



Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
July 17, 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, Council President Olszewski, and Mayor Broullon were present. Councilmember Melnyk was absent.

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

PROCLAMATION: Mayor Broullon read the Proclamation for Michael Roth. Neighbors who came out to support clapped for Mr. Roth. Mayor Broullon presented Mr. Roth with the proclamation. Mayor Broullon and Mr. Roth took a picture with the proclamation and a house number that he had made that a neighbor had brought.

APPROVAL OF MINUTES

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

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

PUBLIC HEARING ON PROPOSED ORDINANCE: Municipal Clerk Tran read the following ordinance by title:

**CAPITAL ORDINANCE O-24-12
CAPITAL ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS, AND
APPROPRIATING \$400,000 THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF
HIGHLANDS, IN THE COUNTY OF MONMOUTH, NEW JERSEY**

WHEREAS, the Borough Council of the Borough of Highlands, in the County of Monmouth, New Jersey (the "Borough") has determined to provide for various capital improvements, and

WHEREAS, the Borough has available \$250,000 in the Borough's Capital Fund Balance and \$150,000 in the Borough's Capital Improvement Fund.

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NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HIGHLANDS, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as general capital improvements to be undertaken in and by the Borough. For the improvements or purposes described in Section 2, there is hereby appropriated \$400,000, said sum being inclusive of \$250,000 from the Borough's Capital Fund Balance and \$150,000 from the Borough's Capital Improvement Fund.

Section 2. The improvements hereby authorized to be undertaken consist of various capital improvements, including, but not limited to, improvements to Linden Avenue sidewalks and curbing, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2024 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. An aggregate amount not exceeding \$80,000 for legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

Section 5. Any grant or similar moneys from time to time received by the Borough for the improvements or purposes described in Section 2 hereof, shall be applied to direct payment of the cost of the improvements within the appropriation herein authorized.

Section 6. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 7. This ordinance shall take effect as provided by law.

Mayor Broullon explained the Capital Ordinance. With no comment from the dais, Mayor Broullon opened the floor for public comment. With no public comment, Mayor Broullon closed the public hearing.

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

Municipal Clerk Tran stated the ordinance was adopted on second and final hearing.

ORDINANCE O-24-13
AMENDING CHAPTER 7A "TRAFFIC SCHEDULES", SCHEDULE I "NO PARKING" OF THE CODE OF THE BOROUGH OF HIGHLANDS RELATED TO AREAS OF NO PARKING ON LIGHT HOUSE ROAD

WHEREAS, Chapter 7A, Schedule I of the Borough Code establishes the streets or parts of streets where there shall be no parking; and

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

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

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

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

SECTION I.

Borough Code Section 7A-1 entitled “No Parking”, shall be amended by adding the following:

SCHEDULE I: NO PARKING

NAME OF STREET	SIDES	LOCATION
<i>Light House Road</i>	<i>Both</i>	<i>Entire Length</i>

NOTE TO CODIFIER: All other portions of this Section remain the same.

SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

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

SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

Mayor Broullon explained the Ordinance. With no comment from the dais, Mayor Broullon opened the floor for public comment. With no public comment, Mayor Broullon closed the public hearing.

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

Municipal Clerk Tran stated the ordinance was adopted on second and final hearing.

RESOLUTION: Municipal Clerk Tran read the following resolution by title.

RESOLUTION 24-137

AMENDING RESOLUTION 24-129 WHICH AUTHORIZED THE PLACEMENT OF A NON-BINDING BALLOT QUESTION ON THE NOVEMBER 5, 2024 GENERAL ELECTION BALLOT REGARDING ACCEPTANCE BY THE BOROUGH OF HIGHLANDS OF A FEDERAL FLOODWALL PROJECT

WHEREAS, N.J.S.A. 19:37-1 permits municipalities to adopt a Resolution authorizing the placement of a non-binding question on the general election ballot to “ascertain the sentiment of the legal voters of the municipality” and request the County Clerk to print the question upon the official ballot of the next general election; and

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WHEREAS, Resolution 24-129, duly adopted June 19, 2024, authorized the placement of a non-binding ballot question on the November 5, 2024 General Election ballot regarding acceptance by the Borough of a Federal Floodwall Project; and

WHEREAS, the Borough noted a typographical error that was contained in the language of the non-binding ballot question in Resolution 24-129; and

WHEREAS, the Borough has since received an update from the New Jersey Department of Environmental Protection as to the yearly maintenance cost to be estimated at \$452,000.00 annually; and

