

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mayor Little called the Meeting to order at 7:10 P.M.

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

**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: Highlands Port Holdings**
- 2.Contract:CWA, UFCW, Dan-Rob Parking Lot Lease**
- 3.Real Estate:**
- 4. Personnel Matters: Construction Official Position**
- 5.**

**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.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

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.

---

Mayor Little called the Meeting back to order at 8:09 P.M.

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

---

**Consent Agenda:**

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

**RECAP OF PAYMENT OF BILLS  
04/01/09**

<b>CURRENT:</b>		\$	590,658.68
Payroll	(03/30/09)	\$	124,606.04
Manual Checks		\$	137,476.23
Voided Checks		\$	
<b>SEWER ACCOUNT:</b>		\$	91,482.69
Payroll	(03/30/09)	\$	6,147.18
Manual Checks		\$	4,445.34
Voided Checks		\$	
<b>CAPITAL/GENERAL</b>		\$	3,231.35
<b>CAPITAL-MANUAL CHECKS</b>		\$	
<b>WATER CAPITAL ACCOUNT</b>		\$	

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

<b>TRUST FUND</b>	\$	8,308.21
Payroll (03/30/09)	\$	4,339.33
Manual Checks	\$	
Voided Checks	\$	
<b>UNEMPLOYMENT ACCT-MANUALS</b>	\$	
<b>DOG FUND</b>	\$	
<b>GRANT FUND</b>	\$	
Payroll (03/30/09)	\$	500.40
Manual Checks	\$	
Voided Checks	\$	
<b>DEVELOPER'S TRUST</b>	\$	
Manual Checks	\$	
Voided Checks	\$	

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

Seconded by Mr. Francy and approved for payment 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

---

---

**ORDINANCES: 2<sup>nd</sup> Reading, Public Hearing and Adoption**

**Ordinance O-09-04**

Mrs. Flannery read the title of Ordinance O-09-04 for the second reading and public hearing. She also stated that this ordinance was published in its entirety March 24<sup>th</sup> Asbury Park Press.

Mayor Little opened up the public hearing on Ordinance O-09-04 but there were no comments from the public; therefore Mayor Little closed the Public Hearing on Ordinance O-09-04.

Mrs. Flannery read the title of Ordinance O-09-04 for the third and final reading and adoption.

Mr. Caizza offered the following ordinance pass third and final reading and moved on its adoption and authorized its publication according the law:

**O-09-04**

**AN ORDINANCE OF THE BOROUGH OF HIGHLANDS,  
COUNTY OF MONMOUTH AND STATE OF NEW JERSEY,  
AUTHORIZING AND ESTABLISHING OPEN SPACE TRUST FUND ORDINANCE**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Highlands as follows:

**WHEREAS**, the voters of the Borough of Highlands, County of Monmouth, State of New Jersey, November 3, 2008, expressed their support to the Borough Council of the Borough of Highlands to establish an Open Space Trust Fund and to create the mechanism for collection of a dedicated .005 tax on each \$100 of assessed real property in the Borough of Highlands; and

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

**WHEREAS**, the Borough Council of the Borough of Highlands deems it necessary and convenient to establish such mechanism to begin collections during 2009; and

**WHEREAS**, the Borough Council of the Borough of Highlands agrees that the collection of such funds, creation of such trust fund mechanism and the acquisition of open spaces for perpetual preservation are in the best interests of the citizens of the Borough of Highlands.

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

1. There is hereby authorized and established a specific and dedicated tax assessment of .005 (one half cent) per one hundred dollars of the assessed property valuation, to be assessed and paid on all taxable property in the Borough commencing with the tax year 2009 and continuing thereafter. The monies collected pursuant to such specific and dedicated tax will be used specifically and solely to acquire, preserve and improve lands for open space, conservation, recreation and parklands by the Borough of Highlands.

2. There is hereby created the Open Space Trust Fund to be administered by the Department of Finance of the Borough of Highlands subject to the provisions of the within Ordinance, which Trust Fund shall have deposited in it the special assessment of .005 per \$100 of assessed property valuation.

3. The Borough's Chief Finance Officer shall establish such Trust in a manner perpetually to keep separate and apart from all other Borough budgeted items all costs in connection therewith and all funds collected pursuant hereto.

