



Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes

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

MEETING STATEMENT: The Municipal Clerk read the public meetings statement.

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 Municipal clerk all on January 1, 2024. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Also in attendance were Administrator Michael Muscillo, Borough Attorney Andrew Ball, Esq., Borough Engineer Joseph Raftery, CFO Patrick DeBlasio, and Municipal Clerk Nancy Tran.

APPROVAL OF MINUTES

April 17, 2024 Meeting Minutes

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

April 17, 2024 Executive Session Minutes

Motion: Chelak

Second: Cervantes

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

Nays: None

Abstain: None

Absent: None

INTRODUCTION OF PROPOSED ORDINANCE: Municipal Clerk Tran read the following ordinance by title:

ORDINANCE O-24-07

AMENDING CHAPTER 3 (GENERAL POLICE REGULATIONS) SECTION 3-7A.2.1 (BRUSH AND BRANCH PICKUP) AND SECTION 3-7A.2.2 (LEAF PICKUP), AND ADDING SECTION 3-7A.7 (COMMERCIAL RECYCLING)

WHEREAS, the governing body desires to amend Chapter 3 (General Police Regulations) Section 3-7 (Separation and Collection of Building Materials, Debris, Garbage, Recyclable Material, Paper and Trash) 3-7A (Nonresidential Garbage).

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

SECTION I.

Borough Code Chapter 3 (General Police Regulations), Section 3-7A.2.1 (Brush and Branch Pickup), shall be amended as follows (additions are shown in **bold with underlines**, deletions are shown as **~~strikeovers~~**).

Section 3-7A.2.1 Brush and Branch Pickup

Brush and branches are scheduled to be picked up by zone during the following months: April, May, September, October and December. Brush and branch placement is permitted to be placed a maximum of five (5) days prior to pickup. All brush is to be placed at least ten (10) feet from any storm drain, inlet or stream. Further, all brush is to be placed at least twenty-five (25) feet from any intersection. Branches are to be bundled, not longer than forty-eight (48) inches or greater than four (4) inches in diameter. Additionally, residents **and commercial entities** are permitted to bring brush and branches to the recycling yard. Proof of residency **or association with a commercial entity located within the Borough** is required to bring brush and branches to the recycling yard ~~and no commercial entities are permitted to bring brush and branches to the recycling yard.~~ **Additionally, upon receiving written authorization from the Borough Administrator or his/her designee, a contractor performing work at a Borough residence may bring brush and branches from that residence only to the recycling yard.**

- Zone 1 — The first (1st) Friday of the month.
- Zone 2 — The second (2nd) Friday of the month.
- Zone 3 — The third (3rd) Friday of the month.
- Zone 4 — The fourth (4th) Friday of the month.

Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall.

Brush and branches will only be picked up during the months listed above. Additional pickups will not be granted.

SECTION II.

Borough Code Chapter 3 (General Police Regulations), Section 3-7A.2.2 (Leaf Pickup), shall be amended as follows (additions are shown in **bold with underlines**, deletions are shown as **strikeovers**).

Section 3-7A.2.2 Leaf Pickup

Leaves are scheduled to be picked up by zone during the following months: October, November and December. Leaves are permitted to be placed a maximum of five (5) days prior to pickup. Leaves must be left out loose and placed by the curb. All leaves are to be placed at least ten (10) feet from any storm drain, inlet or stream. Further, all leaves are to be placed at least twenty-five (25) feet from any intersection. Residents **and commercial entities** are permitted to bring leaves to the recycling yard. Proof of residency **or association with a commercial entity located within the Borough** is required to bring leaves to the recycling yard ~~and no commercial entities are permitted to bring leaves to the recycling yard.~~ **Additionally, upon receiving written authorization from the Borough Administrator or his/her designee, a contractor performing work at a Borough residence may bring leaves from that residence only to the recycling yard.**

- Zone 1 — The first (1st) Friday of the month.
- Zone 2 — The second (2nd) Friday of the month.
- Zone 3 — The third (3rd) Friday of the month.
- Zone 4 — The fourth (4th) Friday of the month.

