\$ 18,750.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Interlocal:			
EMS/JFK Medical Services		\$ 30,000.00	\$ 30,000.00
Atlantic Highlands: Garage	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Atlantic Highlands Mun. Court	\$ 0.00	\$ 21,250.00	\$ 21,250.00
Middletown Township:			
UCC Construction	\$ 0.00	\$ 52,500.00	\$ 52,500.00
Sea Bright Lifeguards	\$ 0.00	\$ 12,500.00	\$ 12,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
Grants:			
Alliance Grant	\$ 0.00	\$ 2,125.00	\$ 2,125.00
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 224,122.50	\$ 224,122.50
SUB TOTAL APPROPRIATIONS	\$ 810,025.00	\$ 1,819,768.25	\$ 2,629,793.25
Statutory Additions:			
Capital Improvement Fund		\$ 50,000.00	\$ 50,000.00
TOTAL	\$ 810,025.00	\$ 1,869,768.25	\$ 2,679,793.25
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 26,750.00	\$ 258,000.00	\$ 284,750.00
Group Insurance		\$ 7,250.00	\$ 7,250.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,000.00	\$ 2,000.00
Sub Total	\$ 26,750.00	\$ 279,328.13	\$ 306,078.13

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Statutory Additions:			
Payment of Bond Principal		\$ 0.00	\$ 0.00
Interest on Bonds		\$ 0.00	\$ 0.00
Principal/Interest on Notes/Loans		\$ 0.00	\$ 0.00
Total Statutory Additions	\$ 0.00	\$ 0.00	\$ 0.00
Total Sewer Utility Budget	\$ 26,750.00	\$ 279,328.13	\$ 306,078.13

Prior to her vote, Councilmember Chelak asked some questions regarding Health and Welfare items and asked for clarification for some acronyms. Mayor Broullon and Mr. DeBlasio answered.

Motion: Olszewski

Second: Mayor Broullon

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 22-069

RESOLUTION AUTHORIZING SALE BY PUBLIC AUCTION OF MUNICIPALLY OWNED PROPERTY

WHEREAS, the Borough of Highlands is the owner of certain surplus property which it no longer needs for public use; and,

WHEREAS, the Borough is desirous of selling said surplus property in an "AS IS, WHERE IS, HOW IS" condition without express or implied warranties.

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

1. Terms shall be set forth in the required advertisement;
2. The Borough of Highlands reserves the right to reject all bids where the highest bid is not acceptable and reserves the right to reject the highest bidder;
3. Everything is sold "AS IS, WHERE IS, HOW IS". The Borough makes no representation of condition or performance of any equipment and provides no implied or expressed warranty or guarantee of operation on any equipment. There is no recourse through the Borough subsequent to sale;
4. The successful bidder must make a payment of 100% of the bid price, which shall be paid in full at time of bid;
5. The successful bidder must remove item(s) within 10 days between the hours of 8am and 2pm. Items not removed will be discarded by the Director of Public Works.
6. A list of the surplus property to be sold is attached as Exhibit A.

BE IT FURTHER RESOLVED, that municipal property shall be exposed to public sale to the highest bidder by online auction at www.usgovbid.com beginning March 5, 2022 at 9:00am and ending March 14, 2022 at 7:00pm. Inspections prior to the auction are to be scheduled with the Highlands Public Works Supervisor located at 42 Shore Drive, New Jersey 07732.

BE IT FURTHER RESOLVED, US Gov Bid is an approved vendor by the state to provide online auction services for the sale of surplus personal property by a municipality and is hereby authorized to conduct this auction.

BE IT FURTHER RESOLVED, the Borough Clerk is hereby directed to publish notice as required by law.

