

**Mayor & Council
Regular Meeting
January 7, 2009**

Mayor Little called the Meeting to order at 7:05 P.M. (8:19 Machine Time).

Mrs. Flannery made the following statement: As per requirement of P.L. 1975, Chapter 231. Notice is hereby given that this is a Workshop Meeting of the Mayor and Council of the Borough of Highlands and all requirements have been met. Notice has been transmitted the Asbury Park Press and The Two River Times. Notice has been posted on the public bulletin board.

ROLL CALL:

Present: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

Absent: None

**Also Present: Nina Light Flannery, Borough Clerk
Bruce Hilling, Borough Administrator
Stephen Pfeffer, CFO
Scott Arnette, Esq., Borough Attorney**

Executive Session Resolution:

Mrs. Flannery read the following Resolution for approval:

Mr. Caizza offered the following Resolution and moved its adoption:

**RESOLUTION
EXECUTIVE SESSION**

BE IT RESOLVED that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

- 1.Litigation:**
- 2.Contract Negotiations: PBA, CWA, Dan-Rob Property Lease Renewal**
- 3.Real Estate: Aqua Life, Depuration Plant Lease, Natalie – Stewarts Property,
2 Private Road**
- 4. Personnel Matters: E. O’Neil Retirement, Men Loss Sanitation Dept., Zoning
Officer Salary Increase, Appointment of Personnel for Community
Center**

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; and

BE IT FURTHER RESOLVED that no portion of this meeting shall be electronically recorded unless otherwise stated; and

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

1. Rendered confidential by Federal law or that if disclosed would impair receipt of Federal funds.
2. Rendered confidential by State Statute or Court Rule.
3. Would constitute an unwarranted invasion of individual privacy.
- 4. Deals with collective bargaining, including negotiation positions.**
- 5. Deals with purchase, lease or acquisition of real property with public funds.**
6. Related to setting of bank rates or the investment of public funds and disclosure could adversely affect the public interest.
7. Related to tactics and techniques utilized in protecting the safety and property of the public disclosure may adversely affect the public interest.

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8. Related to investigation of violations or possible violations of the law.
9. **Related to pending or anticipated litigation or contract negotiations in which the public body is or may be a party.**
10. **Falls within the attorney-client privilege and confidentiality is required.**
11. **Deals with personnel matters of public employees and employee has not requested that the matter be made public.**
12. Quasi-judicial deliberation after public hearing that may result in imposition of a civil penalty or suspension or loss of a license or permit.

Seconded by Ms. Kane and approved on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little
NAYES: None
ABSENT: None
ABSTAIN: None

The Governing Body then entered into Executive Session.

The Mayor called the meeting to order at 8:31 P.M. (9:46 Machine Time).

Mayor Little asked all to stand for the Pledge of Allegiance.

ROLL CALL:

Present: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

Absent: None

Also Present: Nina Light Flannery, Borough Clerk
Bruce Hilling, Borough Administrator
Stephen Pfeffer, CFO
Scott Arnette, Esq., Borough Attorney

Mayor Little welcomed Councilman Francy, Councilwoman Kane and Mr. Arnette.

**Public Hearing on Budget Amendment
Resolution R-08-211**

Mrs. Flannery stated that this Resolution was published in the entirety in the December 20th issue of the Asbury Park Press.

Mayor Little opened up the Public Hearing on Budget Amendment.

There were no questions or comments from the public; therefore Mayor Little closed the public hearing.

Mr. Pfeffer explained the budget amendments listed in Resolution R-08-211.

Mrs. Flannery then read the title of Resolution R-08-211 for adoption.