Classification of Zones are available on the official Borough of Highlands website and will be available upon request at Borough Hall.

SECTION III.

Borough Code Chapter 3 (General Police Regulations), Section 3-7A.7 (Commercial Recycling), shall be added as follows (additions are shown in **bold with underlines**).

Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes

Section 3-7A.7 Commercial Recycling

Commercial entities located within the Borough are permitted to bring recyclable materials to the recycling yard. Proof of association with a commercial entity located within the Borough is required to bring recyclable materials to the recycling yard.

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

SECTION VI. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

Mayor Broullon explained the ordinance. Council President Olszewski asked for clarification of where brush can be left for pick up and Mayor Broullon responded that DPW cannot go on private property so all brush needs to be left at the curb.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

Ms. Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on May 15, 2024.

Ms. Tran stated that Pat Cole, of H2M, has called in for the meeting. Mr. Muscillo stated that Mr. Cole was to join in at the Executive Session. Ms. Tran stated that she would call him back at the appropriate time.

RESOLUTIONS:

Public Hearing on the 2024 Municipal Budget – Mr. Ball stated that there was an edit correcting Councilmember Melnyk’s and Council President Olszewski’s term expiration date and that these changes were non-substantial to the budget. Mayor Broullon opened the public hearing, with no comments being brought by the public, Mayor Broullon motioned to close the public hearing.

**Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes**

SECTION 2 - UPON ADOPTION FOR YEAR 2024

Be it Resolved by the **COUNCIL MEMBERS** of the **BOROUGH** of **HIGHLANDS**, County of **MONMOUTH** that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 10,217,050.45 (Item 2 below) for municipal purposes, and
- (b) \$ - (Item 3 below) for school purposes in Type I School Districts only (N.J.S.A. 18A:9-2) to be raised by taxation and,
- (c) \$ - (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only (N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of the following summary of general revenues and appropriations.
- (d) \$ 54,742.60 (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$ - (Sheet 44) Arts and Culture Trust Fund Levy
- (f) \$ - (Item 5 Below) Minimum Library Tax

RECORDED VOTE
(Insert last name)

Motioned: Mayor Brouillon
Seconded: Melnyk

Ayes

Cervantes
Chelak
Melnyk
Olszewski
Mayor Brouillon

Nays

None

Abstained

None

Absent

None


1. General Revenues				SUMMARY OF REVENUES	
Surplus Anticipated		08-100	\$	1,900,000.00	
Miscellaneous Revenues Anticipated		13-099	\$	1,491,987.32	
Receipts from Delinquent Taxes		15-499	\$	600,000.00	
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)		07-190	\$	10,217,050.45	
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:					
Item 6, Sheet 42		07-195	\$	-	
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)		07-191	\$	-	
TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY					
4. To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:					
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)		07-191	\$	-	
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX					
Total Revenues					
				13-299	\$ 14,209,037.77

Sheet 41

SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:	XXXXXX	XXXXXXXXXXXXXX
Within "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a & b) Operations Including Contingent	34-201	\$ 9,122,335.00
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 890,607.50
(g) Cash Deficit	46-885	\$ -
Excluded from "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 518,769.37
(c) Capital Improvements	44-999	\$ 350,000.00
(d) Municipal Debt Service	45-999	\$ 2,227,325.90
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgments	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	29-405	\$ -
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 1,100,000.00
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)	07-195	
Total Appropriations	34-499	\$ 14,209,037.77

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 1st day of May, 2024. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2024 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 3 day of May, 2024,  , Clerk

Sheet 42

CONSENT AGENDA: Municipal Clerk Tran read the following resolutions by title. Prior to his vote, Councilmember Melnyk thanked Mr. Muscillo and Chief Burton for their efforts in negotiating the PBA contract. The consent vote is as noted:

**RESOLUTION 24-107
AUTHORIZING APPOINTMENT OF MICHAEL PURAZZO 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

**Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes**

hours to be agreed upon between the newly appointed Electrical Subcode Official/Inspector and the Construction Official; and

