



Highlands Borough Mayor & Council Meeting Minutes  
Municipal Building, 151 Navesink Avenue, Highlands  
May 20, 2026 – Meeting Minutes

**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 website, and filing with the Municipal Clerk all on January 1, 2026. 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 Borough Administrator Michael Muscillo, Borough Attorney Andrew Ball, Esq., Borough Engineer Joseph Raftery, Deputy Clerk Mary Annthipie Bane, and Municipal Clerk Nancy Tran.

**APPROVAL OF MINUTES**

**May 6, 2026 Meeting Minutes**

Motion: Olszewski

Second: Chelak

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

Nays: None

Abstain: None

Absent: None

**May 6, 2026 Executive Session Minutes**

Motion: Melnyk

Second: Cervantes

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

Nays: None

Abstain: None

Absent: None

**CONSENT AGENDA:** Municipal Clerk Tran read the following resolutions by title. The consent vote is as noted:

**RESOLUTION 26-116**

**AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY**

**WHEREAS, N.J.S.A. 40A:4-8** sets forth that the budget may be read by title only at the time of the public hearing, if a resolution is passed by not less than a majority of the full governing body, provided that at least one (1) week prior to the date of hearing and at the hearing, a complete copy of the approved budget:

- (a) shall be made available for public inspection, and
- (b) shall be made available to each person upon request.

**WHEREAS,** the conditions of N.J.S.A. 40A:4-8(1)(a) and (b), as set forth above, have been met.

**NOW THEREFORE BE IT RESOLVED,** by a majority of the full membership of the governing body that the Budget for 2026 shall be read by title only at the public hearing currently scheduled for May 20, 2026.

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

**RESOLUTION 26-117  
GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance  
on the Consideration of Arrest and Conviction Records in Employment Decisions  
Under Title VII of the Civil Rights Act of 1964"**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Borough of Highlands, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

**RESOLUTION 26-118  
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR  
PROFESSIONAL SERVICES – SLOPE STABILITY ANALYSIS CONSULTING SERVICES**

**WHEREAS**, the Borough of Highlands has a need for professional engineering consulting services related to a slope stability analysis for the Highlands Coastal Bluff pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, ENGenuity Infrastructure has set forth its proposed services in a written proposal dated March 20, 2026, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, said professional services include providing a slope stability analysis and related consulting services for the Borough; and

**WHEREAS**, the proposed amount of the contract with ENGenuity Infrastructure is \$14,000.00; and

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**WHEREAS**, such professional services can only be provided by licensed professionals and the firm of ENGenuity Infrastructure, 2 Bridge Avenue, Suite 323, Red Bank, New Jersey 07701 is so recognized; and

**WHEREAS**, the governing body has determined that it is in the best interests of the Borough to retain ENGenuity Infrastructure for the aforesaid consulting engineering services related to a slope stability analysis for the Highlands Coastal Bluff as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$14,000.00 as stated in ENGenuity Infrastructure's proposal dated March 20, 2026; and

**WHEREAS**, ENGenuity Infrastructure 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 ENGenuity Infrastructure from making any reportable contributions through the term of the contract; and

**WHEREAS**, ENGenuity Infrastructure 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: Acct # 6-01-30-165-000-244

  
\_\_\_\_\_  
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. ENGenuity Infrastructure is hereby retained to provide professional engineering consulting services related to a slope stability analysis for the Highlands Coastal Bluff as described above and, in their proposal dated March 20, 2026, for an amount not to exceed \$14,000.00.
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)(i). 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: Chelak

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 26-119**  
**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BEACH SIFTING SERVICES AT SNUG HARBOR BEACH AND MILLER STREET BEACH FOR THE SUMMER OF 2026**

**WHEREAS**, the Borough of Highlands has a need for beach sifting services at Snug Harbor Beach and Miller Street Beach for the Summer of 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, Fitzpatrick & Sons, LLC has submitted a proposal in the amount of \$9,035.00 to sift Snug Harbor Beach and Miller Street Beach once a week for thirteen (13) weeks for the Summer of 2026; and

**WHEREAS**, said proposal will not exceed the Borough's bid threshold; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$9,035.00 for the aforesaid services; and

**WHEREAS**, the Borough has obtained at least two competitive quotations pursuant to N.J.S.A. 40A:11-6.1; and

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to retain Fitzpatrick & Sons, LLC to perform beach sifting services at Snug Harbor Beach and Miller Street Beach for the Summer of 2026; and

**WHEREAS**, Fitzpatrick & Sons, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have 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 Fitzpatrick & Sons, LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, Fitzpatrick & Sons, LLC has completed and submitted a Political Contribution 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: Acct #6-01-28-376-000-181

  
\_\_\_\_\_  
Patrick DeBlasio, Chief Financial Officer

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands that:

1. Fitzpatrick & Sons, LLC is hereby retained to provide beach sifting services at Snug Harbor Beach and Miller Street Beach for the summer of 2026 once a week for thirteen (13) weeks in an amount not to exceed \$9,035.00.
2. 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.