Mr. Caizza offered the adoption of Resolution R-08-211 Budget Amendments, seconded by Mr. Francy and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little
NAYES: None
ABSTAIN: None

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**RESOLUTION NO. R-08-211
RESOLUTION TO AMEND BUDGET**

WHEREAS, the local municipal budget for the year 2009 was approved on the 12th day of November 2008, and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget, now

THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, County of Monmouth, that the following amendments to the approved budget of 2009 be made:

Recorded	(BURTON	((NONE
Vote	(CAIZZA	(Abstained	(
	Ayes	(LITTLE	Nays	(NONE
	(NOLAN	(
	(URBANSKI	(Absent	(
	((NONE

		From	To
CURRENT FUND - ANTICIPATED REVENUES			
GENERAL REVENUES			
3.	Miscellaneous Revenues:		
	Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations:		
	Body Armor	\$ 1,479.26	\$ 2,848.49
	Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues	\$ 23,983.68	\$ 25,352.91
	Section G: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government Services - Other Special Items:		
	Reserve for Accrued Interest on Bonds	\$ -	\$ 74,445.09
	Total Section G: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government Services - Other Special Items	\$ 25,187.34	\$ 99,632.43
SUMMARY OF REVENUES			
3.	Miscellaneous Revenues:		
	Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues	\$ 23,983.68	\$ 25,352.91

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		From	To
CURRENT FUND - ANTICIPATED REVENUES (Continued)			
GENERAL REVENUES (Continued)			
3.	Miscellaneous Revenues: (Continued)		
	SUMMARY OF REVENUES (Continued)		
	Total Section G: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government Services - Other Special Items	\$ 25,187.34	\$ 99,632.43
	Total Miscellaneous Revenues	\$ 987,734.53	\$ 1,063,548.85
5.	Subtotal General Revenues (Items 1, 2, 3, and 4)	\$ 2,700,734.53	\$ 2,776,548.85
7.	Total General Revenues	\$ 8,250,359.94	\$ 8,326,174.26
CURRENT FUND - APPROPRIATIONS			
8.	GENERAL APPROPRIATIONS		
(A)	Operations - Within "CAPS"		
	GENERAL GOVERNMENT		
	Borough Council		
	Other Expenses	\$ 11,920.00	\$ 17,920.00
	PUBLIC WORKS FUNCTIONS		
	Road Repair and Maintenance		
	Other Expenses	38,400.00	43,400.00
	UTILITY EXPENSES AND BULK PURCHASES		
	Gasoline and Diesel Fuel	109,100.00	98,100.00
(A)	Operations - Excluded From "CAPS"		
	Public and Private Programs Offset by Revenues		
	Body Armor	\$ 1,479.26	\$ 2,848.49
	Total Public and Private Programs Offset By Revenues	\$ 30,329.93	\$ 31,699.16
	Total Operations - Excluded From "CAPS"	\$ 219,739.93	\$ 221,109.16
	Detail:		
	Other Expenses	\$ 219,739.93	\$ 221,109.16
(D)	Municipal Debt Service - Excluded From "CAPS"		
	Interest on Bonds	\$ 28,185.00	\$ 102,630.09
	Total Municipal Debt Service - Excluded From "CAPS"	\$ 477,731.00	\$ 552,176.09
(H-2)	Total General Appropriations for Municipal Purposes Excluded from "CAPS"	\$ 805,585.62	\$ 881,399.94
(O)	Total General Appropriations - Excluded From "CAPS"	\$ 805,585.62	\$ 881,399.94