WHEREAS, the Electrical Subcode Official/Inspector is required to be licensed pursuant to N.J.A.C. 5:23-1, et seq., and may be asked to occasionally perform inspections; and

WHEREAS, Michael Purazzo holds the required licensure; and

WHEREAS, the salary for the part-time Electrical Subcode Official/Inspector position will be \$15,000.00 per year and shall begin on March 26, 2024.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Michael Purazzo 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 March 26, 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: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-108

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL
ADVISORY SERVICES REGARDING THE BOROUGH'S MEDICAL AND PRESCRIPTION INSURANCE
PLANS**

WHEREAS, the Borough of Highlands has a need for professional medical insurance advisory services in connection with the Borough's medical and prescription plans, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Brown & Brown Metro, LLC has set forth its proposed services in a Consultant Services Agreement dated May 1, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal includes the following:

- a) Provide insurance related regulatory guidance on topics that impact the Borough's insurance program such as Health Care Reform, COBRA, HIPAA, Overage Dependents, FMLA, NJ Family Leave Act, Medicare Part D, and NJ P.L. 2011, Chapter 78.
- b) Prepare and provide customized templates for any required employer notices such as the annual CMS Medicare Part D employee notification.
- c) Coordinate educational opportunities through webinars and seminars to provide industry updates for the Borough.
- d) Provide legislative updates related to employee benefits.
- e) Coordinate and attend annual open enrollment meetings as a resource for employees when considering their plan options.
- f) Review and analyze the Borough's existing insurance coverage and identify potential

**Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes**

lines of coverage or coverage enhancements to improve the Borough's insurance programs.

- g) Facilitate, market, and procure quotations from carriers; review and analyze quotations and provide proposals for review by the Borough.
- h) Provide reasonable budget estimates during the budgeting process.
- i) Provide specialized knowledge and creative guidance for all phases of the collective bargaining processes related to the entire employee benefits program, including arbitration, mediation and fact finding. Consultant will attend any meetings necessary at the Borough's request.
- j) Attend Borough Council or Negotiations Committee Meetings as required.
- k) Prepare customized, comprehensive guide on employee benefits negotiation options, including benefit design, new hire language, waiver/opt out options and financial analysis of such changes.
- l) Assist the Borough and/or employees with any issues related to claims, billing disputes with the insurance carriers.
 - m) Assist the Borough and/or employees with Appeals for escalated claim issues.
 - n) Act as a resource for the Municipality for all issues related to Employee Benefits; and

WHEREAS, the term of the contract with Brown & Brown Metro, LLC is for a period of one (1) year beginning on May 1, 2024 and ending on April 30, 2025; and

WHEREAS, the amount of the contract with Brown & Brown Metro, LLC is \$15,000.00, to be paid in twelve (12) equal monthly installments of \$1,250.00; and

WHEREAS, such professional medical insurance advisory services in connection with the Borough's medical and prescription plans can only be provided by licensed professionals and the firm of Brown & Brown Metro, LLC, 1129 Broad Street, Suite 204, Shrewsbury, New Jersey 07702 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Brown & Brown Metro, LLC for the proposed professional medical insurance advisory services in connection with the Borough's medical and prescription plans, as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$15,000.00 for professional medical insurance advisory services in connection with the Borough's medical and prescription plans services as stated in Brown & Brown Metro, LLC's proposal dated May 1, 2024; and

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

WHEREAS, Brown & Brown Metro, LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes

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# 4-01-23-220-000-253



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. Brown & Brown Metro, LLC is hereby retained to provide professional medical insurance advisory services in connection with the Borough's medical and prescription plans, as described above and in their proposal dated May 1, 2024, for a period of 1 year beginning May 1, 2024 and ending on April 30, 2025, for an amount not to exceed \$15,000.00.
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 this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-109
APPROVING AND SUPPORTING THE ROAR ON THE RIVER EVENT
HOSTED BY THE HIGHLANDS BUSINESS PARTNERSHIP, INC.**

WHEREAS, the Highlands Business Partnership, Inc. has requested that the Borough of Highlands approve and support its Roar on the River event to be held on May 17, 18 and 19, 2024. The event will include an offshore power boat race on Sunday, May 19, 2024, with additional events held throughout the streets and parks in the Borough of Highlands on Friday, May 17th and Saturday, May 18th, 2024; and