4. The Borough's Chief Finance Officer, together with the Tax Assessor and tax collection, shall operate as necessary and convenient for the administration of the said Trust Fund including but not limited to creation of a separate line item on the municipal tax bills forwarded to all Highlands taxpayers, identifying the Trust Fund as follows: "Municipal Open Space Tax" and inserting opposite such separate line item the amount to be collected for such Fund as calculated pursuant to the said .005 per \$100 of assessed valuation as provided by the voters of Highlands at the said referendum conducted on November 3, 2008.

5. In the event the Borough of Highlands shall become the beneficiary, by way of gift, federal or state grant or other funding sources of any lands or unrestricted funds, such lands and/or funds may, at the discretion of the Borough Council be deposited in the Trust Fund, in the case of monies, or placed upon the Trust Funds' register of open lands, as the case may be.

6. It is the intention of this Ordinance to comply with all applicable state and federal programs governing the acquisition of open space for active or passive recreational, and the like, purposes.

7. All lands acquired through the program herein authorized shall be set aside and dedicated for such open space purposes and all deeds and other applicable documents shall so indicate.

8. All decisions respecting the acquisition and purchase of such lands shall be the determination of the Borough Council, subject to the applicable state and federal regulations.

9. If any clause of the within Ordinance be deemed by a Court of competent jurisdiction to be unlawful, the remaining provisions of the within Ordinance shall remain in full force and effect.

This Ordinance Shall take effect immediately upon publication.

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**

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

**NAYES:       None**  
**ABSENT:      None**  
**ABSTAIN:     None**

---

---

**COMMITTEE REPORTS:**

**Finance**

Mr. Pfeffer stated the following:

1.       He spoke about the Pension Deferral Legislation and stated that the Borough of Highlands is not eligible to defer the pension and we are going to include the full payment in our budget, which he further explained.
2.       He spoke about the current budget and that there are a couple of accounts that have problems such as the engineering account, electricity bills and the legal accounts due to labor negotiations. He then spoke about solutions to take care of those problems.
3.       At the Finance Committee Meeting today we discussed that we need all of the department budgets by April 15<sup>th</sup>.
4.       Revenues – we are 75% through the year and we are at the number in our anticipated revenues because our fees and permit account is doing better than expected but we are behind in a lot of other revenues, which he further explained.

Mayor Little suggested that the departments that do not submit their budget by April 15<sup>th</sup> should receive a penalty of a 20% reduction in the budget for not submitting it on time.

Mayor Little then commented on tonight's payment of bills specifically the expenses for engineering, legal and electricity and she stated that this is a good area to try to make reductions. She further commented on the payment of bills.

Ms. Kane commented on using solar panels to save on utility expenses.

**DPW**

Mr. Urbanski stated the following:

1.       We are going to have the Prisoners go up to Kavookjian Field.
2.       We are doing road repairs caused by the snow plows and doing catch basins.
3.       We are going to start implementing the new garbage schedule.

**Public Safety**

Chief Blewett reviewed the following report:

Report to Council  
April 2009

- \*       The department has been made aware of the availability of funding through the Office of Community Oriented Policing Services, US Department of Justice for a Secure Our Schools Program to assist with the development of school safety resources. The funding will allow recipients the opportunity to establish and enhance a variety of school safety equipment and/or programs to encourage the continuation and enhancement of school safety efforts in their community. Agencies are required to contribute a local cash match of 50 percent towards the total cost of the approved grant project during the grant award period. Deadline for applications are May 15, 2009 and as of this report the department has not submitted an application based on prior conversations with Mayor and Council concerning other grants.
- \*       Another grant was made available through the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention for the 2009 Gang Prevention Coordination Assistance Program which would provide communities with funds to hire a Gang Coordinator who would enhance the coordination of existing community based gang prevention and intervention programs and strategies that are closely aligned with local law enforcement. This grant would have been a partnership between law enforcement, schools, faith and community based organizations and businesses.

Twelve awards were being offered of up to \$200,000.00 to support a 24 month project and there were

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

no matching fund requirements under this grant. A representative of the department met with the school Grant Coordinator regarding the grant and this department ultimately opted not to apply due to a lack of interest from the school.