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		From	To
CURRENT FUND - APPROPRIATIONS (Continued)			
8.	GENERAL APPROPRIATIONS (Continued)		
	(L)	Subtotal General Appropriations	\$ 7,645,484.62 \$ 7,721,298.94
9.	Total General Appropriations		
		\$ 8,250,359.94	\$ 8,326,174.26
SUMMARY OF APPROPRIATIONS			
	(A)	Operations- Excluded from "CAPS"	
		Public and Private Programs Offset by Revs.	\$ 30,329.93 \$ 31,699.16
		Total Operations - Excluded from "CAPS"	\$ 219,739.93 \$ 221,109.16
	(D)	Municipal Debt Service	
		Total General Appropriations	\$ 477,731.00 \$ 552,176.09
		\$ 8,250,359.94	\$ 8,326,174.26
DEDICATED WATER AND WASTE WATER UTILITY BUDGET			
10.	DEDICATED REVENUES FROM WATER AND WASTE WATER UTILITY		
	Special Items of General Revenue With Prior Written Consent of Director of Local Government Services		
		Reserve for Accrued Interest on Bonds	\$ - \$ 4,563.28
		Total Water and Waste Water Utility Revenues	\$ 1,603,136.00 \$ 1,607,699.28
11.	APPROPRIATIONS FOR WATER AND WASTE WATER UTILITY		
	Debt Service:		
		Interest on Bonds	\$ - \$ 5,340.00
		Interest on Notes	34,165.00 33,388.28
		Total Water and Waste Water Utility Appropriations	\$ 1,603,136.00 \$ 1,607,699.28

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for his certification of the local municipal budget so amended.

BE IT FURTHER RESOLVED, that this complete amendment, in accordance with the provisions of N.J.S.A. 40A:4-9, be published in the Asbury Park Press in the issue of December 20, 2008 and that said publication contain notice of public hearing on said amendment to be held at the Municipal Complex, 171 Bay Avenue, Highlands, NJ on January 7, 2009 at 8:00 P.M.

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 7th day of January 2009.

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Adoption of SFY 2009 Budget:

Mr. Pfeffer read the Budget Adoption Resolution for approval:

Mr. Urbanski offered a motion and moved on the adoption of the SFY 2009 Budget, seconded by Mr. Francy and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

NAYES: None

ABSENT: None

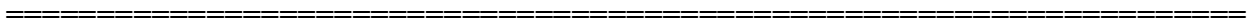
ABSTAIN: None

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**INSERT BUDGET
ADOPTION
RESOLUTION
HERE**

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Consent Agenda Resolutions:

Mr. Arnette described the proper format on how to proceed with voting on the Consent Agenda.

Mr. Francy offered a motion to remove R-09-21 from the Consent Agenda.

Mr. Francy offered the following Payment of Bills and moved on its approval for payment:

**RECAP OF PAYMENT OF BILLS
01/07/09**

CURRENT:		\$	152,335.38
Payroll	(12/30/08)	\$	252,192.54
Manual Checks		\$	119,570.62
Voided Checks		\$	- 400.00
SEWER ACCOUNT:		\$	28,584.82
Payroll	(12/30/08)	\$	12,935.18
Manual Checks		\$	4,262.39
Voided Checks		\$	
CAPITAL/GENERAL		\$	734.00
CAPITAL-MANUAL CHECKS		\$	148.75
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	185,079.14
Payroll	(12/30/08)	\$	4,080.00
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
Voided Checks		\$	
GRANT FUND		\$	269.92
Payroll	(12/30/08)	\$	
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	669.14
Voided Checks		\$	

**THE COMPLETE PAYMENT OF BILLS IS AVAILABLE IN
THE CLERK'S OFFICE FOR ANYONE THAT WISHES TO REVIEW THE LIST.**

Seconded by Ms. Kane and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

Mr. Flannery then stated that the next item on for approval is Resolution R-09-21.

Mr. Francy then stated that he made a mistake on removing this item from the Consent Agenda and that there was no conflict on this item.

Mr. Caizza offered the following Resolution and moved its adoption:

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R-09-21**

**RESOLUTION AMENDING THE APPOINTMENT
OF MANDI VELAZQUEZ**

WHEREAS, on February 20, 2008, Mandi Velazquez was appointed as fill-in Police Communications Operator; and

WHEREAS, it has been determined by the Labor Attorney, Robert Merryman, Esq. and Chief Blewett that the position of fill-in Police Communications Operator does not exist within the position descriptions of the Department of Personnel; and

WHEREAS, it is the desire of the Governing Body of the Borough of Highlands they comply with the regulations of the Department of Personnel;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that Mandi Velazquez be and hereby is appointed Police Communications Operator (part-time); and

BE IT FURTHER RESOLVED that any alterations in sick time, vacation time, holiday pay or personal time be adjusted accordingly; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Department of Personnel, Department of Human Services and the Communications Workers of America Local 48.