WHEREAS, in addition to the power boat race, the event will include parades, block parties, autograph sessions and meet and greets; and

WHEREAS, the events will draw families to the area and is important for the economic development and tourism of the Borough of Highlands; and

WHEREAS, the Highlands Business Partnership, Inc. will coordinate the logistics for all events with the Borough's Police Chief, Administrator and department heads; and

WHEREAS, the Highlands Business Partnership, Inc. has submitted a Coast Guard Permit

Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes

Application which is pending approval; and

WHEREAS, the Highlands Business Partnership, Inc. shall be required to clean up the streets and parks after the events end and to restore them to the same condition as they were before the events; and

WHEREAS, the Highlands Business Partnership, Inc. will be responsible for covering any costs of the Department of Public Works and/or for the use of the Borough's Police; and

WHEREAS, the Highlands Business Partnership, Inc. shall execute a Hold Harmless Agreement in favor of the Borough.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that it hereby approves and supports the Roar on the River event which includes an offshore power boat race on Sunday, May 19, 2024, with additional events to be held on Friday, May 17th and Saturday May 18th, 2024 throughout the streets and parks in the Borough of Highlands.

BE IT FURTHER RESOLVED that the Highlands Business Partnership, Inc. shall coordinate the logistics for all events with the Borough's Police Chief, Administrator and department heads.

BE IT FURTHER RESOLVED that the Highlands Business Partnership, Inc. shall be required to clean up the streets and parks after the events end and to restore them to the same condition as they were before the events.

BE IT FURTHER RESOLVED, that the Highlands Business Partnership, Inc. will be responsible for covering any costs of the Department of Public Works and/or for the use of the Borough's Police.

BE IT FURTHER RESOLVED that the Highlands Business Partnership, Inc. shall execute a Hold Harmless Agreement in favor of the Borough: and

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 purpose of this Resolution, including executing a Hold Harmless Agreement in favor of the Borough.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-110

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE COUNTY OF MONMOUTH FOR THE USE OF MONMOUTH COUNTY'S OPEN PUBLIC RECORDS SEARCH SYSTEM - RECORDS INFORMATION MANAGEMENT MODULE

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 County of Monmouth wish to enter into a Shared Services Agreement for the use of Monmouth County's Open Public Records Search System-Records Information Management Module (OPRS-RIM); and

WHEREAS, OPRS-RIM provides for the Inventory Management, Retention Management,

**Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes**

and Disposition Management of Official Records; and

WHEREAS, OPRS-RIM is owned by developer, Sunrise Systems, Inc.

WHEREAS, the County has obtained a limited license from Sunrise Systems, Inc.; and

WHEREAS, the Borough of Highlands finds that it would be in the best interest of the Borough to participate in the Monmouth County Shared Services Program for the aforesaid services; and

WHEREAS, the Borough shall annually pay \$3,500.00 to Monmouth County computed as follows:

- \$2,300.00 to Sunrise for Maintenance and Support
- \$640.00 for hosting by Monmouth
- \$560.00 reserve for future Server/SAN image storage upgrades; and

WHEREAS, term of the Shared Services Agreement shall be in effect through June 29, 2029, unless sooner terminated or extended.

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 between the Borough of Highlands and the County of Monmouth, for the aforesaid services.

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 Clerk of the Board of County Commissioners.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-111
AUTHORIZING EXECUTION OF A SETTLEMENT AGREEMENT AND RELEASE BETWEEN
THE BOROUGH OF HIGHLANDS AND JOHN CARUSO**

WHEREAS John Caruso filed an Open Public Records Act (“OPRA”) request with the Borough, which was denied by the Custodian of Records; and

WHEREAS John Caruso filed a Verified Complaint and Order to Show Cause, Docket No. MON-L-3043-20 seeking to compel the Borough to produce records responsive to his OPRA request and seeking reimbursement of counsel fees pursuant to OPRA; and

WHEREAS, the Borough of Highlands wishes to enter into a Settlement Agreement and Release with John Caruso; and

WHEREAS, the parties engaged in settlement discussions concerning the aforesaid and tentatively agreed to a settlement payment by the Borough in a total amount of \$5,000.00 in exchange for a full release of all claims by John Caruso; and

**Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes**

WHEREAS, by way of this Resolution, the Borough authorizes settlement payment in the amount of \$5,000; and

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 John Caruso and the Borough of Highlands pursuant to the terms set forth above and in a form to be reviewed and approved by the Borough Attorney.

