



Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
April 6, 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 Borough Administrator Michael Muscillo, Borough Attorney Andrew Ball, Esq., Municipal Engineer Bennett Matlack, and Deputy Borough Clerk Heidi Brunt.

**PROCLAMATIONS/CERTIFICATES:** None

**APPROVAL OF MINUTES:**

March 16, 2022 Regular Meeting Minutes

Motion: Mayor Broullon

Second: Olszewski

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

Abstain: None

Absent: None

**INTRODUCTION OF PROPOSED ORDINANCES:** None

**PUBLIC HEARING ON PROPOSED ORDINANCES:**

O-22-06 Bond Ordinance Providing for the Reconstruction of the Skatepark at Snug Harbor Park, Appropriating \$650,000 Therefor and Authorizing the Issuance of \$500,247 Bonds and Notes to Finance a Portion of the Costs Thereof, Authorized in and By the Borough of Highlands, in the County of Monmouth, New Jersey – Mayor Broullon stated that reimbursable grants were received.

Motion: Mayor Broullon to close public hearing and to carry to adopt

Second: Chelak

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

Nays: None

Absent: None

Deputy Clerk Brunt stated motion carried to pass this ordinance on second and final reading.

O-22-07 Bond Ordinance Providing for the Phase I And II Sanitary Sewer Improvements Projects, Appropriating \$4,500,000.00 Therefor and Authorizing the Issuance of \$4,006,592.44 Bonds and Notes to Finance a Portion of the Costs Thereof, Authorized in and By the Borough of Highlands, in the County of Monmouth, New Jersey – Mayor Broullon noted the areas Phase I and II affected.

Motion: Mayor Broullon to close public hearing and to carry to adopt

Second: Melnyk

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

Nays: None

Absent: None

Deputy Clerk Brunt stated motion carried to pass this ordinance on second and final reading.

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O-22-08 Calendar Year 2022 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank – Mayor Broullon described use of Cap Bank.

Motion: Mayor Broullon to close public hearing and to carry to adopt  
Second: Olszewski  
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon  
Nays: None  
Absent: None

Deputy Clerk Brunt stated motion carried to pass this ordinance on second and final reading.

**RESOLUTIONS:**

**RESOLUTION 22-092**

**RESOLUTION OF THE GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S**

**"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Borough of Highlands, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

**RESOLUTION 22-093**

**RESOLUTION AUTHORIZING THE BOROUGH OF HIGHLANDS TO ENTER INTO THE NEW JERSEY COOPERATIVE PURCHASING ALLIANCE COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency" has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on April 6, 2022, the governing body of the Borough of Highlands, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

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This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Borough of Highlands

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Borough Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

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

**RESOLUTION 22-094**

**RESOLUTION AUTHORIZING THE PURCHASE OF A MUNICIPAL MANAGEMENT SOFTWARE SYSTEM**  
**WHEREAS**, pursuant to N.J.S.A. 40A:11-11(5) and N.J.A.C. 5:34-7.29(c), the Borough may by resolution and without advertising for bids, purchase any goods or services under the New Jersey Cooperative Purchasing Alliance contracts entered into on behalf of the County of Bergen; and

**WHEREAS**, the Borough of Highlands has the need for a municipal management software system including software license, SDL Portal and SDL Mobile, SDL Hosting Services, Software Installation, Data Integration and Training; and


**WHEREAS**, the Borough of Highlands wishes to authorize a contract utilizing the New Jersey Cooperative Purchasing Alliance Contract No. CK04, Subcontract No. 19-34 for the purchase of a municipal management software system including a software license, SDL Portal and SDL Mobile, SDL Hosting Services, Software Installation, Data Integration and Training in the amount of \$23,700.00; and

**WHEREAS**, SHI International Corp., with offices located at 290 Davidson Ave, Somerset, NJ 08873, is an authorized vendor under Contract No. CK04, Subcontract No. 19-34; and