- \* As part of the department's budget submittal last month we have requested monies to disconnect existing equipment, relocate three (3) radios and install two (2) new radios, install lightening protection and connect equipment to console. This work was not included as part of updating the communications console and is an integral part of our communications system. Mr. Stephen Pfeffer, CFO, has advised me that there may be available monies under buildings and grounds. He did get a price quote from Quality Communication of \$8,585.03 and he is looking for approval tonight.
- \* It has recently come to my attention that the patrol officers have been having an ongoing problem at the Borough Skate Park with violators. It is requested that the Rules be put back in place as soon as possible to assist with enforcement. There has also been incidents of graffiti at the park and I would suggest installing additional lighting at the park to deter such activity.
- \* Since Patrolman Roxby's acceptance to the Monmouth County Emergency Response Team (MOCERT) he has attended four training sessions; two involving hostage situations, firearms training with moving targets and a bus assault. Ptl. Roxby also took part in a MOCERT call out in Tinton Falls involving an armed barricaded suspect.
- \* Total Calls for Service: 486
- \* Arrests:     Adults: 24     ( 5 for possession of CDS)  
                  JV:         1
- \* Summons: Total: 107

Moving Violations:	46
Non-Moving:	30
DWI:	6
Boro Ordinance:	25

(Statistical Information is from March 1 – 31, 2009)

Mr. Caizza spoke supportively about the relocation of the police radios.

Mayor Little requested that the Borough Administrator get the rules put back up at the Skate Park.

Council spoke about the graffiti at the Skate Park and possibly adding lighting to the park.

Mr. Caizza – maybe we can use some chemicals to wash the graffiti off. We can have the Borough Administrator call Soden's Electric and have them go down there and survey what kind of lighting we need and have him come back with something.

Chief Blewett also spoke about the locking system at the Skate Park and stated that there have been several locks that have been lost.

Mayor Little supports more lighting at the Skate Park.

Mr. Caizza – we will have Sodon's Electric take a look at the Skate Park to see what kind of lighting we can do.

Mr. Urbanski expressed his frustration with the locks for the Skate Park being lost.

Mr. Caizza – we can have the DPW try to wash the graffiti off.

Mr. Caizza offered a motion to authorize the Chief to have the radio work done, 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**

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

**BLDG/Housing**

Mr. Caizza stated that with regard to the Substandard Housing Committee they are working with Paul Murphy and the Attorney on the houses. Out of the 12 houses there are only two houses that are giving us a problem which he further described. Mr. Caizza then reviewed the following Code Report:

Code Enforcement

---

MONTHLY REPORT  
MARCH

32 CCO INSPECTIONS. ( 32 X \$85 =\$2720.00 )

1 MERCANTILE INSPECTION

30 SUMMONSES ISSUED

OVER 460 LANDLORD REGISTRATIONS RECEIVED AND TO BE FILED BY END OF MONTH.

COUNCILMAN CAIZZA CAN UPDATE ON SUBSTANDARD HOUSING COMMITTEE. NUMEROUS MEETINGS, CONFERENCE CALLS AND PROGRESS HAS BEEN MADE.

I RECEIVED MY OFFICIAL CERTIFICATION AS A DCA CERTIFIED "TECHNICAL ASSISTANT TO THE CERTIFICATION"

Mayor Little then spoke about a hand written note that she received relative to something that is ongoing with Sea Tow and she believes that it was started by an Insurance Carrier that is looking to drop the condominiums from coverage because of the condition. So hopefully that can be looked into.

Mr. Caizza – I will get this over to Paul Murphy, Code Enforcement Officer.

**Parks & Recreation**

Ms. Kane read through the following report:

**Program:**

AH/H Fall Soccer Program had 150 initial registrations on 3/14 & 3/21 (program ages 5-17)

Rutgers Volunteer SAFETY Clinic was held on 3/14 at center, 41 attended.

HRD Youth Basketball Program at HES ended March 5<sup>th</sup>

Adult Indoor Soccer and Basketball at HHRS will be ending as of April 1<sup>st</sup>.

Assistance provided for St. Patrick's Parade

Egg Hunt and Candy Bingo set for Saturday, April 4<sup>th</sup>, 10:00 a.m.

Jr. Olympics event set for Friday, April 24 in cooperation with AH Rec. Committee at AHES.