BE IT FURTHER RESOLVED that upon full execution of the Settlement Agreement, the Borough Administrator and CFO are authorized and directed to issue the settlement payment in the amount of \$5,000.00.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-112
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated May 1, 2024, which totals as follows:

Current Fund	\$	626,984.48
Sewer Account	\$	90,262.48
Capital Fund	\$	396,183.99
Trust-Other	\$	2,192.76
Federal/State Grants	\$	--
Total	\$	1,115,623.71

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ **1,115,623.71** 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: Olszewski

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

Nays: None

Abstain: None

Absent: None

OTHER BUSINESS: State Cross Acceptance Committee – Mr. Muscillo stated that he's received emails from the County requesting the name of the designee to serve as the municipal point of contact for the State Plan Update. He proposed to be the designee and noted that the Borough does not need to select a committee. Mayor Broullon suggested that Spencer Carpenter be named his alternate.

REPORTS:

Mayor Broullon – noted that she was still waiting for the HPD and HFD reports. She gave updates on the elementary school's fundraising goals and its upcoming tricky tray event; the high school's sports season; number of HFAS calls; the number of Building Department inspections; Borough events; sanitary sewer project and paving plans; and CRS.

Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
May 1, 2024 – Meeting Minutes

Mr. Muscillo – stated he did not have more to add.

Council President Olszewski: reported that the elementary school play, *Frozen*, was wonderful and reminded everyone to attend the regional budget meeting on Monday at 6pm at HHRS.

Councilmember Cervantes – noted upcoming HBP events

Councilmember Chelak: gave updates on the upcoming Roar on the River event.

With no further reports, Mayor Broullon opened public portion.

PUBLIC PORTION:

Richard Green, Ocean Ave., requested that Council speak into the microphone for people to better hear the Council meeting recordings. He then asked about the progress, issues, and projected conclusion of the sanitary sewer project. Mayor Broullon responded that there were there was both sanitary sewer and stormwater work done at Waterwitch which could not be completed concurrently. Mr. Muscillo reported some issues that caused delays in the project and noted that he recently held a public meeting with residents of Central Ave., Beach Blvd., and Ocean Ave. regarding the paving project there. Mayor Broullon added unexpected challenges that were beyond the Borough's control. Mr. Green asked if the Borough could communicate more with the residents regarding challenges faced along with project updates.

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.

RESOLUTION TO ENTER EXECUTIVE SESSION

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

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

- Attorney/Client Privilege
- Disposition of Property

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

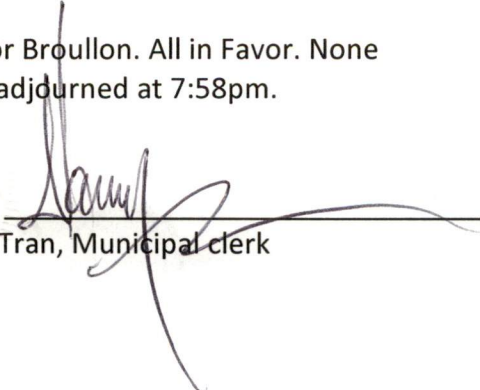
All in favor. None opposed.

Council entered into Executive Session at 7:28pm and exited at 7:58pm.

ADJOURNMENT:

Offered by Councilmember Melnyk and seconded by Mayor Broullon. All in Favor. None opposed. Councilmember Cervantes was absent. Meeting adjourned at 7:58pm.

Approve: 
Carolyn Broullon, Mayor

Attest: 
Nancy Tran, Municipal clerk