**WHEREAS**, SHI International Corp. has submitted a proposal dated March 29, 2022 to provide the municipal management software system and services to the Borough of Highlands in the amount of \$23,700.00; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-5.4, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows, Acct. G-02-41-825-000-001:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Highlands authorizes the award of a contract to SHI International Corp. through the New Jersey Cooperative Purchasing Alliance for a municipal management software system, including software license, SDL Portal and SDL Mobile, SDL Hosting Services, Software Installation, Data Integration and Training, for a term beginning on May 31, 2022 and ending on March 30, 2023, in an amount not to exceed \$23,700.00 pursuant to the March 29, 2022 proposal, and Contract No. CK04, Subcontract No. 19-34.

Mr. Muscillo described the online portal to be purchased.

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

**RESOLUTION 22-095**  
**RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR**  
**CONSTRUCTION OF THE NEW MUNICIPAL COMPLEX IN THE BOROUGH OF HIGHLANDS**

**WHEREAS**, the Borough of Highlands (“Borough”) has determined that it is in the best interest of the residents and Borough employees to construct a new municipal complex; and

**WHEREAS**, the Borough duly advertised for the receipt of bids for the construction of the new Municipal Complex; and

**WHEREAS**, on March 9, 2022, fifteen (15) bids were received for the aforesaid project which were reviewed by the Borough Architect, as follows:

<u>Bidder’s Name</u>	<u>Base Bid</u>
Kappa Construction Corp.	\$10,599,000.00
Bismark Construction Corp.	\$10,903,000.00
Hall Building Corp.	\$10,925,000.00
Brockwell Carrington	\$11,040,000.00
Harvey	\$11,165,000.00
Wallace Contracting	\$11,186,000.00
Pal-Pro Builders	\$11,260,000.00
H&S Mechanical	\$11,482,000.00
Dinallo Construction	\$11,500,000.00
The Bennett Company	\$11,528,000.00
M&M Construction	\$11,560,000.00
Tekcon Construction	\$11,666,000.00
Shorelands Construction	\$12,499,000.00
Niram	\$12,670,000.00
G& P Construction	\$13,447,117.00; and

**WHEREAS**, Kappa Construction Corp. appears to be the lowest responsible bidder for the aforesaid project; and

**WHEREAS**, the Borough Architect, Settembrino Architects, by way of correspondence dated March 11, 2022, has made the recommendation that the contract be awarded to Kappa Construction Corp. as the lowest responsible bidder, in the amount of \$10,599,000.00, subject to the availability of funds by the Chief Financial Officer as well as the submission of the required bonds and insurance certificates for the project; and

**WHEREAS**, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows, Account C-04-16-101-000-202:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

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

1. That the contract for the construction of the new Municipal Complex is hereby awarded to Kappa Construction Corp. in an amount not to exceed \$10,599,000.00, as set forth in their bid proposal, subject to the submission of the required bonds and insurance certificates for the project.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Kappa Construction Corp., including executing a contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.

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4. The Borough Clerk is hereby directed to forward a certified copy of this Resolution to the Borough Architect, Kappa Construction Corp. and to the unsuccessful bidders.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

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

**RESOLUTION 22-096  
RESOLUTION AUTHORIZING THE PURCHASE OF PRODUCTS AND SERVICES FROM SPOHN RANCH,  
INC. TO DESIGN AND BUILD A SKATEPARK AT SNUG HARBOR PARK**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12 and N.J.S.A. 52:34-6.2, the Borough may by resolution and without advertising for bids, purchase any goods or services using a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit; and

**WHEREAS**, the Borough of Highlands has the need to purchase products and services from Spohn Ranch, Inc. to design and construct a skatepark at Snug Harbor Park; and

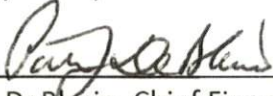
**WHEREAS**, the Borough of Highlands wishes to authorize a contract utilizing Sourcewell National Cooperative Purchasing Program Contract No. 112420-SRI, for the purchase of products and services from Spohn Ranch, Inc. to design and build a skatepark at Snug Harbor Park in the amount of \$585,589.15; and

