



Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
December 6, 2023 – Meeting Minutes

REGULAR MEETING: Meeting came to order at 7:00PM.

Mayor Broullon announced that the Public Hearing on the Amended Snug Harbor Design would not take place as there will be no changes to the current plans.

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 and October 18, 2023. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilmembers Cervantes, Councilmembers 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 Drew Pavlick, and Borough Clerk Nancy Tran.

APPROVAL OF MINUTES:

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Motion: Olszewski

Second: Melnyk

Ayes: Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: Cervantes, Chelak

Absent: None

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Motion: Melnyk

Second: Mayor Broullon

Ayes: Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: Cervantes, Chelak

Absent: None

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Motion: Chelak

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: Cervantes

Absent: None

INTRODUCTION OF PROPOSED ORDINANCES

ORDINANCE O-23-23

DESIGNATING RESTRICTED PARKING IN FRONT OF RESIDENCE OCCUPIED BY PERSON WITH DISABILITIES

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.

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WHEREAS, Chapter 7-3.6B of the Borough Code 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 on Waterwitch Ave., 8 feet north of utility pole #BT40090HB, is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to the resident of 121 Waterwitch Ave., Apt. C-4. A sign shall be installed specifically identifying the parking space in accordance with Chapter 7-3.6B of the Borough Code.

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: Olszewski
Second: Melnyk
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 December 20, 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 23-226
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 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:

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<u>BLOCK</u>	<u>LOT</u>	<u>YEAR</u>	<u>AMOUNT</u>	<u>NAME</u>
11.01	6	2023	\$1,847.14	Morsfield, Suzanne
100.13	3	2023	\$1,342.53	Surety Title Agency
99	30	2023	\$3,002.81	Scott Title Services, LLC

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

**RESOLUTION 22-227
AUTHORIZING THE REFUND OF AN ANIMAL LICENSE FEE**

WHEREAS, the Finance Officer of the Borough of Highlands has received a request to refund an Animal License Fee.

WHEREAS, the Finance Officer has confirmed with the Clerk and determined that the fee is to be refunded and is due and payable by the Borough of Highlands; and

WHEREAS, the Finance Officer recommends the immediate refund of the Animal License Fee by the Borough of Highlands,

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 Finance Officer is authorized to immediately refund the Animal License Fee to the individual property owner listed below:

<u>PAYMENT</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ADDRESS</u>
MuniciPay (online)	\$21.00	Erin Lusheski	15 W Lincoln Ave., #301, AH, NJ 07716

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

**RESOLUTION 23-228
AUTHORIZING SUBMISSION OF STRATEGIC PLAN FOR MUNICIPAL ALLIANCE GRANT
FOR FISCAL YEAR 2025**

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse 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.

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;

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

1. The Borough Council does hereby authorize submission of a strategic plan for the Highlands and Atlantic Highlands Municipal Alliance grant for fiscal year **2025** in the amount of:

GCADA Grant	<u>\$ 14,954.20</u>
Cash Match	<u>\$ 3,738.55</u>
In-Kind	<u>\$ 11,215.65</u>

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Motion: Broullon

Second: Chelak

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 23-229
AUTHORIZING APPOINTMENT OF JUSTIN MCCLUNG AS
BUILDING SUBCODE OFFICIAL/INSPECTOR**

WHEREAS, it is necessary to appoint a Building Subcode Official/Inspector for the Building Department; and

WHEREAS, the Building Subcode Official/Inspector position will be a part-time position with hours to be agreed upon between the newly appointed Building Subcode Official/Inspector and the Construction Official; and

WHEREAS, the Building Subcode Official/Inspector will hold a Uniform Construction Code License and may be asked to occasionally perform inspections; and

WHEREAS, the salary for the part-time Building Subcode Official/Inspector position will be \$15,000.00 per year and shall begin on January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Justin McClung be and is hereby appointed to serve as the Borough's Building Subcode Official/Inspector, as a part-time employee, for an annual salary in the amount of \$15,000.00, effective on January 1, 2024.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator and the appointee.

