



Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
April 5, 2023 – Meeting Minutes

**REGULAR 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, 2023. Items listed on the agenda are subject to change.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** Recording did not start until at Roll Call.

Councilmember Cervantes, Councilmember Chelak, Councilmember Melnyk, Council President Olszewski, and Mayor Broullon were present.

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

**PROCLAMATIONS/AWARDS**

Mayor Broullon read the Arbor Day Proclamation and the Alcohol Awareness Month Proclamation.

Mayor Broullon noted the Highlands Lions Club members on the dais. Councilmember Melnyk read a brief statement about the Highlands Lions Club donation to fund the bocce court at Frank Hall Park. Mayor Broullon stated that she's expecting to have landscape architect's plans next month.

**APPROVAL OF MINUTES:**

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Motion: Olszewski

Second: Mayor Broullon

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

Abstain: None

Absent: None

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Motion: Mayor Broullon

Second: Olszewski

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

Abstain: None

Absent: None

**PUBLIC HEARING ON PROPOSED ORDINANCES:**

**ORDINANCE O-23-05**

**AUTHORIZING THE SALE OF A 2009 STRYKER MEDICAL POWER STRETCHER, SERIAL NO. 090741112, IN A PRIVATE SALE TO THE BOROUGH OF ATLANTIC HIGHLANDS PURSUANT TO N.J.S.A. 40A:12-13(B)(1)**

**WHEREAS**, the Borough of Highlands is the owner of personal property identified as a 2009 Stryker Medical Power Stretcher (hereafter the "Property"); and

**WHEREAS**, the Borough of Atlantic Highlands is a political subdivision in the State of New Jersey and wishes to purchase the Property; and

**WHEREAS**, the Borough of Highlands desires to privately sell the Property to the Borough of Atlantic Highlands; and

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**WHEREAS**, N.J.S.A. 40A:12-13(b)(1) authorizes the Borough of Highlands to sell municipally owned personal property at a private sale to any political subdivision; and

**WHEREAS**, the Borough of Highlands has determined that the Property is not needed for public use and the sale of the Property is in the best interests of the Borough of Highlands.

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

**SECTION I.** The Borough of Highlands is the owner of a 2009 Stryker Medical Power Stretcher, Serial No. 090741112 (hereafter the "Property") and said Property is no longer needed for public use and the Borough of Highlands desires to sell the Property in accordance with N.J.S.A. 40A:12-13(b)(1) as follows:

- (a) The Borough of Highlands shall sell the Property to the Borough of Atlantic Highlands.
- (b) The sale price shall be \$7,000.00.
- (c) The Property is being sold in an "AS IS" condition.

**SECTION II.** The Borough Administrator and any other municipal officials are hereby authorized to undertake any and all acts reasonably necessary to effectuate the sale of the above described Property.

**SECTION III. 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 IV. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION V. EFFECTIVE DATE.** This Ordinance shall take effect after final passage and publication as provided by law.

Mayor Broullon explained the Ordinance before opening for public hearing. With no comments from the public, Mayor Broullon closed public portion.

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

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

**ORDINANCE O-23-06  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the

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previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Borough Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$85,917.07 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Mayor and Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Borough Council of the Borough of Highlands, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2023 budget year, the final appropriations of the Borough of Highlands shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$300,709.75, and that the CY 2023 municipal budget for the Borough of Highlands be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Mayor Broullon opened for public hearing. With no comments from the public, Mayor Broullon closed public portion.

Motion: Mayor Broullon

Second: Chelak

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

Abstain: None

Absent: None

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

**ORDINANCE O-23-09**

**VACATING A PORTION OF OCEAN-VIEW AVENUE ADJACENT TO LOT 2, BLOCK 5 IN THE  
BOROUGH OF HIGHLANDS, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

Mayor Broullon motioned to table O-23-09 as new, unauthorized encroachments were made to the area. She noted that there will be no public hearing of the Ordinance until these encroachments were removed. Mayor Broullon and Mr. Ball clarified the vacation procedure.

Motion to TABLE until June 7<sup>th</sup> Meeting: Mayor Broullon

Second: Olszewski

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

Abstain: None

Absent: None

Clerk Tran stated motion carried to TABLE this ordinance until June 7, 2023.