**WHEREAS**, Spohn Ranch, Inc., with offices located at 6824 S. Centinela Avenue, Los Angeles, CA 902380, is an authorized vendor under Sourcewell Contract No. 112420-SRI; and

**WHEREAS**, Spohn Ranch Inc., has submitted a proposal dated March 7, 2022 to design and construct a skatepark at Snug Harbor Park in the amount of \$585,589.15; and

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

I hereby certify that funds are available as follows, Acct. C-04-22-101-000-201:



Patrick DeBlasio, Chief Financial Officer

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Highlands authorizes the purchase of products and services from Spohn Ranch, Inc. for the design and construction of a skateboard park at Snug Harbor Park in an amount not to exceed \$585,589.15, contingent upon Bond Ordinance O-22-06, Providing for the Reconstruction of the Skatepark at Snug Harbor Park, becoming effective pursuant to N.J.S.A. 40A:2-18.

**BE IT FURTHER RESOLVED**, that the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Spohn Ranch, Inc., including executing a contract.

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

**RESOLUTION 22-097**  
**RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR THE IMPROVEMENTS TO SNUG HARBOR PARK PROJECT**

**WHEREAS**, on March 22, 2022, the Borough of Highlands received bids for the Improvements to Snug Harbor Park Project; and

**WHEREAS**, five (5) bids were received for the aforesaid project which were reviewed by the Borough Engineer's Office, as follows:

<u>Bidder's Name</u>	<u>Base Bid</u>
Whirl Corporation, Inc.	\$278,814.00
TC Landscape Construction	\$307,760.00
V & K Construction	\$324,985.00
Berto Construction, Inc.	\$326,803.00
Sidd & Associates	\$332,070.10; and

**WHEREAS**, Whirl Corporation, Inc. appears to be the lowest responsible bidder for the aforesaid proposal; and

**WHEREAS**, by way of correspondence dated March 23, 2022, the Borough Engineer, CME Associates, has made the recommendation that the contract be awarded to Whirl Corporation, Inc. as the lowest responsible bidder for the Base Bid, in the amount of \$278,814.00, subject to the availability of funds by the Chief Financial Officer and submission of the required bonds and insurance certificates for the project; and

**WHEREAS**, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows, Accounts C-04-17-101-000-201 and T-03-56-854-000-000 :

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

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

1. That the contract for the Improvements to Snug Harbor Park Project is hereby awarded to Whirl Corporation, Inc. for the Base Bid, in an amount not to exceed \$278,814.00, subject to submission of the required bonds and insurance certificates for the project.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Whirl Corporation, Inc., including executing a contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to forward a certified copy of this Resolution to the Borough Engineer, Whirl Corporation, Inc. and to the unsuccessful bidders.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Mayor Broullon gave a brief description of the project.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-098**  
**RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR THE SOUTH BAY AVENUE AND HILLSIDE AVENUE IMPROVEMENTS PROJECT**

**WHEREAS**, on March 24, 2022, the Borough of Highlands received bids for the South Bay Avenue and Hillside Avenue Improvements Project; and

**WHEREAS**, three (3) bids were received for the aforesaid project which were reviewed by the Borough Engineer's Office, as follows:

<u>Bidder's Name</u>	<u>Base Bid</u>
Jo-Med Contracting Corp.	\$657,065.22
James R. Ientile, Inc.	\$722,458.00
Seacoast Construction	\$1,116,260.52; and

**WHEREAS**, Jo-Med Contracting Corp. appears to be the lowest responsible bidder for the aforesaid proposal; and

**WHEREAS**, the Borough Engineer, CME Associates, by way of correspondence dated March 28, 2022, has made the recommendation that the contract be awarded to Jo-Med Contracting Corp. as the lowest responsible bidder, subject to the availability of funds by the Chief Financial Officer and submission of the required bonds and insurance certificates for the project and concurrence of the award by the New Jersey Department of Transportation; and