Motion: Broullon

Second: Chelak

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 23-230
AUTHORIZING APPOINTMENT OF MICHAEL WINCH AS
PLUMBING SUBCODE OFFICIAL/INSPECTOR**

WHEREAS, it is necessary to appoint a Plumbing Subcode Official/Inspector for the Building Department; and

WHEREAS, the Plumbing Subcode Official/Inspector position will be a part-time position with hours to be agreed upon between the newly appointed Plumbing Subcode Official/Inspector and the Construction Official; and

WHEREAS, the Plumbing Subcode Official/Inspector will hold a Uniform Construction Code License and may be asked to occasionally perform inspections; and

WHEREAS, the salary for the part-time Plumbing Subcode Official/Inspector position will be \$15,000.00 per year and shall begin on January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Michael Winch be and is hereby appointed to serve as the Borough's Plumbing Subcode Official/Inspector, as a part-time employee, for an annual salary in the amount of \$15,000.00, effective on January 1, 2024.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator and the appointee.

Motion: Broullon

Second: Chelak

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 23-231
AUTHORIZING APPOINTMENT OF JAY EVERARD AS
ELECTRICAL SUBCODE OFFICIAL/INSPECTOR**

WHEREAS, it is necessary to appoint an Electrical Subcode Official/Inspector for the Building Department; and

WHEREAS, the Electrical Subcode Official/Inspector position will be a part-time position with hours to be agreed upon between the newly appointed Electrical Subcode Official/Inspector and the Construction Official; and

WHEREAS, the Electrical Subcode Official/Inspector will hold a Uniform Construction Code License and may be asked to occasionally perform inspections; and

WHEREAS, the salary for the part-time Electrical Subcode Official/Inspector position will be \$15,000.00 per year and shall begin on January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Jay Everard be and is hereby appointed to serve as the Borough's Electrical Subcode Official/Inspector, as a part-time employee, for an annual salary in the amount of \$15,000.00, effective on January 1, 2024.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator and the appointee.

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

RESOLUTION 23-232
AUTHORIZING APPOINTMENT OF COURTNEY LOPEZ AS ZONING OFFICER

WHEREAS, it is necessary for the Borough to appoint a Zoning Officer; and

WHEREAS, the Zoning Officer position will be a part-time position with hours to be agreed upon between the newly appointed Zoning Officer and the Construction Official; and

WHEREAS, the salary for the part-time Zoning Officer position will be \$16,000.00 per year and shall begin on or shortly after January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Courtney Lopez be and is hereby appointed to serve as the Borough's Zoning Officer, as a part-time employee, for an annual salary in the amount of \$16,000.00, effective on or shortly after January 1, 2024.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator and the appointee.

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

RESOLUTION 23-233
AUTHORIZING APPOINTMENT OF ALICIA JONES AS
TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

WHEREAS, it is necessary to appoint a Technical Assistant to the Construction Official for the Borough's Building Department; and

WHEREAS, the Technical Assistant position will be a full-time position, 8:00am -4:00pm Monday through Friday and the Technical Assistant will report directly to the Borough's Construction Official; and

WHEREAS, the salary for the Technical Assistant position will be \$65,000.00 per year and shall begin on or about December 18, 2023 and the position includes health benefits; and

WHEREAS, the Technical Assistant position is contingent upon successfully passing a background check.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Alicia Jones be and is hereby appointed to serve as the Borough's Technical Assistant to the Construction Official, as a full-time employee with benefits, for an annual salary in the amount of \$65,000.00.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator and the appointee.

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

RESOLUTION 23-234
AUTHORIZING APPOINTMENT OF SANDRA AKES AS COURT ADMINISTRATOR

WHEREAS, it is necessary to appoint a Court Administrator for the Borough's Municipal Court; and

WHEREAS, the Court Administrator position will be a full-time position and the Administrator will report directly to the Borough's Municipal Court Judge; and

WHEREAS, the salary for the Court Administrator position will be \$85,000.00 per year and shall begin on January 1, 2024, with an adjustment to \$90,000.00 per year beginning on January 1, 2025; and

WHEREAS, the Court Administrator position also includes 20 vacation days per year as well as compensatory time for afterhours Court sessions, compensation for police callouts and health benefits.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Sandra Akes be and is hereby appointed to serve as the Borough's Court Administrator, as a full-time employee with benefits, for an annual salary in the amount of \$85,000.00, effective on January 1, 2024, with an adjustment to \$90,000.00 per year beginning on January 1, 2025.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator, the Borough's Municipal Court Judge and the appointee.

