



Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 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.

**ROLL CALL**

Councilmember Cervantes, Councilmember Chelak, Councilmember Melnyk, and Mayor Broullon were present. Councilmember Olszewski was absent.

Also in attendance were Borough Administrator Michael Muscillo, Borough Attorney Brian Chabarek, Esq., Borough Engineer Bennett Matlack, and Borough Clerk Nancy Tran.

**PLEDGE OF ALLEGIANCE**

**RESOLUTIONS (A):**

**RESOLUTION 22-227  
APPOINTING MEMBER TO THE BOROUGH OF HIGHLANDS HOUSING AUTHORITY**

**WHEREAS**, the five (5) year appointment for Dolores Francy to the Highlands Housing Authority expires on November 30, 2022; and

**WHEREAS**, the governing body desires to fill this position with the Highlands Housing Authority.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands that, effective December 1, 2022, the following appointment to the Highlands Housing Authority be and is hereby made:

Position:	Name:	Term:	Expiration:
Member	Dolores Francy	5 Years	11/30/2027

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

**RESOLUTION 22-228  
AUTHORIZING APPOINTMENT OF POLICE OFFICER RYAN CLARK TO THE RANK OF SERGEANT**

**WHEREAS**, Ryan Clark is currently serving as a Police Officer in the Highlands Police Department; and

**WHEREAS**, the Civil Service Commission has promulgated a list of eligible candidates for appointment to the position of Police Sergeant; and

**WHEREAS**, the Chief of Police has recommended that Officer Ryan Clark be promoted to the position of Sergeant; and

**WHEREAS**, the governing body has determined that Police Officer Ryan Clark is qualified for the appointment to the position of Sergeant.

Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Police Officer Ryan Clark be and is hereby promoted to the position of Sergeant in the Highlands Police Department effective November 9, 2022.

**BE IT FURTHER RESOLVED** that the Borough Clerk shall transmit a Certified Copy of this Resolution to the Chief of Police and Borough Administrator.

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

**RESOLUTION 22-229  
AUTHORIZING APPOINTMENT OF POLICE OFFICER  
CONNOR MCGRATH TO THE RANK OF SERGEANT**

**WHEREAS**, Connor McGrath is currently serving as a Police Officer in the Highlands Police Department; and

**WHEREAS**, the Civil Service Commission has promulgated a list of eligible candidates for appointment to the position of Police Sergeant; and

**WHEREAS**, the Chief of Police has recommended that Officer Connor McGrath be promoted to the position of Sergeant; and

**WHEREAS**, the governing body has determined that Police Officer Connor McGrath is qualified for the appointment to the position of Sergeant.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Police Officer Connor McGrath be and is hereby promoted to the position of Sergeant in the Highlands Police Department effective November 9, 2022.

**BE IT FURTHER RESOLVED** that the Borough Clerk shall transmit a Certified Copy of this Resolution to the Chief of Police and Borough Administrator.

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

**RESOLUTION 22-230  
AUTHORIZING APPOINTMENT OF POLICE OFFICER  
KEVIN O'DONNELL TO THE RANK OF SERGEANT**

**WHEREAS**, Kevin O'Donnell is currently serving as a Police Officer in the Highlands Police Department; and

**WHEREAS**, the Civil Service Commission has promulgated a list of eligible candidates for appointment to the position of Police Sergeant; and

**WHEREAS**, the Chief of Police has recommended that Officer Kevin O'Donnell be promoted to the position of Sergeant; and

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes**

**WHEREAS**, the governing body has determined that Police Officer Kevin O’Donnell is qualified for the appointment to the position of Sergeant.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Police Officer Kevin O’Donnell be and is hereby promoted to the position of Sergeant in the Highlands Police Department effective November 9, 2022.

**BE IT FURTHER RESOLVED** that the Borough Clerk shall transmit a Certified Copy of this Resolution to the Chief of Police and Borough Administrator.

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

**OATH OF OFFICE:** Mayor Broullon swore in the following individuals.

- Oath of Office - Dolores Francy, was joined by husband Chris Francy
- Oath of Office - Ryan Clark, was joined by his wife and children
- Oath of Office - Connor McGrath, was joined by his wife
- Oath of Office - Kevin O'Donnell, was joined by his wife and children

Mayor Broullon thanked the above individuals and offered her congratulations.