**WHEREAS**, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows, C-04-12-112-000-510, C-06-18-001-000-201, C-04-12-112-000-555, C-04-17-102-000-201, C06-18-001-000-202:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

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

1. That the contract for the South Bay Avenue and Hillside Avenue Improvements Project is hereby awarded to Jo-Med Contracting Corp. in an amount not to exceed \$657,065.22, subject to submission of the required bonds and insurance certificates for the project and contingent upon approval of the funding by the New Jersey Department of Transportation.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Jo-Med Contracting Corp., including executing a contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to forward a certified copy of this Resolution to the Borough Engineer, Jo-Med Contracting Corp. and to the unsuccessful bidders.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-099**  
**RESOLUTION AWARDING A FAIR AND OPEN CONTRACT FOR THE PHASE I SANITARY SEWER IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough of Highlands advertised a request for proposals for the Phase I Sanitary Sewer Improvements Project; and

**WHEREAS**, four (4) bids were received for the aforesaid project which were reviewed by the Borough Engineer's Office, as follows:

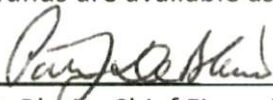
<u>Bidder's Name</u>	<u>Base Bid Plus Additional Items A through G</u>
Roman E&G Corporation	\$6,748,648.00
Earle Asphalt Company	\$6,886,715.15
MSP Construction	\$7,179,664.60
Underground Utilities Corp.	\$9,686,698.00; and

**WHEREAS**, Roman E&G Corporation appears to be the lowest responsible bidder for the aforesaid proposal; and

**WHEREAS**, the Borough Engineer, CME Associates, by way of correspondence dated March 10, 2022, has made the recommendation that the contract be awarded to Roman E&G Corporation, as the lowest responsible bidder, for the Base Bid plus additional items A through G, in the amount of \$6,748,648.00, subject to the availability of funds by the Chief Financial Officer of the Borough of Highlands as well as the submission of the required bonds and insurance certificates for the project; and

**WHEREAS**, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows, Bond Ordinance O-22-07 and C-06-18-001-000-202:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

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

1. That the Contract for the Phase I Sanitary Sewer Improvements Project is hereby awarded to Roman E&G Corporation in an amount not to exceed \$6,748,648.00, subject to submission of the required bonds and insurance certificates for the project and contingent upon Bond Ordinance O-22-07, providing for the Phase I and II Sanitary Sewer Improvements Projects, becoming effective pursuant to N.J.S.A. 40A:2-18.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Roman E&G Corporation, including executing a contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to forward a certified copy of this Resolution to the Borough Engineer and to the unsuccessful bidders.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Mayor Broullon asked Mr. Matlack to describe the project, bidding, and next steps. Mr. Matlack obliged.



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

**RESOLUTION 22-100**  
**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR**  
**PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH IMPROVEMENTS TO SNUG**  
**HARBOR PARK**

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with the improvements to Snug Harbor Park, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2022, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal encompasses construction phase services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$29,200.00, consisting of the following:

1. Contract preparation including review of bonds, insurance certificates and project workforce reports.
2. Attend preconstruction meeting.
3. Prepare and distribute preconstruction meeting minutes.
4. Provide assistance with interpretation of contract documents.
5. Review shop drawings for site-related items.
6. Facilitate coordination between the general contractor and state contractors regarding playground equipment, site amenities, and playground surface delivery and installation.
7. Coordinate and attend site meetings as necessary with the contractor and Borough to monitor construction progress.
8. Provide soil removal and soil cap installation as required to address site remediation.
9. Provide construction observation services.
10. Prepare contractor punch lists.
11. Review and approve monthly progress pay estimates; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with improvements to Snug Harbor Park as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$29,200.00 for professional engineering services as stated in CME Associates' proposal dated March 25, 2022; and