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

RESOLUTION 23-235
APPROVAL TO SUBMIT A GRANT APPLICATION TO THE NJDCA'S
AMERICAN RESCUE PLAN FIREFIGHTER GRANT

WHEREAS, the New Jersey Department of Community Affairs (NJCA) announced the American Rescue Plan Firefighter Grant, that supports local and regional fire department firefighters by ensuring that they have proper fire protection, cleaning, and sanitizing equipment;

WHEREAS, the grant application deadline is December 8, 2023;

WHEREAS, the Mayor and Council of the Borough of Highlands desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$41,639.43 to replace structural firefighting boots and purchase firefighter personal escape systems;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Highlands does hereby authorize the application for such a grant for the above stated project, and

BE IT FURTHER RESOLVED that the Mayor and Council recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement form the

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New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Highlands and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED that the Mayor and Borough Administrator are hereby authorized to sign the application on behalf of the Borough of Highlands, and that they or their successors are authorized to sign the agreement, and any other documents necessary in connection therewith.

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

**RESOLUTION 23-236
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 4, 2023, which totals as follows:

Current Fund	\$	962,950.66
Sewer Account	\$	85,278.19
Capital Fund	\$	712,076.06
Trust-Other	\$	4,495.96
Federal/State Grants	\$	29,194.92
Total	\$	1,793,995.79

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ **1,793,995.79** 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: Broullon
Second: Chelak
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

**RESOLUTION 23-237
AUTHORIZING THE AWARD OF A CONTRACT TO MITCHELL HUMPHREY & CO. FOR
SUPPLEMENTAL SOFTWARE PRODUCT SUPPORT**

WHEREAS, the Borough of Highlands wishes to enter into a contract with Mitchell Humphrey & Co., 1285 Fern Ridge Parkway, St. Louis, Missouri for supplemental proprietary software product support related to its FastTrackGov zoning module and additional licensing; and

WHEREAS, Mitchell Humphrey & Co. has submitted a proposal, dated December 1, 2023, for its license for an annual fee not to exceed \$15,882.23 for a term of five (5) years; and

WHEREAS, such proprietary software product license and support may be awarded without public advertising for bids or bidding in accordance with N.J.S.A. 40A:11-5(dd); and

WHEREAS, the proposal includes the following consulting services:

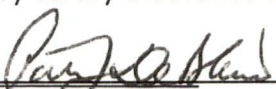
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Project Management
Analysis
Consulting
Implementation
Training
Testing; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to enter into a contract with Mitchell Humphrey for its supplemental software product support, in an annual amount not to exceed \$15,882.23 in accordance with the Mitchell Humphrey & Co. proposed contract dated December 1, 2023; 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# 3-01-44-901-000-264



Patrick DeBlasio, Chief Financial Officer

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

1. A contract is hereby awarded to Mitchell Humphrey & Co. for the supplemental software product support related to its FastTrackGov zoning module and additional licensing as outlined above for an annual amount not to exceed \$15,882.23. The contract shall be in a form to be reviewed and approved by the Borough Attorney.
2. The contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(dd). 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.

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

**RESOLUTION 23-238
PROVIDING FOR THE TRANSFER OF SURPLUS FUNDS**

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Highlands that transfers be made in the Boroughs' 2023 budget appropriations in accordance with the following schedule:

BE IT FURTHER RESOLVED that this Resolution shall take immediately:

<u>A/C #</u>	<u>FROM</u>	<u>TO</u>
20-150-100 Tax Assessor-S&W	\$ 5,000.00	
36-472-000 Social Security		\$ 5,000.00
22-200-100 Code Enforcement-S&W	5,000.00	
22-195-200 Construction-OE		5,000.00
21-180-200 Land Use-OE	20,000.00	
23-210-200 Liability Insurance	25,000.00	
25-241-100 Crossing Guards-S&W	5,000.00	