Bike Helmet distribution program will begin in April, Register at Community Center

Local resident completing Yoga Certification has offered to do free program for seniors at the Community Center on Thursdays, 9:00 a.m

Creative Notions art program dates set for Seniors at Community Center 4/17,5/6,6/19

Finalizing dates and info. for Voice Coaches program – voice over opportunities in TV/radio.

Project Graduation set for June 2<sup>nd</sup> at HHRS (program at school for Class of 2009 and others)

UK Elite Summer Soccer Camp dates have been set for June 29 to July 1 at Firemans Field (in conjunction with AH Rec. Committee)

Mad Science Summer Camp "Space, the Final Frontier" being offered Aug 10-14 at Com. Ctr.

Senior Citizen activities for March: Monmouth County Office on Aging Speaker presented topic on "Coping with Depression", SC also attended Luncheon hosted by HES, had monthly Bingo/Box Lunch, & St. Patrick's Social.

**Parks / Facility:**

Requests for use of Kavookjian for upcoming season – HHRS, Sandy Hook Little League & adult softball. DPW did initial clean up of K-Field, coordinating efforts with HHRS as well.

Skate Park – graffiti and ongoing issues with lack of signage and closing of park needs to be addressed.

Contact made by Twinlights Historical site with regards to potential trail links to TL - planning stages.

Community Center projects – generator, ramp, and insulation of crawl space being put forth. Follow up meetings have been held on each of these.

**Other:**

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Working with HHRS Key Club on assistance for upcoming events

Community Development Block Grant Application has been rec'd for FY'10

Mr. Hill attended annual New Jersey Recreation and Park Association conference in Atlantic City 2/28-3/4/09. He will begin his term as President of NJRPA on July 1, with the installation being held on May 15, 2009.

Received grant application for 2009 Summer Food Service Program for Children

Notified of pending Green Acres program action – up to 378K (50/50 matching) may be awarded.

Accepting applications for Summer Seasonal Employment – Lifeguards, Summer Rec., SFSP.

Timothy G. Hill, Director of Parks and Recreation March 26, 2009

**HBP**

There was no HBP Representative to make a report.

**Public Relations**

Ms. Kane – we are still moving forward with newsletter. She also stated that Earth Day is set for April 25<sup>th</sup> and there are about 25 entities coming to the park. She further explained the Earth Day event.

**Environmental & Shade Tree**

Mr. Francy stated that the Shade Tree issued one permit and there is one outstanding permit. The Environmental Commission is studying the Shadow Law Project and that is there main item of work and they are working with Ms. Kane on the Earth Day Event. He then stated that there is activity that is going on at the old gas station on highway 36 but he does not have any information on that work.

Mr. Hilling – they are working for Exxon and they expect to be there another week.

**Administration**

Mr. Hilling read the following report:

This month we have an additional six Borough Departments that have made a monthly report. Highlights of those reports include the following:

Tax Assessor

1. As of April 1<sup>st</sup>, there were ten tax appeals pending resolution.
2. Approximately 20 property owners met the assessor during the month to discuss their 2009 tax assessments and procedures for possible appeals.

Tax Collector

1. Tax sale is set for Monday, May 18<sup>th</sup>. As of March 30<sup>th</sup>, forty properties were listed for the tax sale.
2. Tax delinquent notices were mailed out on March 23<sup>rd</sup>.
3. Sewer delinquent notices were mailed out on March 26<sup>th</sup>.
4. Post annual tax forms were mailed out to senior citizens in February with a March 1<sup>st</sup> due date. A reminder notice was mailed during the month of March.

Purchasing Agent

1. Solicited quotes for the Police Department concerning the possible purchase of night vision equipment.
2. Continued to monitor state contracts for a new Dodge Durango for the Police Department.
3. Reviewed bids received on March 23<sup>rd</sup>, 2009 for a Ford Crown Victoria for the Police Department.

DPW

1. Cleaned up Kavookjian Field hauling away six truckloads of brush and leaves. Spread infield clay on low spots leveling the playing field..
2. Coordinated with contractor to install sinkrap on top of the roof air conditioner of Borough Hall to stop a continuous water leak.
3. Rebuilt catch basins at the following locations:
  - A. Corner of Cedar and 5<sup>th</sup> Street
  - B. Cedar Street by the Clam Plant
  - C. North Street between Bay and Shrewsbury Avenues
4. Replaced signs on Hillside Avenue and Portland Road and other locations

Municipal Court

Monmouth County conducted an inspection of the Borough Court Office on March 30<sup>th</sup>. No deficiencies were noted and a commendable rating was achieved.