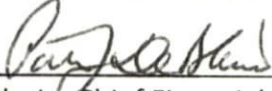
**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit CME Associates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

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

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I hereby certify that funds are available as follows, Acct T-03-56-855-000-000:



Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide engineering services in connection with improvements to Snug Harbor Park as described above and in their proposal dated March 25, 2022, for an amount not to exceed \$29,200.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-101**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES REGARDING PHASE I SANITARY SEWER IMPROVEMENTS**

**WHEREAS**, the Borough of Highlands has a need for professional construction administration services in connection with Phase I Sanitary Sewer Improvements, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated November 5, 2021, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal is for Phase I Sanitary Sewer Improvements including replacing deteriorated sanitary sewer mains, replacing sanitary laterals within the Borough right-of-way, extending force main from the Waterwitch Pump station, replacing deteriorated drainage pipe and resurfacing affected roadways; and

WHEREAS, the proposed services include the following:

Construction Administration:

1. Provide general communication with the Borough and Contractor.
2. Provide communication and correspondence with NJDEP.
3. Maintain project files.
4. Conduct pre-construction meeting, establish agenda, issue minutes and notice to proceed.
5. Review and approve Progress Schedule, Schedule of Submittals, Schedule of Values.
6. Review shop drawings and other submittals.
7. Review laboratory, shop and mill tests reports.
8. Coordinate with contractor to establish baselines and benchmarks for locating work.
9. Prepare monthly progress reports.

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10. Prepare record drawings at the completion of project.
11. Directing the operation of the treatment works, revising O&M Manual, advise Borough whether treatment works is meeting project performance standards, certify project performance standards after one year of operation and undertake corrective actions.

Construction Inspection/Observation Services:

1. Provide full time construction observation services during periods when the Contractor is on site.
2. Conduct bi-weekly (or as agreed to by the Borough, Contractor and CME) construction meeting with Contractor and Borough.
3. Prepare daily inspection reports.
4. Review monthly payment requests including final payment request.
5. Participate in review and evaluation of potential change orders, including detailed review of cost proposals.
6. Participate in resolution of issues involving unforeseen field conditions.
7. Witness testing and startup of equipment and systems.
8. Prepare punchlist of remaining work items.
9. Evaluate substantial and final completion and issue certificates of substantial or final completion.
10. One year after initiation of operation, recipient shall certify to the Department the performance record of the project.

Total Fee Estimate: \$578,400.00; and

**WHEREAS**, such professional construction administration services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed construction administration services in connection with Phase I Sanitary Sewer Improvements; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$578,400.00 for professional construction administration services as stated in the CME Associates proposal dated November 5, 2021; and

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

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows, Acct. C-06-18-001-000-201:

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

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1. CME Associates is hereby retained to provide construction administration services in connection with Phase I Sanitary Sewer Improvements as outlined above for an amount not to exceed \$578,400.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-102**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR  
PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH IMPROVEMENTS TO SOUTH BAY  
AVENUE AND HILLSIDE AVENUE**

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with the improvements to South Bay Avenue and Hillside Avenue, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, CME Associates has set forth its proposed services in a written proposal dated March 25, 2022, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal encompasses construction phase services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$54,400.00, consisting of the following:

1. Attend preconstruction meeting.
2. Prepare and distribute preconstruction meeting minutes.
3. Provide assistance with interpretation of contract documents.
4. Review shop drawings for site-related items.
5. Provide construction observation services of critical construction activities.
6. Coordinate testing of new sanitary sewer system
7. Manage project per NJDOT funding requirements.
8. Coordinate pavement core testing in accordance with NJDOT requirements.
9. Manage and update the NJDOT PMRS website as required.
10. Prepare contractor punch lists.
11. Review and approve monthly progress pay estimates; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed engineering services in connection with improvements to South Bay Avenue and Hillside Avenue as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$54,400.00 for professional engineering services as stated in CME Associates’ proposal dated March 25, 2022; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification

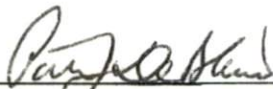
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which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit CME Associates from making any reportable contributions through the term of the contract; and

**WHEREAS**, CME Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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

I hereby certify that funds are available as follows, Accts. C-04-12-112-000-510 and C-06-18-001-000-201:



Patrick DeBlasio, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. CME Associates is hereby retained to provide engineering services in connection with improvements to South Bay Avenue and Hillside Avenue as described above and in their proposal dated March 25, 2022, for an amount not to exceed \$54,400.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-103**

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF SEA BRIGHT FOR LIFEGUARD OPERATIONS**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

**WHEREAS**, the Borough of Highlands and the Borough of Sea Bright wish to encourage inter-municipal cooperation; and

**WHEREAS**, the Borough of Sea Bright has the necessary staffing and certifications to provide Lifeguard Operations by and through Sea Bright Ocean Rescue which is a nationally certified ocean rescue agency; and

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**WHEREAS**, the Borough of Sea Bright has the staffing and personnel to provide Lifeguard Operations to the Borough of Highlands at two (2) beaches, commonly referred to as Snug Harbor and Miller Street, for the period of June 18, 2022 through and including September 5, 2022; and

**WHEREAS**, a total of four (4) Lifeguards will be assigned to the Highlands beaches (with a roving supervisor) for the aforesaid period; and

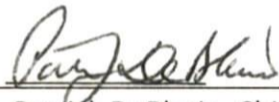
**WHEREAS**, Snug Harbor Beach will be assigned two (2) USLA qualified open water beach lifeguards and the Miller Street Beach will be assigned two (2) USLA qualified open water beach lifeguards, however, between August 15<sup>th</sup> through Labor Day (September 5, 2022), staffing may drop to one (1) lifeguard per beach during the weekdays depending upon available personnel; and

**WHEREAS**, the Borough of Highlands and the Borough of Sea Bright have reached an agreement for which the cost to provide such services to the Borough of Highlands will be \$61,038.00 consisting of the following:

- Lifeguard Rescue Equipment and Medical Supplies - \$6,788.00.
- Beach Maintenance - \$2,250.00.
- Rescue Personnel - \$41,600.00.
- Borough of Sea Bright Administrative Fee – \$10,400.00; and

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

I hereby certify that funds are available as follows: account 2-01-42-730-000-299



Patrick DeBlasio, Chief Financial Officer

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands, that the Mayor be and is hereby authorized to execute a Shared Services Agreement with the Borough of Sea Bright for Lifeguard Operations services for the period between June 18, 2022 through September 5, 2022, and the Borough of Highlands will pay the Borough of Sea Bright for said services in the amount of \$61,038.00.

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

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Sea Bright Administrator.

Motion: Mayor Broullon to remove from Consent Agenda and to table

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**CONSENT AGENDA:** Deputy Municipal Clerk asked Council to approve Consent Agenda which included Resolution 22-104 through 22-110. Resolutions and consent agenda vote are as follows.

**RESOLUTION 22-104  
RESOLUTION AUTHORIZING CONTRACT  
FOR ANIMAL CONTROL SERVICES**

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4 et seq. (New Jersey Local Unit Pay-To-Play Laws), the

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Borough must award by resolution all goods and services contracts with a dollar amount between \$17,500 and \$43,999. These contracts are not bid, but vendors are still responsible to provide political contribution and company disclosure information in order to do business with the Borough.

**WHEREAS**, pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq., when the cost of goods and/or services that fall between \$17,500 and the bid threshold of \$44,000 in the aggregate, an approval by resolution must be in place; and

**WHEREAS**, the Borough has solicited quotations from two contractors; and

**WHEREAS**, the Monmouth County Society for the Prevention of Cruelty to Animals (hereafter Monmouth County SPCA) provided a quotation in the amount of \$18,000.00 annually; and

**WHEREAS**, the Borough desires to retain the services of Monmouth County SPCA; and

**WHEREAS**, the Monmouth County SPCA completed and submitted a Business Entity Disclosure Certification which certifies the business entity has not made any reportable contributions to a political or candidate committee in the Borough in the previous one year, and that the contract will prohibit the Monmouth County SPCA from making any reportable contributions through the term of the contract.