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26-309-200 County Reclamation-OE	20,000.00	
25-240-100 Police-S&W		70,000.00
20-145-100 Tax Collection-S&W	5,000.00	
26-290-100 Streets & Roads-S&W	4,000.00	
26-310-100 Bldg&Grounds-S&W	5,000.00	
25-252-100 Emergency Management-S&W		2,000.00
25-265-200 Uniform Fire Safety-S&W		<u>12,000.00</u>
Totals	<u>\$ 94,000.00</u>	<u>\$94,000.00</u>

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

**RESOLUTION 23-239
AUTHORIZING EXECUTION OF A SETTLEMENT AGREEMENT BETWEEN
THE BOROUGH OF HIGHLANDS AND HIGHLANDER DEVELOPMENT GROUP, LLC**

WHEREAS, Highlander Development Group, LLC is the owner of properties known as Block 105.107, Lot 1.1 and Block 110, Lot 8.01 in the Borough of Highlands; and

WHEREAS, Highlander Development Group, LLC appealed its property tax assessment for the aforementioned properties as indicated below to the New Jersey Tax Court in the matter known as Highlander Development Group, LLC v. Highlands Borough, Docket Nos: 0034-2020, 0229-2021, 1487-2022, and 0054-2023;

		<u>Original Assessment</u>	
<i>Block:</i>	105.107	Land	\$12,828,900
<i>Lot:</i>	1.1	Improvements	<u>\$ 421,300</u>
<i>Street Address:</i>	Shadow Lawn Trailer Park	Total	\$13,250,200
<i>Year:</i>	2020		
<i>Block:</i>	110	Land	\$ 864,800
<i>Lot:</i>	8.01	Improvements	<u>\$ 0</u>
<i>Street Address:</i>	106 Laurel Drive	Total	\$ 864,800
<i>Year:</i>	2020		
<i>Block:</i>	105.107	Land	\$12,828,900
<i>Lot:</i>	1.1	Improvements	<u>\$ 426,900</u>
<i>Street Address:</i>	Shadow Lawn Trailer Park	Total	\$13,255,800
<i>Year:</i>	2021		
<i>Block:</i>	110	Land	\$ 864,800
<i>Lot:</i>	8.01	Improvements	<u>\$ 0</u>
<i>Street Address:</i>	106 Laurel Drive	Total	\$ 864,800
<i>Year:</i>	2021		
<i>Block:</i>	105.107	Land	\$12,828,900
<i>Lot:</i>	1.1	Improvements	<u>\$ 468,000</u>
<i>Street Address:</i>	Shadow Lawn Trailer Park	Total	\$13,296,900
<i>Year:</i>	2022		
<i>Block:</i>	110	Land	\$ 951,200
<i>Lot:</i>	8.01	Improvements	<u>\$ 0</u>
<i>Street Address:</i>	106 Laurel Drive	Total	\$ 951,200
<i>Year:</i>	2022		
<i>Block:</i>	105.107	Land	\$15,394,600
<i>Lot:</i>	1.1	Improvements	<u>\$ 482,600</u>
<i>Street Address:</i>	Shadow Lawn Trailer Park	Total	\$15,877,200
<i>Year:</i>	2023		

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		<u>Original Assessment</u>	
Block:	110	Land	\$ 951,200
Lot:	8.01	Improvements	\$ <u>0</u>
Street Address:	106 Laurel Drive	Total	\$ 951,200
Year:	2023		

WHEREAS, after mediation of the above noted matter through the Tax Court, the parties have reached a proposed settlement. The assessment will be adjusted and a judgment will be entered as follows:

		<u>Requested Tax Court Judgment</u>	
Block:	105.107	Land	\$11,578,700
Lot:	1.1	Improvements	\$ <u>421,300</u>
Street Address:	Shadow Lawn Trailer Park	Total	\$12,000,000
Year:	2020		

Block:	110	Land	\$ 0
Lot:	8.01	Improvements	\$ <u>0</u>
Street Address:	106 Laurel Drive	Total	\$ 0
Year:	2020		