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

**RESOLUTION 26-120  
ACKNOWLEDGING RECEIPT AND REVIEW OF THE LAND USE BOARD  
CONSISTENCY REPORT FOR ORDINANCE O-26-10**

**WHEREAS**, the Borough of Highlands introduced Ordinance No. O-26-10 and referred it to the Land Use Board pursuant to N.J.S.A. 40:55D-26(a); and

**WHEREAS**, the Land Use Board reported its findings on the Ordinance, by and through the issuance of a Memo dated May 18, 2026; and

**WHEREAS**, in accordance with the aforesaid Report, the Land Use Board found the Ordinance to be not substantially inconsistent with the Borough's Master Plan with no comments.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council hereby acknowledge receipt of the Land Use Board's Report finding the Ordinance to be not substantially inconsistent with the Borough's Master Plan with no comments.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution certified by the Borough Clerk to be a true copy, be forwarded to the Land Use Board Secretary.

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

**RESOLUTION 26-121  
DECLARING ACCEPTANCE OF THE CONTRACT FOR TIDE VALVE INSTALLATIONS**

**WHEREAS**, by way of Resolution 25-207 duly adopted on November 5, 2025, Monmouth Dock Works, LLC was awarded a contract for tide valve installations in connection with the Borough's outfall locations; and

**WHEREAS**, by way of Resolution 26-075 duly adopted on February 18, 2026, Change Order No. 1 was approved, increasing the contract amount from \$16,000.00 to \$19,100.00; and

**WHEREAS**, by way of correspondence dated May 14, 2026, the Borough Engineer, Colliers Engineering & Design, has advised that Monmouth Dock Works, LLC has completed the work, including all punch list items, and is now entitled to payment in the amount of \$8,380.00; and

**WHEREAS**, in accordance with the requirements of the aforesaid contract, Monmouth Dock Works has submitted a two (2) year Maintenance Bond in the amount of \$2,850.00, which is fifteen (15) percent of the final contract amount; and

**WHEREAS**, the Borough Engineer has recommended releasing the Performance Bond and accepting the project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Highlands, that it hereby acknowledges that this Project has been satisfactorily completed and accepts same.

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**BE IT FURTHER RESOLVED**, the Borough authorizes Partial Payment No. 2 – Final, in the amount of \$8,380.00.

**BE IT FURTHER RESOLVED**, by the Governing Body of the Borough of Highlands that it authorizes the acceptance of the two (2) year Maintenance Bond No. B1342997 issued by Selective Insurance Company of America in the sum of \$2,865.00.

**BE IT FURTHER RESOLVED**, that any lien claims filed more than sixty (60) days after the adoption of this Resolution shall be ineffective pursuant to N.J.S.A. 2A:44-132.

**BE IT FURTHER RESOLVED**, that the Borough of Highlands shall release Performance Bond No. B1342997, issued by Selective Insurance Company of America in the amount of \$16,000.00.

**BE IT FURTHER RESOLVED**, that upon expiration of said sixty (60) day period, if no lien claim notices have been filed, a voucher authorizing final payment of any sums due to the contractor may be listed upon the bill list for action.

**BE IT FURTHER RESOLVED**, that a certified copy of the within Resolution be forwarded to the Chief Financial Officer, the Project Engineer, Purchasing Agent, and Monmouth Dock Works, LLC.

Motion: Chelak

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 26-122  
APPOINTING SPECIAL POLICE OFFICER**

**WHEREAS**, the Borough of Highlands from time-to-time has the need to employ Special Police Officers; and

**WHEREAS**, the Chief of Police has made recommendations to the Governing Body regarding the appointment of said Officers;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Ubaldo Garcia be and is hereby appointed Special Officer Class I of the Borough of Highlands for the term beginning May 11, 2026 to expire December 31, 2026.