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

1. Monmouth County SPCA is hereby retained to provide animal control services in an amount not to exceed \$18,000.00 annually, with said sum to be prorated on a monthly basis of \$1,500.00 in accordance with the terms of the contract to be entered into between the Borough and the Monmouth County SPCA.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract with the Monmouth County SPCA in accordance with this Resolution.
3. This contract is awarded without competitive bidding through the competitive quotation process in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-6.1.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-105  
PROPERTY TAX CANCELLATION**

**WHEREAS**, properties were recently subdivided or listed as exempt property on our tax rolls, and

**WHEREAS**, the Tax Assessor has reviewed the records and has made a determination that the 2021 valuations were overstated, and

**WHEREAS**, the Tax Collector is recommending that the following taxes be cancelled accordingly:

<u>Block</u>	<u>Lot</u>	<u>Year</u>	<u>Amount</u>
1	15	Lien	\$2,402.32
1	16	Lien	\$417.99
1	17	Lien	\$413.61
1	18	Lien	\$688.10

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands, County of Monmouth, New Jersey, that the Tax Collector cancel taxes as set forth above.

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

**RESOLUTION 22-106**  
**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 April 1, 2022, which totals as follows:

Current Fund	\$ 183,353.18
Sewer Account	\$ 58,782.85
Capital Fund	\$ 17,231.00
Trust-Other	\$ 14,858.12
Federal/State Grants	\$ 898.50
<b>Total</b>	<b>\$ 275,123.65</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$275,123.65** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](http://www.highlandsborough.org) and on file in the Municipal Clerk's office for reference.

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

**RESOLUTION 22-107**  
**AUTHORIZING SUBMISSION OF AN APPLICATION FOR DMHAS YOUTH LEADERSHIP GRANT**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse (GCADA) established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. In coordination with GCADA, the New Jersey Department of Human Services/Division on Mental Health and Addiction Services (DMHAS) has awarded a Youth Leadership Grant to the GCADA Municipal Alliance Program.

**WHEREAS**, The Borough Council of the **Borough of Highlands**, County of Monmouth,, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Monmouth;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Highlands, County of Monmouth, State of New Jersey hereby recognizes the following:



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1. The Borough Council does hereby authorize submission of an application for DMHAS Grant funding for the Highlands and Atlantic Highlands Municipal Alliance for Year One Grant Term 7/1/22 – 3/14/23 in the amount of:  
DMHAS Grant Funding      \$ 5,094.83
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: \_\_\_\_\_  
(Name), Mayor/Head of Governing Body

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-108**

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT  
FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF  
HIGHLANDS AND FERRY LANDING 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**, Ferry Landing 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 Ferry Landing 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 Ferry Landing 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 Ferry Landing 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, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-109**  
**RESOLUTION APPROVING REQUEST FOR WAIVER OF ALCOHOL BAN**  
**FOR COMMUNITY CENTER RENTAL**

**WHEREAS**, the Borough of Highlands has received an application for rental of the Community Center from a resident seeking to host a family birthday party; and

**WHEREAS**, the residents have requested a waiver of the alcohol prohibition in order to serve alcohol to the guests of this private event; and

**WHEREAS**, the residents have obtained the necessary insurance coverage required to allow alcohol at the private event.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands, that Nicole Secinaro's request for a waiver of the alcohol prohibition is approved for the private event to be hosted on June 25, 2022, from 1-5pm;