Other Miscellaneous Information



**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

1. The Borough received a check last week from Comcast in the amount of \$20,500. This check was part of a renewal agreement signed with Comcast in early 2008.
2. The hiring process continues for a new construction official. Interviews have been completed and a front runner has been identified as a possible replacement for Mr. Wheeler.
3. Under Bridge news, DOT continues to promise the Borough that Three Phase will be installed on the Miller Street Stoplight by May 1<sup>st</sup>, 2009. In addition, the ramp from South Bay to Portland with an entrance to Southbound 36 is also scheduled to be open by May 1<sup>st</sup>.
4. Reference to the County's new Pompamura Park, we have been assured by county officials that Shore Drive will be paved from Willow Ave to the entrance of the park.
5. CMX continues the process of drafting bid specifications for the demolition of the old sewer plant.

Mr. Hilling also stated that there is a Bridge Meeting on Friday at 9AM. He also stated that the Borough Hall will be closed on Good Friday.

**Borough Clerk's Report**

Mayor Little read the following Clerks report:

April 1, 2009

**DEPARTMENT REPORT**

**TO: Mayor and Council**

**Fr: Nina Flannery  
Borough Clerk**

**RE: Report for March 2009**

=====

In March, 2 – Council Meeting Packets and 2 Planning Board/Zoning Board Meeting Packets Prepared  
Minutes were typed for the 2 Council Meetings and 2-PB/ZB Meetings

The Registrar issued 3 Marriage Licenses, 1 Civil Union License and 3 copies of Vital Records.

The Deputy Clerk issued 25 Dog Licenses, 28 Mercantile or Board of Health Licenses and 0-Cat Licenses

12-Resolutions Processed (typing, recording votes, sending out certified copies, advertisement if necessary)

3- Ordinances Introduced, 3 Ordinances Adopted, 1 Pending for the Month of March.  
(recording votes, sending out certified copies, advertisement)

22 letters to owners of Liquor Licenses that renewal forms are available

Letters went out to establishments that are delinquent renewing Mercantile Licenses.

Letters went out to owners that did not renew Cat Licenses.

279 emails came into the Clerk's Office from residents, state or county agencies, or council. I hope I answered most, if not all, expeditiously.

We filled 4 OPRA requests.

We prepared 2 Certified Property Owners Lists.

The Clerk's Office participated in the preparations for and assisted the MC of the St. Patrick's Day Parade.

The Clerk's Office received and opened bids for the Shore Drive Resurfacing Project, the Fire House Apron Project and a Police Vehicle. Bid Bonds for those projects were returned to unsuccessful bidders.

That concludes my report for the month of March 2009.

**Library Committee**

Tara Ryan – the Library Committee made their first public appearance at the St. Patrick's Day Parade, which she explained. She stated that Mr. Kovic designed the donation houses which are posted throughout the town and he also created the new logo. The first fundraiser is taking place at the Havanna Restaurant on Bay Avenue on Sunday, April 26<sup>th</sup> at 1:00 PM . She stated that

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

there will be a Committee Meeting here at Borough Hall on April 3<sup>rd</sup> at 10AM. The Committee meetings follow the bridge meetings every other Friday and all are invited.

Mayor Little – stated that there is a new button on the website and any information that the Library Committee wants to place can post it on the website.

---

---

**OTHER BUSINESS:**

**Review Draft Housing Ordinance**

Mr. Hilling explained that this ordinance is being proposed as a result of discussion between himself and Attorney McNamara and Mr. Caizza which he further explained.

Mayor Little spoke about Councilman Nolan's prior discussion about placing liens on the properties for clean up.

Mr. Francy suggested that this ordinance should also include addressing bulk items being put out from the tenants.

Mayor Little – we need to authorize some action on this to move it to the next meeting. She stated that she wants a property lien element included in the ordinance and Mr. Francy requested bulk items be included in this ordinance as well.

Mr. Caizza offered a motion for action on the ordinance at the next meeting, seconded by Mr. Francy and all were in favor.