Motion: Chelak

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 26-123  
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 20, 2026, which totals as follows:

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Current Fund	\$	1,549,846.54
Sewer Account	\$	75,144.55
Capital Fund	\$	1,728.75
Trust-Other	\$	3,490.00
Federal/State Grants	\$	4,350.00
<b>TOTAL</b>	<b>\$</b>	<b>1,634,559.84</b>

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ **1,634,559.84** 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.highlandsnj.gov](http://www.highlandsnj.gov) and on file with the Municipal Clerk's Office for reference.

Motion: Chelak

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**RESOLUTION 26-124**

**AUTHORIZING THE AWARD OF A CONTRACT FOR SERVICES IN CONNECTION  
WITH LOCAL GOVERNMENT METEOROLOGICAL SERVICES**

**WHEREAS**, the Borough of Highlands has a need for Meteorological Services; and

**WHEREAS**, Cup a Joe Weather and Drone, LLC d/b/a ShorelySafe ("ShorelySafe") has set forth its proposed services in a written agreement, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the proposed scope of work includes flooding and weather consultation services to be provided in connection with the Borough's Office of Emergency Management ("OEM"), Community Rating System ("CRS"), flood resiliency efforts, emergency operations planning assistance, and related weather and flooding services; and

**WHEREAS**, the proposed amount of the contract with ShorelySafe is \$10,110.00; and

**WHEREAS**, N.J.S.A. 40A:11-6.1 sets forth that, "For all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount, the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable; and

**WHEREAS**, in light of the aforementioned, the governing body has determined that it is in the best interest of the Borough to retain ShorelySafe in connection with the Meteorological Services as set forth in its agreement; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$10,110.00 for services as stated in ShorelySafe's written agreement; and

**WHEREAS**, ShorelySafe 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 ShorelySafe from making any reportable contributions through the term of the contract; and

**WHEREAS**, ShorelySafe has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

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**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# T-03-56-855-000-000



Patrick DeBlasio, Chief Financial Officer

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

1. Cup a Joe Weather and Drone, LLC d/b/a ShorelySafe is hereby retained to provide services in connection with Meteorological Services as set forth in its written agreement as described above for an amount not to exceed \$10,110.00.
2. The contract is awarded pursuant to N.J.S.A. 40A:11-6.1; and 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: Chelak

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

**PUBLIC HEARING ON PROPOSED ORDINANCE:**

**ORDINANCE O-26-10**

**AMENDING CHAPTER 21 (ZONING AND LAND USE REGULATIONS), SECTION 21-65.9 (GRADING AND TOPSOIL REMOVAL), SECTION 21-84B (STEEP SLOPES AND SLUMP BLOCKS), SECTION 21-99 (ENFORCEMENT) AND SECTION 21-107B (FEES) OF THE CODE OF THE BOROUGH OF HIGHLANDS**

**WHEREAS**, Chapter 21, Article XI Design Standards, Section 21-65.9 of the Code of the Borough of Highlands governs grading and topsoil removal and there is currently no application fee to cover the cost of the engineer's review of grading applications and performing inspections prior to issuance of a Certificate of Occupancy; and

**WHEREAS**, Chapter 21, Article XIV Establishment of Districts, Section 21-84B governs Steep Slopes and Slump Blocks and the current application fee does not cover the cost of the engineer reviewing applications and performing inspections; and

**WHEREAS**, Chapter 21, Article XXI Enforcement, Section 21-99 governs enforcement of development regulations and needs more expansive language; and

**WHEREAS**, Chapter 21, Article XXIII Fees, Section 21-107B governs application fees and needs to be amended to include zoning permit fees.

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to amend Chapter 21 regarding grading permit applications and inspections, review and inspection fees, enforcement of development regulations, and to add zoning permit fees.

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

SECTION I.

Chapter 21, Article XI Design Standards, Section 21-65.9 Grading and Topsoil Removal is hereby amended as follows: (Additions are shown in **bold italics with underlines** and deletions are shown as ~~strikethrough in bold italics~~.)

Section 21-65.9. Grading and Topsoil Removal.

