



Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
September 21, 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 Chelak, Councilmember Cervantes, Councilmember Melnyk, Councilmember Olszewski, and Mayor Broullon were all present.

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

PLEDGE OF ALLEGIANCE

OATH OF OFFICE: Kevin Connor, Patrolman – Mayor Broullon swore in Officer Connor.

APPROVAL OF MINUTES: September 7, 2022 Meeting Minutes

Motion: Mayor Broullon

Second: Chelak

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

Absent: None

September 7, 2022 Executive Session Minutes

Motion: Olszewski

Second: Melnyk

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

Absent: None

INTRODUCTION OF PROPOSED ORDINANCES:

O-22-20 Removing Restricted Parking Space in Front of Residence Occupied by Person with Disabilities

Motion: Olszewski

Second: Mayor Broullon

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

Nays: None

Abstain: None

Absent: None

Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on October 5, 2022.

O-22-21 Amending Chapter 5 (Licensing of Dogs), Section 5-14 (Licensing and Control of Cats), Subsection 5-14.1 (Licensing) of the Revised General Ordinances of the Borough of Highlands

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on October 5, 2022.

PUBLIC HEARING ON PROPOSED ORDINANCES:

O-22-18 Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities – With no questions or comments from the dais, Mayor Broullon opened floor to the public.

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

WHEREAS, Ordinance 18-03 governs applications for restricted parking in front of residences occupied by persons with disabilities; and

WHEREAS, the Highlands Police Department has received an application for on-street resident parking for persons with disabilities, which has been reviewed and approved by the Chief of Police; and

WHEREAS, the governing body of the Borough of Highlands wishes to designate an appropriate space for resident parking for persons with disabilities in accordance with the recommendation of the Chief of Police.

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

SECTION I.

A parking space in front of 2 Rodgers Street, 22 feet southwest of utility pole J584B, of the property is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to a resident of 2 Rodgers Street, Apartment A2. A sign shall be installed specifically identifying the parking space in accordance with Ordinance 18-03.

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 immediately upon its passage and publication in accordance with law.

Motion: Chelak to close public hearing and to carry to adopt

Second: Mayor Broullon

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

Nays: None

Abstain: None

Absent: None

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

O-22-19 Amending Chapter 2 (Administration), Section 2-10.2 Entitled “Composition” of the Revised General Ordinances of the Borough of Highlands – With no questions or comments from the dais, Mayor Broullon opened floor to the public.

WHEREAS, the Governing Body of the Borough of Highlands has determined that it is necessary to amend The Revised General Ordinances of the Borough of Highlands to allow for the hiring of additional police officers if necessary.

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

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
September 21, 2022– Meeting Minutes

SECTION I. Chapter 2 (Administration), Section 2-10.2 entitled “Composition” is hereby amended as follows (additions are shown in ***bold italics with underlines*** and deletions are shown in ***bold italics with strikeout***):

Section 2-10.2. Composition

The police department shall consist of a chief, ~~and~~ one captain, one lieutenant, no more than four sergeants and no more than ~~eight~~ ***ten*** patrolmen.

The borough administrator is designated as the appropriate authority for the police department and shall be responsible for the overall performance of the police department. The appropriate authority shall promulgate and adopt rules and regulations for the governance of the police department and for the discipline of its members.

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 immediately upon its passage and publication in accordance with law.

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

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

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

RESOLUTIONS:

**RESOLUTION 22-211
AUTHORIZING A PLACE-TO-PLACE TRANSFER – EXTENSION OF PREMISES –
OF LIQUOR LICENSE 1317-33-019-012**

WHEREAS, an application has been filed for a Place to Place transfer of Plenary Retail Consumption License 1317-33-022-010, issued to Atlantic Street Innkeepers LLC, for the purpose of expanding the premises under license wherein the sale, service and storage of alcoholic beverages are authorized; and to amend the Retail Liquor License Application; and,

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands does hereby approve, effective September 21, 2022, the expansion of the aforesaid Plenary Retail Consumption Licensed premises located at 1 Atlantic Street, Highlands, New Jersey 07732 to place under license the area delineated in the application form and the sketch of the licensed premises attached thereto.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Recuse: Cervantes

Absent: None

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
September 21, 2022– Meeting Minutes

CONSENT AGENDA: Clerk Tran read the following Resolutions by title and asked for a motion to approve the Consent Agenda. Resolutions and Consent Agenda vote are as follows:

**RESOLUTION 22-212
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated September 16, 2022, which totals as follows:

Current Fund	\$ 194,333.45
Sewer Account	\$ 22,493.91
Capital Fund	\$ 366,516.66
Trust-Other	\$ 19,588.28
Federal/State Grants	\$ 0.00
Total	\$ 602,932.30

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ **602,932.30** 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: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 22-213
AUTHORIZING EXECUTION OF CLEAN ENERGY ELECTRIC VEHICLE TOURISM
GRANT AGREEMENT BETWEEN THE STATE OF NEW JERSEY BOARD OF PUBLIC UTILITIES
AND THE BOROUGH OF HIGHLANDS**

WHEREAS, the Borough of Highlands strives to assure tourism is directed towards the municipality; and

WHEREAS, the New Jersey Board of Public Utilities has created a Clean Energy Electric Vehicle Tourism Grant program for municipalities offering incentives to promote electric vehicle ("EV") adoption and tourism through investment in EV chargers at key New Jersey tourism sites, landmarks, and other areas of interest; and

WHEREAS, the Borough of Highlands applied to receive this grant;

WHEREAS, the New Jersey Board of Public Utilities granted the Borough of Highlands' application and provided an Agreement for Grant Number 22EVT040.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that the Mayor be and is hereby authorized to execute the Clean Energy Electric Vehicle Tourism Grant Agreement between the State of New Jersey Board of Public Utilities and the Borough of Highlands.

BE IT FURTHER RESOLVED, that the Mayor is authorized to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

Highlands Borough Mayor & Council Meeting Minutes
Community Center, 22 Snug Harbor Avenue, Highlands
September 21, 2022– Meeting Minutes

REPORTS:

Councilmember Melnyk: gave updates on the Open Space, Communications, and Shade Tree committees. He reminded everyone that the committee meetings are on Zoom and all a welcome to join the meetings.

Council President Olszewski: gave updates on the elementary school, Henry Hudson Regional School, and regionalization.

Councilmember Cervantes: noted upcoming Highlands Business Partnership events. Councilmember Chelak asked for more information regarding the car show on Sunday. Carla Cefalo, from the HBP, answered on behalf of Councilmember Cervantes.

Councilmember Chelak: reported the Green Team's activities at this year's ClamFest.

Mr. Matlack: reported on the Hillside Ave. drainage project, the Snug Harbor Park improvement project, the South Bay and Hillside Aves. Improvement project, and the Marine Walkway West projects. Mayor Broullon asked if there were any new developments on the Sanitary Sewer project. Mr. Matlack answered that the project is still delayed due to the supply chain but the contractor was still doing tests. Mayor Broullon asked if there was any progress regarding easements for the South Bay project. Mr. Matlack deferred to Mr. Ball who reported that they're still negotiating.

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

PUBLIC PORTION:

Carla Cefalo, from the Highlands Business Partnership, reported on the recent Twin Lights bike ride. She noted that there were residents who complained about the event and explained the various reasons why this year's event date was not typical. She stated that HBP will work to improve future events to offer more kid activities and increase community involvement. She thanked the Borough for allowing the event to take place in Highlands.

Joe Dorin, 102 Valley Ave., stated that a lot of trees have been removed in his area. He suggested to educate the town about the tree removal permit process. He remarked about the state of the 14 North Peak construction project and its continued effects on his property. He noted that his attorney will be contacting Mr. Ball.

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

ADJOURNMENT:

Offered by: Mayor Broullon

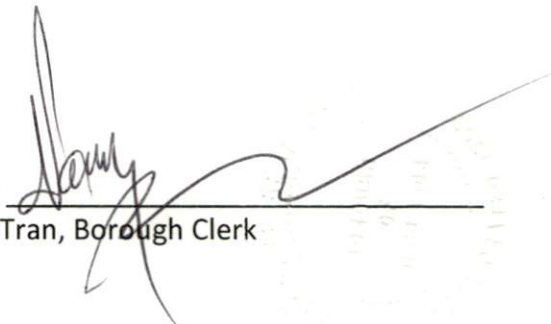
Seconded: Chelak

All in Favor.

None opposed.

Adjourned at 7:38pm

Approve: 
Carolyn Broullon, Mayor

Attest: 
Nancy Tran, Borough Clerk