Seconded by Ms. Kane and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little
NAYES: None
ABSENT: None
ABSTAIN: None

Other Resolutions:

Mrs. Flannery stated that as a result of discussion from Executive Session we have a Resolution for Community Center appointments.

Mr. Pfeffer – this is a Resolution authorizing the Recreation Department to institute personnel changes based on the Recreation Department memo dated December 22, 2008 contingent upon all stipulations set forth by the Borough Attorney being complied with.

Mrs. Flannery – that will be ratified on January 21, 2009.

Mr. Urbanski offered a motion to approve, seconded by Mr. Caizza and approved on the following roll call vote:

ROLL CALL:

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little
NAYES: None
ABSENT: None
ABSTAIN: None

Committee Reports:

Finance

Mr. Pfeffer stated the following:

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1. Recently in the November Election the Open Space Tax was approved but there is more work that has to be done by the Governing Body on this tax. An ordinance has to be adopted that sets forth the mechanism on how the funds are handled, which he further explained.

Then we will need to do a Resolution that goes to the State, a Trust Fund Dedication by Ryder. We need to set up an Open Space Committee.

Mayor Little – perhaps we can have an agenda item for this.

Mr. Pfeffer believes that an ordinance is needed to create the Committee.

Mayor Little stated that any interested parties should submit a letter of interest to the Borough Clerk.

Mr. Pfeffer continued as follows:

2. He is going to instruct the Bond Counsel to amend Ordinance O-08-02 and add the Borough Hall generator ordinance.

DPW

Mr. Urbanski - deferred his report.

Public Safety

Mr. Caizza – no report at this time.

Building/Housing

Ms. Kane reviewed Mr. Murphy's 2008 Annual Report on fees and inspections.

Mayor Little questioned the status of the movement on the Scattered Site Redevelopment and asked Ms. Kane to speak with Attorney McNamara.

Mr. Hilling – we are going to have a meeting next week with Attorney McNamara to discuss the plan on how to proceed.

Parks/Recreation

Mr. Hill stated the following:

1. The Community Center Kitchen Summer Food Program served over 4,300 meals in a 33 –day period.
2. We had over 4,000 visitors on our two small beaches the Community Center and Miller Street Beaches.
3. Kavookjian Field is our only athletic field and we've estimated over 8,000 visitors and spectators on that field.
4. We are working on program plans for 2009

Public Relations

Ms. Kane – this is a new committee that she headed up for the purpose of getting more communications out to the residents. She will put her email on the borough website and if anyone is interested in volunteering please contact her.

Environmental/Shade Tree Commission

Mr. Francy stated that the Commissions have not yet met in January but meetings are scheduled and a report will be done on activities after the meeting.

Administration

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Mr. Hilling stated that the Department Heads are putting together their annual reports and we hope to have that for the January 21st meeting and after that we will submit monthly reports. He thanked the DPW for doing a great job.

Mayor Little – stated that she wants a protocol on calling in the DPW after regular hours.

Mr. Urbanski – Mr. Hilling and himself will work on that.

Clerk's Office

Mrs. Flannery then gave the 2008 Annual Report for the Clerk's Office.

Mayor Little requested that this report be placed in the minutes

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DEPARTMENT REPORT

TO: Mayor and Council

**Fr: Nina Flannery
Borough Clerk**

RE: Annual Report

I apologize for providing this report on the evening of this meeting. One of my pet peeves is receiving council material at this late hour and now I find myself violating my own rule. In addition, I would like to make it quite clear that any reference to "I" in this report refers to myself and my Deputy Clerk, Carolyn Cummins who is certainly capable of working rings around me and without whom I could not make it though the work day. As I am the navigation for others in the Borough family, she is the Ships Wheel for me. I want to take this opportunity to thank her for all she does not only in an emergency situation but on a daily basis.