**APPROVAL OF MINUTES:**

October 19, 2022 Meeting Minutes

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

October 19, 2022 Executive Session Minutes

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

**INTRODUCTION OF PROPOSED ORDINANCES:**

**O-22-23 AMENDING CHAPTER VII (TRAFFIC), SECTION 3.3 (SNOW REMOVAL) OF THE CODE OF THE BOROUGH OF HIGHLANDS RELATED TO PARKING DURING SNOWFALL**

**WHEREAS**, Chapter 7, Section 3.3 of the Borough Code establishes the streets or parts of streets where there shall be no parking when snow has fallen and the accumulation is such that it covers the street or highway; and

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

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

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

Highlands Borough Mayor & Council Meeting Minutes  
 Community Center, 22 Snug Harbor Avenue, Highlands  
 November 9, 2022– Meeting Minutes

**WHEREAS**, the Borough of Highlands wishes to restrict parking whenever snow has fallen and the accumulation is such that it covers the street or highway during snowfall on the westerly side of Chestnut Street from its intersection with Oak Street northward until its terminus.

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

**SECTION I.**

Borough Code Section 7-3.3 entitled “Snow Removal” shall be amended as follows: (All additions are shown in ***bold italics with underlines***. The deletions are shown as ~~***strikeovers in bold italics.***~~)

**7-3.3 Snow Removal**

a. Whenever snow has fallen and the accumulation is such that it covers the street or highway, no vehicle shall be parked on the following main traveled or major roadways or portions thereof:

Name of Street	Location
Bay Avenue	Entire length
Bay Street	Easterly Side - Entire Length
Borough Hall	The parking area in front of borough hall unless both the parking lot and Bay Avenue have already been plowed
<b><i><u>Chestnut Street</u></i></b>	<b><i><u>Westerly side, from its intersection with Oak Street northward until its terminus</u></i></b>
South Bay Avenue	Entire length
Navesink Avenue	Entire length
Linden Avenue	Entire length
Waterwitch Avenue	Both sides, from Linden Avenue to Bay Avenue

- b. Unchanged.
- c. Unchanged.
- d. Unchanged.
- e. 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 and publication as provided by law.

Highlands Borough Mayor & Council Meeting Minutes  
 Community Center, 22 Snug Harbor Avenue, Highlands  
 November 9, 2022– Meeting Minutes

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

Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on December 7, 2022.

**RESOLUTIONS (B):**

**RESOLUTION 22-231  
 PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS**

**WHEREAS**, N.J.S.A. 40:4A-58 provides for the transfer of surplus funds from one account to the other during the last two months of the fiscal calendar year:

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Highlands that transfers be made in the Boroughs' 2022 budget appropriations in accordance with the following schedule:

**BE IT FURTHER RESOLVED** that this Resolution shall take effect on immediately:

**Current Fund**

<u>A/C #</u>	<u>FROM</u>	<u>TO</u>
26-310-100 Building & Grounds-S&W	\$25,000.00	
26-306-200 Sanitation-OE		25,000.00
20-145-100 Tax Collection-S&W	10,000.00	
25-241-100 Crossing Guards-S&W		10,000.00
23-220-200 Group Insurance	32,000.00	
31-460-192 Fuel		5,000.00
31-440-213 Telephone		5,000.00
25-252-100 Emergency Management-S&W		4,000.00
25-265-100 Fire Safety-S&W		3,000.00
28-360-100 Community Center-S&W		12,000.00
31-440-213 Telephone	_____	<u>3,000.00</u>
Totals	<u>\$67,000.00</u>	<u>\$67,000.00</u>

**Sewer Utility**

Totals	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Motion: Mayor Broullon  
 Second: Chelak  
 Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon  
 Nays: None  
 Abstain: None  
 Absent: Olszewski

**RESOLUTION 22-232  
 AUTHORIZING REFUND OF TAX OVERPAYMENT**

**WHEREAS**, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes**

residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

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

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

<b>Block</b>	<b>Lot</b>	<b>Year</b>	<b>Amount</b>	<b>Name</b>
98	6.07	2022	\$1,993.36	Zelesko, Ian

Motion: Chelak

Second: Cervantes

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

**RESOLUTION 22-233  
AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated November 4, 2022, which totals as follows:

Current Fund	\$ 1,499,153.18
Sewer Account	\$ 2,236.74
Capital Fund	\$ 1,608,530.11
Trust-Other	\$ 262,417.97
Federal/State Grants	\$ 13,162.82
<b>Total</b>	<b>\$ 3,385,500.82</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 3,385,500.82** 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.

Councilmember Melnyk motioned to remove line item relating to the Twin Lights Terrace Condo street lighting reimbursement for separate voting.