- A. – B. No change.
- C. Residential Lots. A grading plan shall be submitted for applications to construct a new single-family dwelling, a new two-family dwelling, a new accessory building or structure that exceeds 500 square feet, and/or an addition to a single-family, two-family dwelling or accessory building or structure, **or land disturbance** that exceeds 500 square feet. The plan shall include the existing and proposed building and lot coverage, as well as grading contours at one-foot intervals, except where there will be a disturbance of slopes exceeding 5%, a two-foot interval is permissible, and if they exceed 10%, a five-foot interval is permissible. Grading plans shall also include existing and proposed building and lot coverage calculations and data. No certificate of occupancy shall be issued until the Borough Engineer is satisfied that final grading has been completed in accordance with the detailed grading plans.
- D. Application. The applicant shall deposit an initial application filing fee of \$800 with the Chief Financial Officer. For each re-review of the application, an additional fee of \$200 shall be due. If additional escrow fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the estimated review fee, as determined by the Borough Engineer. No permit will be issued until a deposit is placed with the Chief Financial Officer, equal to the estimated inspection fee, as determined by the Borough Engineer. Inspections shall be required by the Borough Engineer prior to the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy. If additional inspection fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the new estimated inspection fee before any work can continue or Certificate can be issued. Any deposit accounts shall be maintained at levels sufficient at all times to cover all estimated fees or work may be halted. The Chief Financial Officer will keep the Borough Engineer aware of account balances as necessary.**

SECTION II.

Chapter 21, Article XIV Establishment of Districts, Section 21-84B Steep Slopes and Slump Blocks is hereby amended as follows: (Additions are shown in **bold italics with underlines** and deletions are shown as ~~strikethrough in bold italics~~.)

Section 21-84B. Steep Slopes and Slump Blocks.

- A. – F. No change.
- G. Review and inspection fees. The applicant shall deposit an initial application filing fee of ~~\$425~~ **\$800** with the Chief Financial Officer. **For each re-review of the application, an additional fee of \$200 shall be due.** If additional escrow fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the estimated review fee, as determined by the Borough Engineer. Inspections shall be required before, during stabilization and upon completion of the work or disturbance, during and for two years after complete stabilization, or for any other reasonable time, as determined by the Borough Engineer, to ~~insure~~ **ensure** the purposes of this section are met. No permit will be issued until a deposit is placed with the Chief Financial Officer, equal to the estimated inspection fee, as determined by the Borough Engineer. If additional inspection fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the new estimated inspection fee before any work can continue.

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The inspection fee deposit account shall remain for two years after complete stabilization. Any deposit accounts shall be maintained at levels sufficient at all times to cover all estimated fees or work may be halted. The Chief Financial Officer will keep the Borough Engineer aware of account balances as necessary.

**SECTION III.**

Chapter 21, Article XXI Enforcement, Section 21-99 ENFORCEMENT is hereby amended to read as follows: (Additions are shown in **bold italics with underlines** and deletions are shown as ~~***bold italics***~~.)

- A. – B. No change.
- C. No building or structure, or part thereof, shall be erected, constructed, reconstructed, **structurally** altered, **renovated** or moved until a zoning permit has been issued by the Zoning Officer, **except that alterations or renovations limited to the interior of a building or structure shall not require a zoning permit.**
- D. – F. No change.

**SECTION IV.**

Chapter 21, Article XXIII Fees, Section 21-107 SCHEDULE ESTABLISHED, Subsection B is hereby amended by adding the following to the existing table: (Additions are shown in **bold italics with underlines** and deletions are shown as ~~***bold italics***~~.)

<u>Application</u>	<u>Application Fee</u>	<u>Plus</u>	<u>Escrow Account</u>
<b><u>ZONING PERMITS</u></b>			
<b><u>Addition:</u></b>	<b><u>\$300</u></b>		
<b><u>Alteration</u></b>	<b><u>\$50</u></b>		
<b><u>Antenna</u></b>	<b><u>\$300</u></b>		
<b><u>Bulkhead</u></b>	<b><u>\$300</u></b>		
<b><u>Change of Use</u></b>	<b><u>\$50</u></b>		
<b><u>Driveway/Walkway</u></b>	<b><u>\$300</u></b>		
<b><u>Fence</u></b>	<b><u>\$50</u></b>		
<b><u>Garage</u></b>	<b><u>\$300</u></b>		
<b><u>Generator/HVAC</u></b>	<b><u>\$50</u></b>		
<b><u>New Business</u></b>	<b><u>\$50</u></b>		
<b><u>New Construction</u></b>	<b><u>\$300</u></b>		
<b><u>Pavers</u></b>	<b><u>\$50</u></b>		
<b><u>Pool</u></b>	<b><u>\$50</u></b>		
<b><u>Porch/Deck/Patio/Steps</u></b>	<b><u>\$50</u></b>		
<b><u>Renovation</u></b>	<b><u>\$50</u></b>		
<b><u>Retaining Wall</u></b>	<b><u>\$50</u></b>		
<b><u>Single/Two Family Dwelling</u></b>	<b><u>\$300</u></b>		
<b><u>Shed</u></b>	<b><u>\$50</u></b>		
<b><u>Sign</u></b>	<b><u>\$50</u></b>		
<b><u>Storage Pod</u></b>	<b><u>\$50</u></b>		
<b><u>Other</u></b>	<b><u>\$50</u></b>		