WHEREAS, the Borough of Highlands wishes to correct the typographical error that was contained in the language of the non-binding ballot question as reflected in Resolution 24-129; and

WHEREAS, the Borough of Highlands also wishes to update the yearly estimated maintenance cost based on the information provided by the New Jersey Department of Environmental Protection.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that it requests that the County Clerk print upon the official ballot at the next general election to be held on November 5, 2024, the following question:

“Should the Borough of Highlands accept the large-scale Federal floodwall project as presented at the May 14, 2024 Public Meeting, which includes the possible exercise of eminent domain to take private property, with an initial estimated cost to the taxpayers of at least \$13 million dollars, in addition to annual funding paid by taxpayers for maintenance estimated to be at least \$452,000 per year?”

BE IT FURTHER RESOLVED, that the language of the non-binding ballot question set forth herein shall replace the language that was contained in Resolution 24-129 which contained a typographical error and has since been updated with the information provided by the New Jersey Department of Environmental Protection.

BE IT FURTHER RESOLVED, that a copy of this Resolution certified by the Borough Clerk to be a true copy be immediately filed with the Monmouth County Clerk together with the request that the ballot question be placed upon the ballot for the general election to be held on November 5, 2024.

Mayor Broullon explained that there were some typos in the last resolution that needed to be corrected prior to the question and resolution were sent to Freehold.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Melnyk

RESOLUTION 24-138

AUTHORIZING THE PLACEMENT OF A NON-BINDING BALLOT QUESTION ON THE NOVEMBER 5, 2024 GENERAL ELECTION BALLOT REGARDING SUPPORT BY THE BOROUGH OF HIGHLANDS TO EXPLORE TAX RELIEF BY ADDING SEA BRIGHT TO THE HENRY HUDSON REGIONAL SCHOOL DISTRICT

WHEREAS, N.J.S.A. 19:37-1 permits municipalities to adopt a Resolution authorizing the placement of a non-binding question on the general election ballot to “ascertain the sentiment

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of the legal voters of the municipality” and request the County Clerk to print the question upon the official ballot of the next general election; and

WHEREAS, pursuing a change for tax relief is a proper and reasonable policy-pursuit of the municipal governing body; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands that it requests that the County Clerk print upon the official ballot at the next general election to be held on November 5, 2024, the following question:

“Do you support the Borough exploring tax relief for Highlands by having students from Sea Bright attend the Henry Hudson Regional School District?”

BE IT FURTHER RESOLVED, that a copy of this Resolution certified by the Borough Clerk to be a true copy be immediately filed with the Monmouth County Clerk together with the request that the ballot question be placed upon the ballot for the general election to be held on November 5, 2024.

Mayor Broullon explained wanting public engagement in making the decision for Highlands.

Motion: Chelak

Second: Olszewski

Ayes: Cervantes, Chelak, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Melnyk

CONSENT AGENDA: Municipal Clerk Tran read the following resolutions by title. Prior to her vote, Councilmember Chelak asked for clarification of the Overlook Park project and Mr. Raftery explained the grant requirements. The consent vote is as noted:

RESOLUTION 24-139

BOROUGH OF HIGHLANDS PARTICIPATING IN THE NEW JERSEY COASTAL COALITION (NJCC)

WHEREAS, the New Jersey Coastal Coalition (NJCC) is a 501(c)3 non-profit organization, incorporated in the State of New Jersey, who formed as the Atlantic-Cape Coastal Coalition in 2013 as a result of Superstorm Sandy and changed their name in early 2018 reflecting their desire to include all coastal communities; and

WHEREAS, the NJCC’s mission is to build more resilient communities at the Jersey Shore by developing policies and practices that will anticipate future concerns and to create solutions to be shared by all participants; and

WHEREAS, participation in the NJCC provides the Borough of Highlands with networking and shared resources opportunities, which can better prepare the Borough and its residents for future flood events; and

WHEREAS, the Borough of Highlands has determined it is in the best interest of the Borough to formalize its participation and become a member of the NJCC; and

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

1. The Borough of Highlands hereby formalizes its desire to be an active participant in the New Jersey Coastal Coalition and directs its staff to dedicate time as needed toward this endeavor.

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2. Copies of this Resolution shall be made available to the NJ Coastal Coalition.

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

**RESOLUTION 24-140
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
HIGHLANDS STATE AID APPLICATION**

NOW, THEREFORE, BE IT RESOLVED that the Council of Highlands formally approves the grant application for the above stated project.