Block:	105.107	Land	\$11,578,700
Lot:	1.1	Improvements	\$ <u>421,300</u>
Street Address:	Shadow Lawn Trailer Park	Total	\$12,000,000
Year:	2021		

Block:	110	Land	\$ 0
Lot:	8.01	Improvements	\$ <u>0</u>
Street Address:	106 Laurel Drive	Total	\$ 0
Year:	2021		

Block:	105.107	Land	\$11,578,700
Lot:	1.1	Improvements	\$ <u>421,300</u>
Street Address:	Shadow Lawn Trailer Park	Total	\$12,000,000
Year:	2022		

Block:	110	Land	\$ 0
Lot:	8.01	Improvements	\$ <u>0</u>
Street Address:	106 Laurel Drive	Total	\$ 0
Year:	2022		

Block:	105.107	Land	\$11,578,700
Lot:	1.1	Improvements	\$ <u>421,300</u>
Street Address:	Shadow Lawn Trailer Park	Total	\$12,000,000
Year:	2023		

Block:	110	Land	\$ 0
Lot:	8.01	Improvements	\$ <u>0</u>
Street Address:	106 Laurel Drive	Total	\$ 0
Year:	2023		

WHEREAS, the parties agree that the property's 2024 total assessments shall be as follows: Block 105.107, Lot 1.1 shall be \$10,000,000 and Block 110, Lot 8.01 shall be \$0.00. Block 110, Lot 8.01 will be removed from the tax list and will be combined with Block 105.107, Lot 1.1. Each party shall have the right to file a tax appeal for the 2024 tax year to obtain a judgment to implement, enforce and/or confirm the assessment agreed upon herein.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that the appropriate Borough officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute a Settlement Agreement between Highlander Development Group, LLC and the Borough of Highlands in accordance with the terms noted above and in a form to be reviewed and approved by Borough Tax Counsel.

Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
December 6, 2023 – Meeting Minutes

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

REPORTS:

Mayor's Report: Mayor Broullon gave updates on the EV charging station, the new water fountains in Huddy and Veterans parks, the Waterwitch pump station, the sanitary sewer project, the Veterans Park improvement project, the improvement project of Bayside Dr. and Marie St., the dredging of Jones Creek, and the Portland Rd. guard rail project. She noted 2024 construction projects for Overlook Park, Marine Place east walkway, Frank Hall Park, the Snug Harbor pump station, the Valley Street pump, and the FEMA BRIC project with Monmouth Hills project. She reported the total grant awards received so far and that the CRS coordinator's progress is still ongoing.

Mr. Muscillo added that paving on Bay Ave. as part of the sanitary sewer project won't start until after the St. Patrick's Day parade.

Councilmember Melnyk asked for more information regarding the FEMA grant and Mayor Broullon answered that the permitting process will take some time and she's getting all the engineers to work together with Army Corp during the permitting phase so everyone will be on the same page.

Administrator's Report: Mr. Muscillo reported that hiring for the new Building Department is complete and that the Court Administrator will be starting on December 18th.

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

PUBLIC PORTION:

With no 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.

RESOLUTION TO ENTER EXECUTIVE SESSION

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:

- Potential 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.

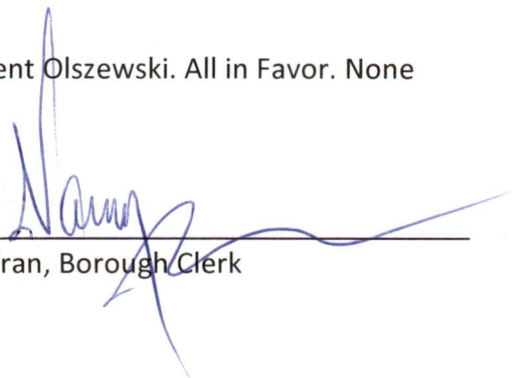
Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

Council entered into Executive Session at 7:18pm and exited at 7:35pm.

ADJOURNMENT:

Offered by Mayor Broullon and seconded by Council President Olszewski. All in Favor. None opposed. Meeting adjourned at 7:35pm.

Approve: 
Carolyn Broullon, Mayor

Attest: 
Nancy Tran, Borough Clerk