Annual Report:

Each year, there are three elections, April School Board Election from 2 p.m to 9 p.m. our shortest election day. Primary in June from is from 6 a.m. to 8 p.m. as is the General Election in November. Each election takes the time of three office employees counting myself, my deputy and the administrator. The DPW and Mr. Hill to set up the room and 4 residents to man each district in November. 2 in each district in April and June. I open my office at 2 p.m. in April and closes it after 10. My office opens at 5:45 am in June and November and closes after 10 p.m. It takes 3 days to prepare for an election.

The Clerk or Deputy Clerk attended 47 Council meetings in 2008. We prepared for Agenda and meeting packages for all of those meetings. Meeting preparation for the next meeting starts the day after one meeting is over. We sort the material from the previous evening and determine what gets moved to the next agenda. That is recorded on a white board for work during the next two weeks. Material is created during those two weeks by typing resolutions and ordinances, resolutions are done by the clerk or cfo's office, ordinances by the attorney's office. The mayor and administrator are consulted on all items on the agenda. Council makes special requests for items to be placed on the agenda. As Resolutions, Ordinances and material is created, it is copied and stacked to be collated for the next meeting. It takes about three days to get meeting material printed collated and ready to be delivered to the Governing Body, during those three days, material is constantly added or removed from the agenda. All material is printed and posted for the public the Friday before the meeting.

Although we had 47 meetings. We transcribed 81 sets of minutes. Two sets of minutes for each meeting include regular minutes and executive session minutes.

The Clerk's Office is also the Office of Vital Statistics.

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From that Office We issued 42 marriage licenses and 11 civil union licenses.
We issued 102 certified copies of Birth, Death or Marriage Records.

As the Municipal Clerk, I issued 25 property owners lists.

Dog clinic in November - 81 dogs in 1 hour. 3 employees, Monmouth Regional Health Officer, the Veterinarian from the Asbury Park Animal Hospital and a special thanks to Kerry Gowan for her help. The cost of the clinic has gone up due to the increase in the cost of the Vet and the supplies for the clinic, the animal licenses and tags. Due to that it was necessary to increase the cost of the licenses.

We issued 344 dog licenses and 88 cat licenses. In January 413 dog license renewal letters were sent to residents. In July 166 cat license renewal letters were sent to residents.

We satisfied 79 OPRA requests.

In February, we sent out over 70 Financial Disclosure statements and sent out reminder letters 3 times to try to get them returned to this office before the deadline in April. We were able to collect less than 50 statements.

I worked with the Highlands Business Partnership to get notice to residents and Ferry riders that streets would be closed for Special Events such as Clam Fest and Craft Fair.

We issued 155 Mercantile/Health licenses both renewal and new.

We renewed 22 liquor licenses. We currently have 20 active and 2 inactive licenses.

I can answer from 5 to 20 phone calls a day. We attempt to answer any question from when can I put my Christmas Tree out to How do I get a Marriage License. We try seriously to help anyone that calls even if the caller should really be calling information for the number to the Twin Lights, the Post Office or the Housing Authority, it can be frustrating but we try to do it with a smile in our voice. The main thing in the Clerk's Office is to be there for the Resident, the Council, the staff.

Thank you for your attention and for your cooperation with the Clerk's Office this year.