**SECTION V. 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 the ordinance, which shall otherwise remain in full force and effect.

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**SECTION VI. REPEALER.**

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

**SECTION VII. EFFECTIVE DATE.**

This Ordinance shall take effect after final passage as provided by law.

Council President Olszewski asked for procedural clarification for projects with less than 500ft land disturbance and Mayor Broullon answered that the Land Use Board Attorney would offer guidance. Mayor Broullon then opened the floor for public hearing. With no public comment, Mayor Broullon closed the public hearing and offered the ordinance for adoption.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

Municipal Clerk Tran stated that the Ordinance passed on second and final reading.

**ORDINANCE O-26-11**

**AMENDING CHAPTER 3, SECTION 2.4 ENTITLED "EXCEPTIONS; CERTAIN NOISE PERMITTED AT CERTAIN HOURS" OF THE CODE OF THE BOROUGH OF HIGHLANDS**

**WHEREAS**, the Borough of Highlands previously adopted Ordinance No. 25-19 on September 3, 2025, establishing decibel-based sound level standards; and

**WHEREAS**, Chapter 3, Section 2.4 of the Borough Code currently contains construction noise hour limitations that are inconsistent with O-25-19; and

**WHEREAS**, the governing body desires to amend said section to ensure consistency within the Borough Code.

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

**SECTION I.**

Chapter 3, Section 2.4 "Exceptions; Certain Noise Permitted at Certain Hours," is hereby amended as follows: (Additions are shown in ***bold italics with underlines*** and deletions are shown as ***~~strikethrough in bold italics~~***.)

The provisions of this section shall not apply to:

a. – f. No change.

g. Noise from construction or renovation activities, such as, erection, excavation, demolition, alteration or repair of any building between the hours of 7:00 a.m. and ***6:00 p.m.*** ~~*8:00 p.m.*~~, Monday through Friday, and 9:00 a.m. and 6:00 p.m. on Saturday and Sunday. At other times, any audible noise, which results in a complaint by an affected person, when evaluated at or within the property line of the complainant, is prohibited, except in the case of urgent matters (to the extent necessary to prevent further damage) and in the interest of public safety and health.

h. – i. No change.

**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 the 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 correction made and then opened the floor for public hearing. With no public comment, Mayor Broullon closed the public hearing and Councilmember Chelak offered the ordinance for adoption.

Motion: Chelak

Second: Cervantes

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

Nays: None

Abstain: None

Absent: None

Municipal Clerk Tran stated that the Ordinance passed on second and final reading.

**INTRODUCTION OF PROPOSED ORDINANCE:**

**ORDINANCE O-26-12**

**AMENDING ORDINANCE NO. O-26-08 DESIGNATING RESTRICTED PARKING IN FRONT OF RESIDENCE OCCUPIED BY A 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; and

**WHEREAS**, Chapter 7, Section 3.6B of the Borough Code governs applications for restricted parking in front of residences occupied by persons with disabilities; and

**WHEREAS**, the Borough of Highlands previously adopted Ordinance No. 26-08, designating a restricted parking space for a resident of 121 Waterwitch Avenue; and

**WHEREAS**, upon further inspection, the approved signage location identified in Section I of O-26-08 was determined to have been misidentified; and

**WHEREAS**, the governing body of the Borough of Highlands desires to amend Ordinance O-26-08 to correct the location associated with the designated parking space 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.**

Ordinance No. 26-08 “Designating Restricted Parking in Front of Residence Occupied by Person with Disabilities,” is hereby amended as follows: (Additions are shown in **bold italics with underlines** and deletions are shown as ~~***strikethrough in bold italics***~~.)