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EXHIBIT A - AUCTION LIST

Vehicle	Vehicle Identification #	Year	Mileage	Condition	Title	Notes
Ford Van	1FDWE 35P04 H8122 37		2004 Unknown	Questionable	Yes	
Toyota Rav	JTM8D 33V18 60740 73		2008 Unknown	Questionable	Yes	
Chevy Tahoe	1GNEX 13R2X J4302 22		1999 Unknown	Questionable	Yes	
Dodge Ram	2B7XB 31Z55 KS657 66		1995 Unknown	Questionable	Yes	
Ford 350 Dump	1FDWF 37P44 EA839 52		2003 Unknown	Questionable	Yes	With Flw
Dodge Durango	1D8H9 38N58 F1484 13		2008 Unknown	Questionable	Yes	
AMG Military Truck	50213 4		1993 Unknown	Questionable	Yes	Missing both front wheels
Equipment	Serial Number	Quantity	Hours	Condition		
Ariens Snowblower		189579	1 Unknown	Questionable		
Ariens Snowblower			1 Unknown	Questionable		
Snowflake Snowblower	16450002958		1 Unknown	Questionable		
Toro Lawnmower		313012703	1 Unknown	Questionable		
Toro Lawnmower		313005936	1 Unknown	Questionable		
Husky Lawnmower	1197685A201246		1 Unknown	Questionable		
Homeite K-12 Saw	HK218C054		1 Unknown	Questionable		
Little Wander Edger	99C0611YB		1 Unknown	Questionable		
Stihl Weedwackers	FS90R		2 Unknown	Questionable		
Stihl Pole-saw	HT707		1 Unknown	Questionable		
Briggs & Stratton Pump		192432	1 Unknown	Questionable		
Titan Speedo Paint Sprayer		29005	1 Unknown	Questionable		
Echo MS-401 Sprayer			1 Unknown	Questionable		
Miscellaneous Stihl Parts			n/a	Questionable		
Giant Vac Blower			Unknown	Questionable		
Skate Park Half Pipe						
Skate Park Pyramid with Rail						
Skate Park Quarter Pipe with Side Rail						
Skate Park Mini Quarter Pipe (Single)						
Skate Park Mini Quarter Pipe (Single)						
Skate Park Quarter Pipe (Triple Wide)						
Skate Park Bank with Platform						
Skate Park Back to Back Quarter Pipe						
Skate Park Double Launch Box						
Pool Table						
HP450N Printer	USQC055688		1 Unknown	Unknown		Buyer responsible for removal
Sentry Speed Sign	1225683		1 Unknown	Unknown		
HP Compaq LE1911 Monitor	CNC2450669		1 Unknown	Unknown		
HP Compaq LE1911 Monitor	CNC122N5PN		1 Unknown	Unknown		
HP Compaq LE1911 Monitor	CNC2150H89		1 Unknown	Unknown		
HP Compaq LE1911 Monitor	CNC2122N5PP		1 Unknown	Unknown		
HP Compaq LE1911 Monitor	CNC245013J		1 Unknown	Unknown		
HP LaserJet 4250N Printer	CNGXD82761		1 Unknown	Unknown		
Sony CD/DVD Player	7411492		1 Unknown	Unknown		
Dell Monitor	CN-Q36642-71618-55N-AHGQ		1 Unknown	Unknown		
Equipment	Serial Number	Quantity	Hours	Condition		
Dell Monitor	CN-DRNMIH6-74445-9CH-BGAS		1 Unknown	Unknown		
Tyco Electronics Monitor	G123008192		1 Unknown	Unknown		
Asus Computer Monitor	EALMTF032303		1 Unknown	Unknown		
Dell Computer Keyboard	CN-ODJ331-71616-98N-OWTY		1 Unknown	Unknown		
HP Computer Keyboard	BDMGH0CHH83CR		1 Unknown	Unknown		
HP Computer Keyboard	BAUHP01GA053L6		1 Unknown	Unknown		
Kensington Computer Keyboard	C09118005853		1 Unknown	Unknown		
HP Computer Keyboard	BAUHP0MCP2RGB5		1 Unknown	Unknown		
HP Computer Keyboard	BAUHP0MCP2REYG		1 Unknown	Unknown		
HP Computer Keyboard	BEXHP0AWY8ZBQU		1 Unknown	Unknown		
(4) Computer Mouses			1 Unknown	Unknown		
Zetron Radio Console w/accessories	SK191261		1 Unknown	Unknown		
Lexmark Printer (T650A11A)	793T1T3		1 Unknown	Unknown		
Sony Trinitron TV	4047687		1 Unknown	Unknown		
Toshiba Telephone	145M019723		1 Unknown	Unknown		
Toshiba Telephone	145M020364		1 Unknown	Unknown		
Toshiba Telephone	145M019405		1 Unknown	Unknown		
Toshiba Telephone	145M019947		1 Unknown	Unknown		
IdentikID Fingerprint Scanner	ABW989-011316		1 Unknown	Unknown		
Polaroid ID Printer (P4000E)	V90191		1 Unknown	Unknown		
Canon Powershot SX100 w/mail mount	5128261837		1 Unknown	Unknown		
Streamlight Survivor LED Flashlight w/charger	7120423652		1 Unknown	Unknown		
Fire Vulcan LED Flashlight w/shoulder strap	102248		1 Unknown	Unknown		
Nite Tracker Flashlight w/shoulder strap	23552		1 Unknown	Unknown		
Nite Tracker Flashlight w/shoulder strap	23553		1 Unknown	Unknown		
Sansui VCR/DVD Dual Recorder	SR066130948021		1 Unknown	Unknown		
Allsteel Computer Table	3VZT7E		1 Unknown	Unknown		
Server Mount	Part #69Y1365		1 Unknown	Unknown		
Server Mount	Part #718214-002		1 Unknown	Unknown		
Horizon Marine Radio	27U220092		1 Unknown	Unknown		
Chevy Tahoe/Suburban Rear Floor Mat (Black)			1 Unknown	Unknown		
Motorola HT Series Accessory Kit			8 Unknown	Unknown		
Fire Vulcan LED Flashlight w/shoulder strap	102249		1 Unknown	Unknown		
Fire Vulcan LED Flashlight w/shoulder strap	103035		1 Unknown	Unknown		
Dodge Charger Tail Lamps			2 Unknown	Unknown		
Imares Adaptive Radio Charger Bank	2276MXN01021D		1 Unknown	Unknown		
Impres Adaptive Radio Charger Bank	2276MXN01020Z		1 Unknown	Unknown		
Motorola Radio Microphones			8 Unknown	Unknown		
Havis Car Consoles			2 Unknown	Unknown		
Dodge Charger Rear Lights			1 Unknown	Unknown		
Motorola HT1250 Portable Radio	008TJG0114		1 Unknown	Unknown		
Motorola HT1250 Portable Radio	008TNU0250		1 Unknown	Unknown		
Motorola HT1250 Portable Radio	008TLL1257		1 Unknown	Unknown		
Motorola HT1250 Portable Radio	003TDQC641		1 Unknown	Unknown		