**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 23-092**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES IN CONNECTION WITH THE HIGHLANDS/MONMOUTH HILLS COOPERATIVE EFFORT – PERMIT PLANS & NJPDES PERMIT – ADDRESS NOV DRAINAGE IMPROVEMENTS AND TSS REMOVAL – MONMOUTH HILLS ONLY PROJECT**

**WHEREAS**, the Borough of Highlands has a need for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated Mach 15, 2023, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal is for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project; and

**WHEREAS**, the said proposed services include the following:

• <b>Phase 1.0 – Survey Services</b>	\$22,000.00
• <b>Phase 2.0 – Engineering Design Services – Preliminary Plans – Permits Only – NOT CONSTRUCTION</b>	\$38,000.00
• <b>Phase 3.0 – Geotechnical (excluding backhoe)</b>	\$22,750.00
• <b>Phase 4.0 – Permits</b>	\$10,000.00
• <b>Phase 5.0 - Estimating</b>	\$1,000.00
• <b>Phase 6.0 – Project Coordination</b>	\$4,850.00
Reimbursable Budgeted Fee (Billed to a Maximum)	\$1,000.00
<b>TOTAL BUDGET FEE – BILLED HOURLY Not to exceed value</b>	<b>\$99,600.00</b>

**WHEREAS**, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 2000 Midlantic Drive, Suite 100, Mount Laurel, New Jersey 08054 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering & Design, Inc. for professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$99,600.00 for professional services as stated in Colliers Engineering & Design, Inc.’s proposal dated March 15, 2023; and

**WHEREAS**, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design, Inc. 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 Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

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**WHEREAS**, Colliers Engineering & Design, Inc. 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:

  
\_\_\_\_\_  
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. Colliers Engineering & Design, Inc. is hereby retained to provide professional services in connection with the Highlands/Monmouth Hills Cooperative Effort – Permit Plans & NJPDES Permit – Address NOV Drainage Improvements and TSS Removal – Monmouth Hills Only Project as outlined above for an amount not to exceed \$99,600.00.
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

Abstain: None

Absent: None

**RESOLUTION 23-093**

**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

**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 17, 2023 through and including September

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4, 2023; 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 14<sup>th</sup> through Labor Day (September 4, 2023), 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 \$55,628.00 consisting of the following:

- Lifeguard Rescue Equipment and Medical Supplies - \$6,838.00.
- Rescue Personnel - \$43,040.00.
- Borough of Sea Bright Administrative Fee – \$5,750.00; and

**WHEREAS**, the Borough of Highlands and the Borough of Sea Bright previously entered into a Shared Services Agreement, wherein the Highlands will perform street sweeping services for Sea Bright at a cost of \$15,000.00, which was authorized by way of Resolution 23-072 duly adopted on March 1, 2023; and

**WHEREAS**, the Borough of Sea Bright has agreed to apply a credit of \$15,000.00 towards the cost of Lifeguard Operations, wherein the Borough of Highlands will pay the Borough of Sea Bright the total amount of \$40,628.00 for the aforesaid Lifeguard Operations; 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 #3-01-42-730-000-299

  
\_\_\_\_\_  
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 17, 2023 through September 4, 2023, and the Borough of Highlands will pay the Borough of Sea Bright for said services the amount of \$55,628.00 less a credit of \$15,000.00 for the street sweeping services being provided to the Borough of Sea Bright, for a total amount of \$40,628.00.

**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

Second: Olszewski

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

Abstain: None

Absent: None

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**RESOLUTION 23-094  
PROPERTY TAX CANCELLATION AND REFUND**

**WHEREAS**, Block 69, lot 8 applied for and received a tax exemption under the provisions for a total disabled veteran status in accordance with N.J.S.A. 54:4-3.30et seq, and

**WHEREAS**, the Tax Collector is recommending that the 2022 taxes be cancelled and refunded in the amount of \$1,591.79 and that the 2023 taxes be cancelled in the amount of \$4,775.36 and refunded the amount paid in the amount of \$2,387.68, and

**WHEREAS**, the balance of the 2023 taxes be cancelled when billed.

**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.

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

**RESOLUTION 23-095  
APPOINTING GREEN TEAM MEMBERS**

**WHEREAS**, by way of Chapter 2-46 of the Borough Code, the Borough of Highlands established a Green Team; and

**WHEREAS**, a vacancy has occurred on the Green Team and it is necessary to fill the vacancy for the unexpired term; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and the Council of the Borough of Highlands that the following appointment be made to the Green Team (Advisory) to fill the aforesaid vacancy for the unexpired term:

<b>Position:</b>	<b>Name:</b>	<b>Term:</b>	<b>Expiration:</b>
Land Use Board	Ann Pedersen	3 Years	12/31/2024

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

**RESOLUTION 23-096  
APPOINTING LAND USE BOARD MEMBERS**

**WHEREAS**, a vacancy exists on the Land Use Board as to an Alternate Member to be appointed by the Mayor.

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that the following appointment be and is hereby confirmed to the Land Use Board:

<b>POSITION:</b>	<b>NAME:</b>	<b>TERM:</b>	<b>EXPIRATION:</b>
Alternate 3	Kevin Cody	2 Years	12/31/2023

Appointment for the unexpired term.

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

**RESOLUTION 23-097**  
**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  
Abstain: None  
Absent: None

**RESOLUTION 23-098**  
**RECOGNIZING NJ LOCAL GOVERNMENT WEEK APRIL 16-22, 2023, AND ENCOURAGING ALL**  
**CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES**

**WHEREAS**, local government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

**WHEREAS**, local government provides services and programs that enhance the quality of life for residents, making their municipality their home; and

**WHEREAS**, local government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

**WHEREAS**, local government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

**WHEREAS**, NJ Local Government Week offers an important opportunity for elected officials and local government staff to spread the word to all citizens of New Jersey that they can shape and influence this branch of government; and



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**WHEREAS**, the NJ State League of Municipalities and its member municipalities have joined together to teach citizens about municipal government through a variety of activities.

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

**Section 1.** That the Borough of Highlands encourages all citizens, local government officials, and employees to participate in events that recognize and celebrate NJ Local Government Week.

**Section 2.** That the Borough of Highlands encourages educational partnerships between local government and schools, as well as civic groups and other organizations.

**Section 3.** That the Borough of Highlands supports and encourages all New Jersey local governments to actively promote and sponsor NJ Local Government Week.

Motion: Mayor Broullon

Second: Olszewski

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

Abstain: None

Absent: None

**RESOLUTION 23-099  
AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated March 31, 2023, which totals as follows:

Current Fund	\$ 110,718.24
Sewer Account	\$ 21,293.15
Capital Fund	\$ 325,301.95
Trust-Other	\$ 4,344.58
Federal/State Grants	\$ 289.15
<b>Total</b>	<b>\$ 461,947.07</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 461,947.07** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at [www.highlandsborough.org](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

Abstain: None

Absent: None

**RESOLUTION 23-100  
AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND  
THE BOROUGH OF ATLANTIC HIGHLANDS FOR PLANNING AND ZONING BOARD SECRETARY**

**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 Atlantic Highlands wish to encourage inter-municipal cooperation; and

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**WHEREAS**, the Borough of Highlands has the personnel and capability to provide Planning and Zoning Board Secretary functions and duties to the Borough of Atlantic Highlands; and

**WHEREAS**, the services to be provided by the Borough of Highlands Land Use Board Secretary would consist of weekly Planning and Zoning secretarial work which include two to four hours, one day per week on-site at Atlantic Highlands Borough Hall to process applications, return calls, emails, meet with applicants, etc., and in addition, attend all Borough of Atlantic Highlands Planning and Zoning Board meetings and perform the duties of the Borough of Atlantic Highlands Planning and Zoning Board Secretary at those meetings; and

**WHEREAS**, the Borough of Highlands and the Borough of Atlantic Highlands have reached an agreement for which the cost to provide such services to the Borough of Atlantic Highlands will be \$20,000.00 annually, for a duration of twelve (12) months, with payments being made quarterly by the Borough of Atlantic Highlands to the Borough of Highlands; and

**WHEREAS**, the cost of any supplies, materials, etc. needed for the work that is to be performed for the Planning and Zoning Board Secretary position and function will be set up by Borough of Atlantic Highlands and shall be paid by the Borough of Atlantic Highlands; and