A parking space on Waterwitch Ave., twenty-five (25) feet northwest of utility pole ~~BT40056HB~~ **BT40090HB**, is hereby designated as a space for residential parking for persons with disabilities. This space shall be available to a resident of 121 Waterwitch Avenue, Unit C3. A sign shall be installed specifically identifying the parking space in accordance with Chapter 7-3.6B(d).

**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 the 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 prior to making a motion.

Motion: Mayor Broullon

Second: Melnyk

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

Nays: None

Abstain: None

Absent: None

Municipal Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on June 3, 2026.

**ORDINANCE O-26-13**

**DESIGNATING RESTRICTED PARKING IN FRONT OF A RESIDENCE OCCUPIED BY A PERSON WITH DISABILITIES FOR A PREVIOUSLY REMOVED PARKING SPACE IDENTIFIED IN ORDINANCE NO. 26-07**

**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; and

**WHEREAS**, Chapter 7, Section 3.6B of the Borough Code governs applications for restricted parking in front of residences occupied by persons with disabilities; and

**WHEREAS**, the Borough previously adopted Ordinance No. 26-07, removing a restricted parking space at 121 Waterwitch Avenue, Unit C6 that had been associated with a former tenant/applicant; and

**WHEREAS**, the Highlands Police Department has now received an application for on-street resident parking for persons with disabilities from a resident of 121 Waterwitch Avenue, Unit C6; and

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**WHEREAS**, the governing body of the Borough of Highlands wishes to designate a new restricted parking space 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., twenty-five (25) feet northwest of utility pole BT40056HB, is hereby designated as a space for residential parking for persons with disabilities. This space shall be available to a resident of 121 Waterwitch Avenue, Unit C6. A sign shall be installed specifically identifying the parking space in accordance with Chapter 7-3.6B(d).

**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 the 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 and Councilmember Chelak made a motion.

Motion: Chelak

Second: Olszewski

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

Nays: None

Abstain: None

Absent: None

Municipal Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on June 3, 2026.

**REPORTS: Administrator's Report** – Mr. Muscillo gave an update on the increase in dental health insurance and the recent RFP for auto repair services. He reported that no submissions were received and that he reached out to several local businesses. Another RFP will be issued.

**OTHER BUSINESS: Letter of Support** – James Davis, General Manager of FC Monmouth, shared that his organization received a grant for free events in Red Bank for the World Cup. He's asking for neighboring municipal partners.

**Public Hearing on License 1317-33-008-006 Place-to-Place Transfer Application** – Mr. Ball reported on his recent communications with the applicant. He recommended that the matter be carried to the June 3, 2026, meeting to allow the applicant to follow through with items discussed. He added that the applicant has agreed to be carried to the next meeting without further notice.

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Offered to carry public hearing to June 3, 2026, by Mayor Broullon and seconded by Council President Olszewski. All in Favor. None opposed.

**RESOLUTIONS:**

**RESOLUTION 26-126**

**APPROVING AN APPLICATION FOR A PERSON-TO-PERSON TRANSFER OF LIQUOR  
LICENSE 1317-32-009-008**

**WHEREAS**, an application has been filed for a Person-to-Person transfer of Plenary Retail Consumption License with broad package privilege 1317-32-009-008, from Grala LLC to Chubby Pickle NJ, LLC; and,

**WHEREAS**, the submitted application form is complete in all respects, as outlined in N.J.S.A. 33:1-1 et seq., an Affidavit of Publication has been received by the Municipal Clerk and the transfer fees have been paid; and,

**WHEREAS**, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

**WHEREAS**, the Highlands Police Department has investigated the applicant and the source of all funds to be utilized in connection with the purchase and operation of the business, and the results meet ABC standards; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation; and,

**WHEREAS**, the applicant is qualified to be licensed per Title 33 of the New Jersey Statutes and all rules and regulations promulgated there under, in addition to pertinent Borough Ordinances, and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Highlands, New Jersey does hereby approve, effective May 20, 2026, the person-to-person transfer of the aforesaid Plenary Retail Consumption License with broad package privilege to Chubby Pickle NJ, LLC; and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to Chubby Pickle NJ, LLC, effective May 20, 2026."