EXHIBIT A - AUCTION LIST (cont.)

Equipment	Serial Number	Quantity	Hours	Condition
Motorola HT1250 Portable Radio	003TKW0959	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TKU0352	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TGC4933	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TLL1254	1	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	006TKG0773	1	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	003TKU0349	1	Unknown	Unknown
Motorola HT1250 Portable w/charger	003TDQ0630	1	Unknown	Unknown
Motorola HT1000 Portable w/microphone	402TFC09412	1	Unknown	Unknown
Motorola HT1250 Batteries		5	Unknown	Unknown
Motorola Car Radio Microphones		7	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TTR8826	1	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TTR8593	1	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TTR8895	1	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TTR8819	1	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TST7649	1	Unknown	Unknown
Motorola XPR3500E Radio w/charger	867TRZ3789	1	Unknown	Unknown
Motorola Radio Microphones		11	Unknown	Unknown
Motorola Portable Radio Batteries		7	Unknown	Unknown
Motorola Portable Radio Chargers		4	Unknown	Unknown
Motorola HT1250 Portable Radio	003TDQ0639	1	Unknown	Unknown
Motorola Portable Radio Chargers		2	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	003TKY0211	1	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	003TKY0209	1	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	003TKY0208	1	Unknown	Unknown
Motorola HT1250 Portable w/charger & mic	003TLL1243	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TCY2829	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TDQ0619	1	Unknown	Unknown
Motorola HT1250 Portable Radio	003TDQ0601	1	Unknown	Unknown

EXHIBIT A - AUCTION LIST (cont.)

Motion: Mayor Broullon
Second: Chelak
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 22-070
RESOLUTION AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated February 11, 2022, which totals as follows:

Current Fund	\$1,181,526.49
Sewer Account	\$ 1,449.85
Capital Fund	\$ 25,573.04
Trust-Other	\$ 4,783.82
Federal/State Grants	\$ 3,081.87
Total	\$1,216,415.07

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$1,216,415.07** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Motion: Chelak
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays:
Abstain: None
Absent: None

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RESOLUTION 22-071

RESOLUTION APPOINTING NANCY TRAN TO SERVE IN THE POSITION OF ACTING MUNICIPAL CLERK FOR AN ADDITIONAL TEN (10) MONTH PERIOD

WHEREAS, by Resolution No. 22-044, Nancy Tran was appointed to serve in the position of Acting Municipal Clerk for a period of sixty (60) days as a result of a vacancy which occurred, effective January 8, 2022; and

WHEREAS, N.J.S.A. 40A:9-133 provides that “Within 90 days of the occurrence of a vacancy in the office of municipal clerk by reason of the departure of a registered municipal clerk, the governing body may appoint a person who does not hold a registered municipal clerk certificate to serve as acting municipal clerk for a period not to exceed one year and commencing on the date of the vacancy.”; and

WHEREAS, the Borough wishes to appoint Nancy Tran to serve as the Acting Municipal Clerk for an additional ten (10) month period pursuant to the above referenced statute.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that Nancy Tran be and is hereby appointed to serve as Acting Municipal Clerk for an additional ten (10) month period with a term expiring on January 8, 2023, in accordance with N.J.S.A. 40A:9-133.