**Draft Sanitation Ordinance.**

Mr. Arnette stated that he was requested to put together a draft sanitation ordinance dealing with commercial pick up. The ordinance seeks to make uniform the number of receptacle pickups for commercial and residential as opposed to full elimination of commercial.

Mr. Urbanski – the ordinance should be for (2) receptacles instead of (4).

Mr. Arnette – the current ordinance states that residents get (4) receptacles not to exceed 40 lbs each. So think about it and advise me.

Mr. Urbanski – we have to move forward either way.

Mr. Francy – we will have a discussion and then we will have to draft an ordinance for the next meeting also.

Mayor Little – no action on this at this time, we need time to digest it.

Mr. Hilling wanted to know the effective date of this ordinance.

Mayor Little – there is no effective date on this and there were no prior discussions on this. She questioned the budgeting impact of this ordinance.

The Council had a discussion about this ordinance.

Mayor Little – we will discuss it and whatever the majority wants to do we will do.

**One Hour Parking from Post Office to Miller Street**

Mr. Caizza – from the Post Office to Miller Street it's a very heavy parking area. Katz's has a one hour parking limit and the Post Office has a 15 minute parking limit and some days these cars don't even move and he is proposing that we have 1 hour parking from Katz's to Miller Street. People can park on the other side if they want to park all day long.

Mayor Little – does that affect residents that live on Bay Avenue.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mr. Caizza – yes, they will have to park on the opposite side of the street.

Mr. Francy commented on a certain vehicle that is parked in front of the apron in front of the Fire House.

Mr. Caizza – we can put signs up in front of borough hall.

Mr. Francy – who is requesting this?

Mr. Caizza – Laura's Place and the Post Office.

Mayor Little – the proposal is from 5:00 AM to 8:00PM there will be a one hour limit beginning at the Katz's Confectionery to Miller Street.

Mr. Caizza – we can even change that the 8:00 PM to 5:00 PM on the east side, seven days a week.

The Council continued to discuss this matter.

Mr. Francy expressed his frustration with the vehicle parking in front of borough hall.

Mayor Little – we need to give this some thought and we need some feedback from the Chief of Police by the next meeting. Then we need to decide if we are going to take action and in what form.

Mr. Francy – we should leave the post office at 15 minutes because that's all they need to be there for.

**Discussion RE: List of SFY 2010 Capital Improvement Project List**

Mayor Little – we are trying to come up with a five year plan on capital improvements and we need to prioritize.

Mr. Pfeffer – I have a list of projects from notes taken from meetings. Right now we have the availability to do \$900,000 in bond ordinances.

Mayor Little – Stated that her number one priority is downtown flood proofing.

Mr. Francy – agreed that this project should be first on the list.

Ms. Kane – priority is between flood proofing and the borough hall building.

Mr. Hilling – we got the molding in the hallway temporarily fixed with shrink wrap above the roof to stop it from leaking. The mold is in the one area in the hallway and we don't have a cost on that.

Mr. Francy directed him to obtain a cost for abatement.

Mr. Pfeffer explained to the council how the Council could declare an emergency situation for the work at borough hall.

Mayor Little – I think that the drainage flood is first on project lists.

Mr. Pfeffer reviewed his notes that have a new borough hall, drainage improvements, highland ave which has a grant.

Mayor Little – we are not going to move forward on the Highland Ave project yet because of the bridge project.

Mr. Francy – its two years before we move forward with that.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mr. Pfeffer stated that the grant has a construction award deadline of April 24<sup>th</sup> 2010.

Mr. Francy suggested that we apply for an extension of time for the grant due to the bridge project.

Mr. Pfeffer - we should authorize the engineer to request an extension of time.

Mayor Little directed the Borough Administrator to contact Mr. Workmeister of Freehold and explain that we were going to take action on Highland Avenue after the bridge work is completed and we need an extension on the April 24<sup>th</sup> 2010 date and see what you can get in writing from him before we bother the engineer with this.

Mr. Caizza – we have two problems with that job on Highland Avenue right before Twin Light Road there. Two keystone walls fell down and they are taxpayer walls and since the job isn't going to start until 2010 the Borough should send these homeowners a letter to have these walls fixed.