**BE IT FURTHER RESOLVED**, that as a condition of this approval the applicant has provided the Borough Clerk with a certificate of insurance coverage naming the Borough of Highlands as an additional insured, subject to the Borough Administrator's review and approval.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-110**  
**RESOLUTION APPOINTING AIDAN CAREY AS SPECIAL LAW ENFORCEMENT OFFICER CLASS I**

**WHEREAS**, the Borough of Highlands from time-to-time has the need to employ Special Law Enforcement Officers; and

**WHEREAS**, the Chief of Police has made a recommendation to the Governing Body regarding the appointment of a Special Law Enforcement Officer Class I; and

**WHEREAS**, full medical clearance is still pending, and any appointment is necessarily contingent upon the receipt of such required clearance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands that Aidan Carey be and is hereby appointed a Special Law Enforcement Officer Class I of the Borough of Highlands for the period beginning April 7, 2022 and expiring December 31, 2022; and

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**OTHER BUSINESS:** None

**REPORTS:**

**Mayor's Report**— Mayor Broullon discussed:

- Electrical improvements to North Street pump
- Snug Harbor Park upgrades and that and skatepark projects going forward
- Barberie Avenue drainage system project awarded and project beginning
- Work began on main street wall
- Additional projects with DOT funding that's begun

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- Improvements to South Bay and Hillside Avenues being awarded tonight
- Construction on new Municipal Building awarded tonight and work beginning this year
- Grant applications submitted
- EV station approved with Tourism Program
- Updated areas of Redevelopment
- Land Use Board resolution on redevelopment consistency report coming soon

Administrator's Report: Mr. Muscillo gave updates on numerous meetings he's had.

Councilmember Chelak gave updates on the Environmental Commission and Green Team.

With no one on the dais having anything else to add, Mayor Broullon opened Public Portion.

**PUBLIC PORTION:**

Chris Francy, 36 Fifth St., had questions on the sanitary sewer improvements project's 1-year report and inflow and infiltration. Mr. Matlack answered that there was an inflow and infiltration study done in 2018 or 2019 which found that there were problems all over town. The project is intended to eliminate this problem to the maximum extent but cannot totally eliminate the problem. Councilmember Melnyk asked for clarification. Mr. Francy asked if he could get the baseline number. Mr. Matlack said that he would get that number. Mr. Francy asked about the monthly sewer reports that were once done and if we could resume it. Mr. Muscillo said that he could get that report for Mr. Francy. Mr. Francy then asked about the timeline for the construction of the new municipal building. Mr. Muscillo answered that he's setting up meetings with the contractors shortly and hopes that construction will start early June and that the contract is for 18 months.

Michael Cannon, 10 Central Ave., asked about and commented on the building height and flood elevation regulations. Mayor Broullon answered that FEMA sets the regulations, not the borough. Mr. Cannon asked questions about the sanitary sewer improvements project bids. Mr. Matlack answered that there were 4 bids and that the lowest bidder was around their estimate. Mayor Broullon asked if Mr. Cannon needed further clarification. Mr. Cannon replied that he did not.

Joseph Dorin, 102 Valley Ave., voiced concerns and frustration over development at neighboring property at 14 North Peak Street and wanted to know of any updates on building compliance. Mayor Broullon responded. Bill Brunt, Code Enforcement, who was in the audience, reported his observations and owner's compliance. Mr. Dorin asked about the trench/hole at the bottom of the hill. Mr. Brunt stated that he would go out to take a look. Mayor Broullon stated that she would follow up with the issue and get back to him.

With no one else, Mayor Broullon closed Public Portion.

**EXECUTIVE SESSION:** Cancelled

**ADJOURNMENT:**

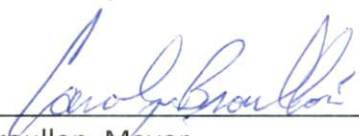
Offered by: Mayor Broullon

Seconded by: Melnyk

All in Favor.

None opposed.

Adjourned at 7:51pm

Approve:   
Carolyn Broullon, Mayor

Attest:   
Nancy Tran, Acting Borough Clerk