BET IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2025-Grand Tour Improvements-00276 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

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

**RESOLUTION 24-141
AWARDING A FAIR AND OPEN CONTRACT FOR LINDEN AVENUE SIDEWALK
IMPROVEMENTS PROJECT**

WHEREAS, the Borough of Highlands accepted bids on July 3, 2024 for the Sidewalk Improvements Project for Linden Avenue; and

WHEREAS, seven (7) bids were received for the aforesaid project which were reviewed by the Borough Engineer's Office, as follows:

<u>Bidder's Name</u>	<u>Base Bid</u>	<u>Alternate Bid A</u>	<u>Base Bid and Alt A Total</u>
Lancha Construction Corp.	\$253,235.12	\$58,619.82	^{Rid} \$311,854.94
Anar Construction, LLC	\$395,274.35	\$61,482.50	\$456,756.85
TC Landscape Construction Group	\$452,915.00	\$69,595.00	\$522,510.00
Seacoast Construction	\$468,604.86	\$128,695.01	\$597,299.87
Diamond Construction	\$498,404.90	\$123,938.20	\$622,343.10
United Terrain Group	\$620,695.00	\$100,495.00	\$721,190.00
Berto Construction	\$754,094.00	\$137,912.00	\$892,006.00

WHEREAS, Lancha Construction Corp. appears to be the lowest responsible bidder; and

WHEREAS, the Borough Engineer, Colliers Engineering & Design, by way of correspondence dated July 11, 2024, has made the recommendation that the contract be awarded to Lancha Construction Corp., as the lowest responsible bidder, for the Total Amount Bid in the amount of

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\$311,854.94, which includes the Base Bid and Alternate Bid A, subject to the availability of funds by the Chief Financial Officer of the Borough of Highlands; and

WHEREAS, a certification of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows: C-04-24-101-000-201



Patrick DeBlasio, Chief Financial Officer

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

1. That the Contract for the Linden Avenue Sidewalk Improvements Project is hereby awarded to Lancha Construction Corp. for an amount not to exceed \$311,854.94, for the Total Amount Bid consisting of the Base Bid and Alternate Bid A, contingent on Lancha Construction Corp. furnishing proof of business registration, proof of public works contractor registration and evidence of affirmative action compliance prior to execution of the contract.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Lancha Construction Corp. including executing a 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 forward a certified copy of this Resolution to the Borough Engineer and to the unsuccessful bidders.

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

RESOLUTION 24-142

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES IN CONNECTION WITH CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE LINDEN AVENUE SIDEWALK IMPROVEMENTS PROJECT

WHEREAS, the Borough of Highlands has a need for professional services in connection with construction administration and inspection services, which includes engineering redesign if necessary to adapt to actual field conditions, for the Linden Avenue Sidewalk Improvements Project, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design has set forth its proposed services in a written proposal dated July 15, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design is \$30,750.00, consisting of the following:

	Task	Cost
1.	Phase 1 – Construction Administration & Inspection	\$ 30,500.00 Services
2.	Reimbursable Expenses (Estimated Fee)	\$ <u>250.00</u>
	Total	\$ 30,750.00; and

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WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, 101 Crawfords Corner Road, Suite 3400, Holmdel, New Jersey 07733 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 for the proposed professional services in connection with construction administration and inspection services for the Linden Avenue Sidewalk Improvements Project as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$30,750.00 for professional services as stated in Colliers Engineering & Design's proposal dated July 15, 2024; and

WHEREAS, Colliers Engineering & Design 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 Colliers Engineering & Design from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design 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: C-04-23-101-000-205



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 is hereby retained to provide professional services in connection with construction administration and inspection services for the Linden Avenue Sidewalk Improvements Project as described above and in their proposal dated July 15, 2024, for an amount not to exceed \$30,750.00.
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, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Melnyk

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RESOLUTION 24-143
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Governing Body of the Borough of Highlands, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

**RESOLUTION 24-144
ACCEPTING DONATION OF AN OCTAGON BELL ROOF GAZEBO AT HUDDY PARK**

WHEREAS, as a donation to the Borough of Highlands, the Montecalvo Family has offered to furnish a 12' vinyl octagon Bell Roof Gazebo, by and through Backyard Structures, to be located at Huddy Park in the Borough of Highlands; and

WHEREAS, the Montecalvo Family also provided a dumpster to remove and transport the debris from the old Gazebo at Huddy Park to the recycling center and covered the cost of the same which totaled \$1,000.00; and

WHEREAS, the Borough of Highlands is authorized to accept donations by gift of in-kind items and services for the maintenance of public parks pursuant to N.J.S.A. 40:12-29; and