Motion: Melnyk

Second: Mayor Broullon

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

Vote for remainder of payment of bills list (with above item removed) is as follows:

Motion: Mayor Broullon

Second: Chelak

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes

Vote for payment of bill item for the Twin Lights Terrace Condo street lighting reimbursement is as follows:

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

**RESOLUTION 22-234  
AUTHORIZING EMERGENCY CONTRACT  
DUE TO SEWER PUMP REPAIR AT THE SHORE DRIVE PUMP STATION**

**WHEREAS**, the Local Public Contracts Law permits the award of emergency contracts pursuant to N.J.S.A. 40A:11-6 et. seq., subject to certain criteria, and

**WHEREAS**, the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-6 et seq. allows the award of contracts without public advertising for bids and bidding when an emergency exists affecting the public health, safety or welfare which requires the immediate delivery of goods or the performance of services, wherein the award of contract is made in the manner prescribed by the aforesaid statutory provision; and

**WHEREAS**, the Borough of Highlands has determined that an emergency exists, wherein two of the three main sewage pumps were not functioning necessitating the need to set up an emergency bypass; and

**WHEREAS**, the Borough has determined that the aforesaid emergency affects the public health, safety and/or welfare and requires the immediate performance of services; and

**WHEREAS**, in accordance with the declaration and pursuant to N.J.S.A. 40A:11-6 et. seq., the aforesaid repairs to the Shore Drive Pump Station is awarded to PSI Pumping Services, Inc. in the amount of \$17,408.40; and

**WHEREAS**, certification of funds has been made by the Chief Financial Officer that funds are available for the said purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands that the contract for the aforesaid emergency sewer pump repairs at the Shore Drive Pump Station be and are hereby authorized and ratified to PSI Pumping Services, Inc. in the amount of \$17,408.40.

**BE IT FURTHER RESOLVED**, that the contract is being awarded without public advertisement for bids pursuant to an emergency situation affecting the public health, safety and/or welfare, and as authorized by the Local Public Contract Laws, in accordance with N.J.S.A. 40A:11-6, which permits the awarding of emergency contracts.

**BE IT FURTHER RESOLVED**, that the Borough officials, including but not limited to, the Borough Administrator, are hereby authorized to execute the said emergency contracts, as well as any and all documents required to effectuate the same.

Mr. Muscillo explained the emergency, why it required immediate action, and the actions taken to remediate the emergency. Councilmember Melnyk asked if this was a temporary fix. Mr. Muscillo confirmed and stated that the contract is through the end of December.

Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes

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

**RESOLUTION 22-235**  
**APPROVING AN APPLICATION FOR A PERSON-TO-PERSON TRANSFER OF**  
**LIQUOR LICENSE 1317-33-030-009**

**WHEREAS**, an application has been filed for a Person to Person transfer of Plenary Retail Consumption License 1317-33-030-009, from Water Witch Highlands LLC to Et Al Fine Food & Events Inc. for premises located at 409 Bay Avenue, Highlands, NJ 07732; and,

**WHEREAS**, the submitted application form is complete in all respects, as outlined in N.J.S.A.33: 1-1 et seq., an Affidavit of Publication has been received by the Municipal Clerk, the transfer fees have been paid, and the license has been properly renewed for the current license term; and,

**WHEREAS**, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

**WHEREAS**, the Highlands Police Department has investigated the applicant and the source of all funds to be utilized in connection with the purchase and operation of the business, and the results meet ABC standards; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Highlands, New Jersey does hereby approve, effective November 9, 2022, the person-to-person transfer of the aforesaid Plenary Retail Consumption License to Et Al Fine Food & Events Inc.

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

**RESOLUTION 22-236**  
**AUTHORIZING EXECUTION OF A TRANSPORTATION AGREEMENT WITH THE COUNTY OF**  
**MONMOUTH FOR THE SPECIAL CITIZENS AREA TRANSPORTATION SYSTEM (SCAT)**

**WHEREAS**, the Monmouth County Board of County Commissioners has established the Special Citizens Area Transportation System (hereinafter referred to as "SCAT"); and

**WHEREAS**, the Borough of Highlands has requested that the County provide such services to eligible residents; and

**WHEREAS**, it is necessary to set forth the responsibilities of both parties in a written agreement outlining the mutual covenants and conditions for consideration; and

**WHEREAS**, the services to be provided will include transportation to and from local food markets for eligible residents; and

**WHEREAS**, such services will be provided for a half day, at the per diem rate of \$155.00, to be



Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes

billed on a quarterly basis; and

**WHEREAS**, the contract shall be in effect from January 1, 2023 through December 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Highlands that the Mayor and Municipal Clerk are hereby authorized to execute the Transportation Agreement with the County of Monmouth for the Special Citizens Area Transportation System for the period of January 1, 2023 through December 31, 2023.

**BE IF 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 Director of the Monmouth County Division of Transportation.

Motion: Mayor Broullon

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

**RESOLUTION 22-237**

**AUTHORIZING THE BOROUGH OF HIGHLANDS TO ACCEPT THE SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2022 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Borough of Highlands Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY22-EMPG-EMAA-1317 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the Borough's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the Borough of Highlands will use these funds to enhance their Emergency Management Program and the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2022 to June 30, 2023; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in the application and notice of award; and

**WHEREAS**, the Borough of Highlands Office of Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Council accepts the award of the FFY22 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Mayor, Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes**

3. That copies of this Resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Borough Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of the Treasury.