**WHEREAS**, the Borough of Atlantic Highlands Planning and Zoning Board (joint singular board) meets and convenes the first Thursday of each month at 7:00pm in the Borough of Atlantic Highlands Council room located at 100 First Avenue in Atlantic Highlands, the schedule and location of the meetings may be adjusted at will by the Borough of Atlantic Highlands Planning and Zoning Board and the Borough of Highlands Land Use Board Secretary will be required to attend these meetings and act as the Borough of Atlantic Highlands Planning and Zoning Board Secretary.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands, that the Mayor and Borough Clerk be and are hereby authorized to execute a Shared Services Agreement with the Borough of Atlantic Highlands for a Planning and Zoning Board Secretary for the period of March 31, 2023 through March 31, 2024, and the Borough of Atlantic Highlands will pay the Borough of Highlands for the Planning and Zoning Board Secretary in the amount of \$20,000.00 to be paid quarterly.

**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 Borough of Highlands Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Atlantic Highlands Administrator.

Motion: Mayor Broullon

Second: Olszewski

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

Abstain: None

Absent: None

**REPORTS:**

Mayor Broullon: reported that the Mayor's Wellness Campaign has been upgraded from the Bronze status to the Silver status. She gave current construction project updates, planned project updates, and grant funding and applications updates.

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Mr. Muscillo: reported his recent attendance at an FBI training and his plans to implement it to Highlands.

Stephanie Rogers, Highlands Lions Club Treasurer: presented a check for the bocce ball court to Mr. Muscillo.

Councilmember Chelak: asked for an update with Shadowlawn and Mr. Muscillo reported on activities happening while Mr. Ball updated legal actions taken. Councilmember Chelak reported the Environmental Commission's concern with the recent number of whale beaching and their efforts to halt offshore windmill activities until more studies are made. Mayor Broullon added that she wouldn't sign any petition without proof.

Councilmember Melnyk: noted that this will be Highlands' 5<sup>th</sup> year with Tree City USA and stated the progress of the skatepark project.

Council President Olszewski: reported that there's a new Special Services Officer at the Elementary School

Mayor Broullon: announced that there's a Meet & Greet event at the Community Center as part of Local Government Week. She also noted that there's a Special Meeting on April 12<sup>th</sup> at 6pm.

Councilmember Cervantes: reported that the St. Patrick's Day parade attracted about 12,000 people and reminded everyone of the 2<sup>nd</sup> Annual Fiesta de Mayo event on May 6<sup>th</sup>.

With no further reports from the dais, Mayor Broullon opened Public Portion.

**PUBLIC PORTION:**

Michael Antico and Ayesha Prakash, Portland Rd., shared their ongoing issues with their newly built property and issues with the builder. They wondered if the Borough could provide any assistance.

Tina Kemmer, Linden Ave., brought up the issue of traffic management for future parades and townwide events.

Bob Zilinski, Portland Rd., asked for clarification on O-23-09. Mayor Broullon noted that the public walkway is ADA accessible, and Mr. Ball explained the vacation.

William Puig of Hillside Ave., Bob Hartman of Oceanview Ave., Patricia Zilinski of Portland Rd., and Jenny Coffey of Oceanview Ave., shared their thoughts on public walkway, public access and encroachment on the area of the O-23-09 vacation.

Angelo Vorvolakos, Hillside Ave., asked for clarification of actions needed to clear up any encroachment in order to have a public hearing for O-23-09. Mayor Broullon answered that Mr. Muscillo will reach out to him.

Michael Cannon, Central Ave., asked for clarification on R 23-092 and Mayor Broullon explained the Monmouth Hills project.

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

**EXECUTIVE SESSION:** Clerk Tran read the following:

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

Highlands Borough Mayor & Council Meeting Minutes  
Community Center, 22 Snug Harbor Avenue, Highlands  
April 5, 2023 – Meeting Minutes

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

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

- Pending or Anticipated Litigation

**BE IT FURTHER RESOLVED** that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when the need for privacy no longer exists.

Motion: Mayor Broullon

Second: Melnyk

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

Abstain: None

Absent: None

Council entered into Executive Session at 8:13pm and exited at 8:42pm. Clerk Tran left the room for the second part of the Executive Session and returned at 8:42pm.

**ADJOURNMENT:**

Offered by Councilmember Melnyk and Seconded by Mayor Broullon. All in Favor. None opposed. Meeting adjourned at 8:42pm

Approve: \_\_\_\_\_

Carolyn Broullon, Mayor

Attest: \_\_\_\_\_

Nancy Tran, Borough Clerk