WHEREAS, pursuant to N.J.S.A. 40:12-29, any solicitation for a donation of \$7,500 or more in value shall be made a matter of public record by the municipality by adoption of a Resolution; and

WHEREAS, the material and labor for the aforesaid Bell Roof Gazebo from Backyard Structures equates to \$13,661.00; and

WHEREAS, after the installation of the aforesaid Bell Roof Gazebo, the Borough of Highlands shall be responsible for the maintenance of the same.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Highlands, hereby accepts the donation from the Montecalvo Family of a 12' vinyl octagon Bell Roof Gazebo to be located at Huddy Park, by and through Backyard Structures which equates to \$13,661.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Highlands, also hereby accepts the donation from the Montecalvo Family wherein they provided a dumpster to remove and transport the debris from the old Gazebo at Huddy Park to the recycling center and covered the cost of the same which totaled \$1,000.00.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Melnyk

**RESOLUTION 24-145
AUTHORIZING EXTENSION OF THE CONTRACT WITH DOWNTOWN NETWORK
COMPANY FOR THE COMMUNITY RATING SYSTEM (CRS) COORDINATOR**

WHEREAS, by way of Resolution 23-153, duly adopted on June 21, 2023, the Borough of Highlands awarded a contract to Downtown Network Company for the Community Rating System (CRS) Coordinator commencing on June 23, 2023; and

WHEREAS, in accordance with the terms of the contract and with N.J.S.A. 40A:11-15, the contract may be extended through the end of 2024 with the consent of both parties; and

WHEREAS, Downtown Network Company has agreed to continue their service under the terms of the present contract through December 31, 2024; and

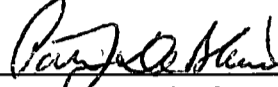
WHEREAS, the governing body finds that the services are being performed in an effective and efficient manner; and

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WHEREAS, Downtown Network Company will continue to provide CRS Coordinator services as described in the contract dated June 23, 2023 through December 31, 2024, with an annual fee not to exceed \$38,000.00; 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

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands that it hereby authorizes an extension of the present contract with Downtown Network Company for CRS Coordinator Services through December 31, 2024, for an annual fee not to exceed \$38,000.00.

BE IT FURTHER RESOLVED, that the Mayor and Borough Administrator be and are hereby authorized to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution, including execution of an extension of the contract with Downtown Network Company for the aforesaid additional term.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall forward a certified copy of this Resolution to Downtown Network Company and the Borough Administrator.

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

**RESOLUTION 24-146
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated July 17, 2024, which totals as follows:

Current Fund	\$ 1,788,641.28
Sewer Account	\$ 95,651.54
Capital Fund	\$ 173,448.51
Trust-Other	\$ 33,998.49
Federal/State Grants	\$ 70.91
Total	\$ 2,091,810.73

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ 2,091,810.73 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, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Melnyk



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REPORTS:

Mayor Broullon: reported on the Elementary School news and graduation and the Henry Hudson graduating class. She reported on the numbers from the HFAS, HFD, HPD, Code Enforcement, and Building Department. She noted the amount of grants received so far. Mayor Broullon noted that the Recreation Department's page and the Highlands Business Partnership's website posts information on Highlands events. She reminded that there would be a referendum question on the November ballot regarding the Army Corps project and that more information on the project can be found online. Mayor Broullon gave project updates on the Sanitary Sewer, Veterans Park, Huddy Park, Linden Ave. sidewalk, and the CRS Coordinator.

Mr. Muscillo: noted that the new Tax Assessor hours.

With no further reports, Mayor Broullon opened public portion.

PUBLIC PORTION:

Joe Dorin, Valley Ave., questioned who he should address his inquiries to the Council. He expressed his frustration and exasperation with his neighbor's ongoing project. Council President Olszewski noted that the neighbor needs to appear at the August Council Meeting.

Liz ?, Washington Ave., asked if the street cleaning schedule could be included in the Borough calendar and when the No Parking signs along Washington Ave. will be put back up. Mr. Muscillo will follow up regarding the signs.

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 - Block 56, Lot 4 Access Easement

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. Councilmember Melnyk was absent.

Council entered into Executive Session at 7:30pm and exited at 7:39pm.

ADJOURNMENT:

Offered by Mayor Broullon and seconded by Council President Olszewski. All in Favor. None opposed. Councilmember Melnyk was absent. Meeting adjourned at 7:40pm.

Approve: _____

Carolyn Broullon, Mayor

Attest: _____

Nancy Tran, Municipal clerk