Councilmember Chelak asked for an explanation of the grant. Mayor Broullon answered that the grant was from FEMA for actively preparing for potential disasters or bad scenarios.

Motion: Chelak

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

**OTHER BUSINESS:** Mr. Chabarek explained the procedure and process for a street vacation of Borough property. He stated that the request is for a paper street to repair a deck that encroaches on Borough property and then described the area. He noted that there was an objection received from a neighbor who received the notice. The objector was ok with the repair but was not ok with the street vacation in its entirety, as they wanted to limit it to the area of the deck.

Mr. Matlack had nothing to add at this time.

The requester and owner of 10 Hillside Avenue, Athnasios Vorvolakos, stated that he's not looking to extend the existing deck but only to take care of his property. Mayor Broullon asked if he would be ok with just a construction easement, without a street vacation, to get the work done. Mr. Vorvolakos asked if the Building Department would approve his permit with that arrangement. Mr. Muscillo reported that the Building Official recommended the street vacation. Mr. Chabarek stated that if an initial approval is granted, the engineer would need to do their due diligence and make recommendations for any necessary drainage easements. Mayor Broullon asked if there were flagstones there currently and if an access easement would be needed. Mr. Matlack answered that those considerations could be written into any street vacation Ordinance.

Mr. Vorvolakos asked where the property line would be with the street vacation and noted that he would be ok with it ending at where the deck ends. Mr. Chabarek reiterated that the Borough Engineer would need to investigate the area. Mr. Matlack concurred. Mr. Muscillo added that actions would be taken to prevent any problems or questions relating to property ownership, responsible parties, and allowable access in the future. Mayor Broullon added the Land Use Board would be involved if there were any questions with regard to side yard setback requirements.

With no other questions from the dais or the public, Mr. Chabarek informed Mr. Vorvolakos that he would need to post an escrow if the governing body grants an initial approval.

Motion made to grant preliminary approval pursuant to the Borough Code.

Motion: Melnyk

Second: Mayor Broullon

Ayes: Cervantes, Chelak, Melnyk, Mayor Broullon

Nays: None

Abstain: None

Absent: Olszewski

**REPORTS:**

**Mayor Broullon:** gave updates on the North Street Pump Station project, the Municipal Building construction, South Bay and Hillside Ave. improvement project, the Sanitary Sewer project, the

**Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
November 9, 2022– Meeting Minutes**

Snug Harbor Park improvement project, the Twin Lights Terrace Gabion project, the Ederle Park project, the marine Place elevated walkway project, the Waterwitch Pump Station project, the Skate Park project, the Jones Creek project, the EV Charging Station project, and the Portland Road guard rail project.

For Regionalization, she reported that the attorneys have agreed on a mediator and are awaiting the School Boards' agreement.

She provided an update on grant monies received thus far and reiterated that the Borough was still accepting letters of support for the FEMA BRIC grant application.

Councilmember Chelak: reported that the Environmental Commission submitted a letter to the Council with regard to their concern about possible hazards at the Shadow Lawn trailer park. She asked what the next steps were. Mr. Chabarek answered that the Code Enforcement Officer is on top of this matter. Councilmember Melnyk asked for confirmation that no ordinance change was necessary. Mayor Broullon answered that summonses could be issued without any ordinance change.

Councilmember Cervantes: gave an update on the status of the Highlands Business Partnership's Highlands welcome sign installation. He noted the upcoming tree lighting event and the Alliance Thanksgiving dinner on November 23<sup>rd</sup>.

Mr. Muscillo: reported that the Borough had submitted their Best Practices to the state. He stated that this was necessary to receive the final 5% state aid payment and that it was required for him to make this report. He noted that the maximum score was 36.5 and that the minimum score allowed was 24. The Borough received a score of 33.5. Mr. Muscillo listed the points where the Borough excelled and the one point that the Borough was lacking will be rectified after the installation of the EV charging station.

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

**PUBLIC PORTION:**

Tina Kemmer, 164 Linden Ave, wanted to follow up with any updates for recyclables and if the Borough was still considering updating its pick-up scheduling. Mr. Muscillo answered that he's working with Mr. Carpenter on the topic.

Carla Cefalo, Gravelly Point, congratulated Mayor Broullon on her successful reelection campaign.

Anthony Gonzalez, Twin Lights Terr., introduced himself and agreed that the recycling was awful and unsightly.

With no further questions or comments from the public, Mayor Broullon closed Public Portion.

**ADJOURNMENT:**

Offered by Mayor Broullon and Seconded by Councilmember Melnyk. All in Favor. None opposed. Meeting adjourned at 7:57pm

Approve:   
Carolyn Broullon, Mayor

Attest:   
Nancy Tran, Borough Clerk