Respectfully submitted,
Nina Light Flannery, Municipal Clerk

HBP

Mayor Little – stated that the HBP President is not present this evening but did submit a report for this evening. She then read the report into the record which included the following highlights:

1. Thanked Official for assistance with the Tree Lighting Ceremony.
 2. New Highway Welcome Sign – the lights keep getting vandalized and they are requesting that the Borough have an electrician check into a lighting solution. Mayor Little delegated this duty to the Borough Administrator.
 3. HBP is in the process of implementing the St. Patrick's Day Parade and encouraged people to volunteer.
-
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Other Business:

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Budget Advisory Committee

Mayor Little explained that this is a new committee that she established at the Reorganization Meeting and she has received two formal requests to be members and she does not want to appoint without consulting the Council. The two people of interest are Maureen Welsh and Bernadine Harford. If there are any others interested they should submit a letter of interest to the Municipal Clerk.

Mr. Francy stated that he believed that Maureen Fuog submitted a letter of interest and another name would be Janet Peterson.

Municipal Services Act – Contract

Mr. Arnette stated that he reviewed the contracts that were provided to him and he is making some minor modifications. He would at some point want to sit down

Mrs. Flannery then described the Borough's existing services that are provided to condominium associations in the borough.

Mr. Francy suggested that the contracts be for multi-years.

Mr. Arnette stated that he will report back on this item.

Mayor Little – let's make this item and the Budget Advisory Committee an agenda item on the next Work Shop Meeting.

Noise Ordinance – Need for Amendments

Chief Blewett stated that he spoke with the Borough Attorney and they are both working on amendments.

Mayor Little – we should move on this or table it until you are ready Chief Blewett.

Mr. Francy – can we establish what are goals are for amendments.

Mrs. Flannery – our procedure is to have it in a draft form for introduction.

Residential Sanitation Collection

Mr. Urbanski suggested that the Borough reduce residential garbage pick up to one day per week. The days would be either Tuesday or Thursdays. Having Uniform trash cans in the town is going to be a key and our ordinance has a required size trash cans and that needs to be enforced and this would increase the recycling. He then asked the Council for authorization to direct the Borough Attorney to take the proper procedures to make this necessary.

Mayor Little – could we get a description on the recommended uniform cans to put in the tax bill mailing.

Mr. Urbanski stated that the Borough may have to cover the cost for uniform cans.

Mrs. Flannery – we will have to talk to the Purchasing Agent.

Mr. Urbanski – we are going to have to discuss the size and perhaps increase the can size in the ordinance.

Mayor Little – something should go out in the tax bill mailing so that people are made aware.

Mr. Urbanski – we should also get the pickup letter updated.

Ms. Kane – maybe we can put that in the first newsletter.

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Mr. Urbanski – he would like this to be effective May 1st.

Mr. Hilling – I will work with Mr. Urbanski on some options for the structure of the cans and also come up with some costs.

Mr. Pfeffer - the cans have a use full life of at least 5- years.

Mr. Urbanski asked the Governing Body to contact him with any issues on this matter so that he can have something ready for the January 21, 2009 meeting. By next week we should have more information we could start in January to prepare an ordinance to introduce in February.

Mercantile License

Mrs. Flannery stated that Deputy Clerk Cummins updated her status report for the Council.

Mayor Little – there are a number of licenses waiting only for Police approval. We did take care of one license and she established a 30-day period as a reasonable period of time and this was a temporary definition that the Council needs to review. She is asking that we take a look at all applications that have been pending more than 30-days and are only waiting for Police approval.

Mr. Francy – we need to fix the mercantile process which he further explained.

Chief Blewett explained that the fingerprint ordinance was modeled after the liquor license process. With regard to background checks there are private services available.

Mr. Francy spoke favorably about having a private service performing the background checks verses the Police Dept.

Chief Blewett – he would have to look into the service and what it does before he would sign off on that which he further explained.

Mr. Francy – we need to modify the mercantile process and the HBP does not want the fingerprinting process anymore.

The Governing Body continued to discuss the problems with the process with Chief Blewett.

Mayor Little – we should look at all of the items on the report prepared by Mrs. Cummins and look at the licenses that are only waiting for Police approval.