Motion: Melnyk

Second: Mayor Broullon

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Recuse: Cervantes

Absent: None

**RESOLUTION 26-127**

**SUPPORTING THE ASSOCIATION OF THE UNITED STATES NAVY OPERATION  
REACH OUT PROGRAM**

**WHEREAS**, the Association of the United States Navy ("AUSN") is an organization dedicated to supporting United States Navy and Coast Guard personnel, veterans, and their families through advocacy, education, outreach, and community engagement; and

**WHEREAS**, AUSN has established "Operation Reach Out" to provide military families with guidance, information, support, and access to resources during deployments, training assignments, and other periods of military services; and

**WHEREAS**, Operation Reach Out seeks to partner with local government, businesses, civic groups, and others to host networking opportunities and connect military families with support

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systems and available resources within their communities; and

**WHEREAS**, the Borough of Highlands recognizes the sacrifices made by members of the United States Armed Forces and their families and desires to support the initiatives that strengthen and assist military-connected residents within the community; and

**WHEREAS**, the Borough Council finds it fitting and appropriate to endorse the mission and goals of AUSN and Operation Reach Out in prompting outreach, education, and support for military members and their families.

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

1. The Borough of Highlands hereby supports and endorses the mission and objectives of the Association of the United States Navy and its Operation Reach Out program.
2. The Borough Council encourages residents, businesses, and civic organizations to participate in and support initiatives that assist military personnel, veterans, and their families.
3. The Borough Council further authorizes Borough officials to coordinate with AUSN representatives regarding community outreach efforts and related programs intended to benefit military-connected families within the Borough.

Mayor Broullon explained the partnership and program with AUSN and noted that Highlands would be the first in the Country to initiate Operation Reach Out. Council discussed how the process and procedure would work.

Motion: Mayor Broullon

Second: Olszewski

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

Nays: None

Recuse: None

Absent: None

**PUBLIC HEARING ON THE 2026 MUNICIPAL BUDGET:**

Mr. Muscillo summarized the 2026 Budget, highlighting the items with the biggest impact. Council discussed the rising insurance costs.

Joe Walsh, Shore Dr., asked if the Borough has a risk manager. Mr. Muscillo responded that the Borough is part of the Monmouth County JIF and engaged Danskin Insurance Agency as the Borough's risk manager.

With nothing further from the public, Mayor Broullon closed the public hearing and offered the budget.

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**R 26-125 ADOPTING 2026 MUNICIPAL BUDGET  
SECTION 2 - UPON ADOPTION FOR YEAR 2026**

Be it Resolved by the HIGHLANDS COUNCIL MEMBERS of the MONMOUTH BOROUGH 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) \$ 11,528,670.00 (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) \$ 72,840.14 (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)

Mayor Broullon motioned  
Melnik seconded

<b>Ayes</b>	Cervantes Chelak Melnik Olszewski Mayor Broullon	<b>Nays</b>	<b>Abstained</b>
			<b>Absent</b>

1. General Revenues				SUMMARY OF REVENUES	
Surplus Anticipated		08-100	\$	1,800,000.00	
Miscellaneous Revenues Anticipated		13-099	\$	1,664,866.17	
Receipts from Delinquent Taxes		15-499	\$	560,000.00	
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)		07-190	\$	11,528,670.00	
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		07-192	\$	-	
<b>Total Revenues</b>		13-299	\$	15,553,536.17	

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**SUMMARY OF APPROPRIATIONS**

5. GENERAL APPROPRIATIONS:		XXXXXX	XXXXXXXXXXXXXX
Within "CAPS"		XXXXXX	XXXXXXXXXXXXXX
(a & b) Operations Including Contingent		34-201	\$ 9,882,110.00
(e) Deferred Charges and Statutory Expenditures - Municipal		34-209	\$ 1,023,047.00
(g) Cash Deficit		46-885	\$ -
Excluded from "CAPS"		XXXXXX	XXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"		34-306	\$ 959,879.17
(c) Capital Improvements		44-999	\$ 200,000.00
(d) Municipal Debt Service		45-999	\$ 2,388,500.00
(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)		26-405	\$ -
(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	
<b>Total Appropriations</b>		34-499	\$ 15,553,536.17

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 20th day of May, 2026. 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 2026 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 20th day of May, 2026, Nancy Tran Signature, Clerk

Sheet 42

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

Mayor Broullon then opened the floor for public portion.

**PUBLIC PORTION:** With no public comments, Mayor Broullon closed public portion.

**ADJOURNMENT:**

Offered by Mayor Broullon and seconded by Councilmember Chelak. All in Favor. None opposed.  
Meeting adjourned at 7:30pm.

Approve: Carolyn Broullon  
Carolyn Broullon, Mayor

Attest: Nancy Tran  
Nancy Tran, Municipal Clerk