Motion: Mayor Broullon

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

OTHER BUSINESS:

WaterWheels – Floating beach wheelchair for accessibility

Mayor Broullon reported that she attended a Christopher and Dana Reeve meeting hosted by Freeholder Director a while ago where Access Rec presented their accessibility products. They offered a volume discount if multiple municipalities purchase. She wanted the council to consider getting WaterWheels for the Snug Harbor Beach and Miller Beach for inclusivity for more to enjoy the water again. She hopes that we could let the Freehold Director know of town’s interest to take part of the volume discount.

Councilmember Chelak suggested that the Green Team could help raise funds.

Councilmember Olszewski asked how one would sign up for usage.

REPORTS:

Councilmember Chelak reported that the Environmental Committee wants to amend the steep slope ordinance and wants feedback from other Committees and Boards as to what needs to be amended to curb incurring professional costs.

She then reported that the Green Team wants to ensure that the bike path from Atlantic Highlands to the police trailer to Sea Bright is accessible. She also noted that the US Interior’s BOEM will be auctioning wind leases and how these leases may affect wildlife and commercial trade along the waterways. The Green Team will meet via Zoom on February 22nd.

Councilmember Melnyk gave his Communications Committee report noting that they are focused on helping community groups amplify their message to the community. They are still working on the Welcome packet, email blasts, improving the website, and the responsive dog ownership project.

He continued with the Shade Tree’s goal of making it easier to navigate the website for tree permits. Also, Tree City USA application was submitted and they’re talking with DPW for tree diversity on Bay Ave. Trees will also be planted at the skate park for privacy for neighboring properties. He ended with announcing Twin Lights Historical Society’s recent grant to address tree

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growth in front of the lighthouse.

Councilmember Melnyk reported that Open Space Committee is working on mapping the open spaces in Highlands and hopes to make it a community event. He also reported on the skate park design status, completion of installation of park equipment, Overlook Park, and the bocce court status.

He noted that the Recreation Department is looking to broaden clean energy opportunity to the town rather than just the Community Center. He ended with upcoming Recreation events.

Council President Olszewski reported that the three school boards met, that she'll be attending the Elementary School Student of the Month meeting, and update with COVID.

Next, Council President Olszewski gave Finance report and noted that she was working with the tax appraiser to compare Highlands with other Monmouth County towns. She also stated that Highlands needs a commercial tax stream.

Mayor Broullon reported that the Regionalization meeting will be April 5 and a Public Notice will be issued. The September meeting date is still to be determined.

She then asked if anyone else on the dais had anything to add. As there was none, she opened Public Portion.

PUBLIC PORTION:

Mike Cannon, 10 Central, asked about the Waterwitch improvement project and if there were any provisions for traffic and access to private driveways. Mr. Matlack answered.

Steve Solop, 205 Bay Ave., asked when there will be a public hearing for the Redevelopment Plan and why was the public not heard regarding the revised plan. Mayor Broullon answered.

Claudette D'Arrigo, 12 Seadrift, asked the CFO if there was any paperwork for the loan forgiveness and if he had any information for homeowners who took out Rembrandt loans after Sandy at the then Governor's suggestion. Mr. DeBlasio answered.

Tina Kemmer, 164 Linden Ave., thanked DPW Spencer Carpenter for his responsiveness and professionalism. She asked why Highlands doesn't do hybrid council meeting like Atlantic Highlands just adopted. Mayor Broullon answered.

Ms. D'Arrigo, noted that there were over 100 views on her Facebook live feed of the last Land Use Board meeting. Councilmember Melnyk asked how many were in attendance. Mayor Broullon answered.

Council President Olszewski thanked DPW for their work during the last snowstorm.

With no one else, Mayor closed Public Portion.

EXECUTIVE SESSION: Cancelled

ADJOURNMENT:

Offered by: Mayor Broullon

Seconded by: Olszewski

All in Favor.

None opposed.

Adjourned at 7:45pm

Approve: _____

Carolyn Broullon, Mayor

Attest: _____

Nancy Tran, Acting Borough Clerk