Mr. Arnette – there is a process in place and if the Council is going to change that process then they should change it in a more global fashion. The issues specifically asked about if you have a process in place that says you got to wait for this but then your going to move away from waiting for this and you're going to make a decision based upon other consideration and then something comes in and says that there is a problem with this then you want to revoke it. He thinks that the applicant may have a possible reason for litigation.

Mayor Little – I think that they are considering possible litigation for the delay in issuing the license, it's a difficult situation.

The Governing Body further discussed this matter.

Mayor Little – we need to get the word out to people that they need to apply at least three months in advance.

Mr. Urbanski – let's fix the ordinance, there has to be some solution for this. We should have the Attorney look into fixing this ordinance.

The Governing Body reviewed the October 29, 2008 Report on Mercantile Licenses prepared by Carolyn Cummins.

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Chief Blewett consented subject to fingerprints coming back.

Mr. Caizza offered a motion to approve the following mercantile licenses for Baker's Marina, Fence Guys, Happy Hills Learning Center and Highlands Landing Corp, seconded by Mr. Francy and approved on the following roll call vote:

Roll Call;

AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

Mr. Arnette suggested that a Committee be formed to review the Mercantile Ordinance and then have the Committee bring their recommendations.

Mr. Francy wanted amendments ready for the February 4, 2009 meeting.

Mayor Little – asked the Council to have their committee recommendations prior to the February 4th meeting as to how that Committee should be structured so that at the Feb. 4th Workshop we can discuss the structure of the committee and make suggestions for a meeting date.

Mr. Francy – we should form the committee tonight and have an ordinance ready for the February 4th meeting.

The Mercantile Ordinance Review Committee was formed with the following members: Mr. Francy, Chief of Police, Municipal Clerk, Code Enforcement Officer and Councilman Urbanski, Municipal Attorney.

AHHRSA Report – John Bentham

Mr. Bentham was not present.

Mrs. Flannery stated that she would reach out to him to come to the next Works Shop Meeting.

Mr. Caizza then suggested that the Borough create an ordinance to have the public reimburse the borough for the cost of calling in the DPW to sewer back up calls that are not the Borough's problem.

Mr. Urbanski – Mr. Hilling and I are going to work on the protocol of who gets called out when and that should solve some of this. We have to watch ourselves with regard to calling out the DPW.

The Governing Body had a discussion on this matter.

Mr. Arnette stated that he can work up some ordinance templates for the Borough to look at with regard to this matter. He will try to have something for the next Work Shop Meeting.

Public Portion:

Jim Parla of 16 Portland Road questioned the welcome sign location.

Mayor Little – it's on the corner of Linden Avenue.

Jim Parla commented on the residential garbage collection and stated that the Borough should determine the cost savings for reducing the pick up to once a week.

Mr. Pfeffer stated that at this point he could not quantify a switch from twice a week to once a week pickup. The same amount of garbage is going to be generated and go to the land fill and until the system is put in place and the man hour was analyzed the only place that he could see

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the savings would in better utilizing the trucks. He does not have enough information to quantify an amount at this point.

Laurie Salka of 1 Portland Road Unit 21 spoke about a Highlands Library.

Mayor Little directed the Borough Clerk to add the Library Committee to the February 4th agenda.

Richard O'Neil of 224 Route 36 questioned if the residential pick up and if it will be discussed on the January 21st meeting.

Mr. Urbanski – the Borough will pick up garbage two days a week one day up town and one day down town. Recycling no change and bulk pick up no change. He then spoke about how the commercial garbage went down and wants more information from the Council at the Jan. 21st meeting. The next meeting we will discuss in house pick up with limit one day per week.

Donna O'Callaghan of 29 S. Bay Avenue – wants a speed limit sign installed on S. Bay Avenue.

Mr. Hilling – will take care of that.

There were no further questions or comments from the public.

The meeting adjourned at 10:00 P.M. (11:15 Machine Time)

CAROLYN CUMMINS, DEPUTY CLERK