Mayor Little – I agree. We should send them a letter and see if the homeowners can fix them themselves and if they can't there may be grants. She directed that the Administrator start the notice process to the homeowners.

Mr. Pfeffer continued to read his list as follows: improvements to clam plant, Connors land acquisition and Aqua Water.

Mayor Little – we are not going to be moving on Connors Land Acquisition without negotiations and they haven't begun yet so that item should be last on the list. So, so far we have a first and last item on the list of improvements. First is downtown drainage and last is Connors Land Acquisition.

There was no objection so far from the Council with the list.

Mayor Little – Clam Plant was discussed all of last year and she would like to see that occur. One of the pluses was the possibility of renegotiating a lease there to create a nice revenue line item to the Borough. A doubling of the capacity might make it possible for more local clammer's to be admitted.

Mr. Caizza – some clammer's are not happy with Aqua life stating that they don't buy from local clammer's.

Mr. Urbanski – there an email about there not being a market for Highlands Clams.

Council continued to discuss the clam plant.

Mayor Little – obviously this is not top on the list because there are three people at the table that think “No”.

Mayor Little – the new borough hall has a few aspects that impact finance related to it. Where the old borough hall is located this building could be sold for a lump sum, which could be applied to a bond. In addition that sale would create a commercial property that would create a new revenue item which could be used to offset the debt service expense. In addition, if the Library is included in the new borough hall then any fund raising efforts for the library would also go towards the cost involved there. She thinks that this bares analysis at a minimum and part of that analysis would be a conceptual design that we don't want to spend a lot of money creating. So she recommends that with regard to a new borough hall we begin here at the table to come up with suggestions as to design. If we can come up with our own requirements for a new borough hall then it may be easily transferable over to a professional who may come up with a formal design.

Mr. Urbanski – I think that we should ask for free concepts from Architects.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mayor – can we put the new borough hall second to the drainage on the list.

There were no objections to placing this item as number two on the list.

Mr. Francy asked for the existing square footage of the borough that we have now and the amount of square footage that we think that we will need.

Mayor Little – there is a drawing of this building that was done by Peter Mullen, Architect. As far as needs we would have to be receiving information from the different departments.

Chief Blewett stated that there are specific requirements for certain aspects of the Police Department such as jail cells have to be a certain size.

Mayor Little – so we have drainage, a new borough hall and a request for information.

Mr. Francy – I would like to look at the existing drawings with Mr. Hilling and then I can come back with something to the table.

Mayor Little stated that she will make those drawings available for them to review. She stated that Mr. Hilling is going to have to ask for space requirements from Department Heads.

Mr. Francy stated that he will try to get more information for the next work shop meeting.

#### **Connors Improved Parking Lot**

Mr. Urbanski – The Borough Attorney has to look at their Resolution and he needs to review and let us know where we stand.

Mayor Little – I spoke with Jack Serpico, Planning Board Attorney before this meeting because he was involved in some capacity. There is a code with regard to the Ferry License and some talked about the license being dependent upon the site plan approval and she does not believe that it true here.

Mr. Francy – we would have to research that, we should get a confirmation from Jack Serpico.

Mayor Little – I spoke with Jack Serpico and he did not believe that the Ferry License was contingent on the site plan. So we need to look into that. Relative to the Site Plan Mr. Serpico indicated that the site plan took place on December of 2000 and the resolution took place June of 2001 and there were three one year extensions. The ending of the life of the site plan was January 11, 2006 and what the effect of that is that if there had been any changes in zoning ordinances the site plan applicant would have been protected from those changes. The effect of the ending of January 2006 is that they are no longer protected against zone changes. However, there is another statute about permanent extensions that came about after the January 2006 date. He did think that there was a good argument for negotiation and I think that we should have him in at the next meeting to discuss that. She then suggested that Mr. Arnette call Mr. Serpico to discuss this.

Mr. Francy clarified that the site plan just involves the parking lot access along the bulk head, lighting , shrubbery and ticket building. Our goal is to get the parking lot paved and the place adequately lit.

#### **Borough Hall Conceptual Plan**

Mayor Little – we kind of touched on that and we are going to have our request for information and that's going to take about a month and we will discuss the information and create an RFI.

#### **Request from Ever Clear Development for Relief of Performance Bonds**

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

The Governing Body reviewed the written request from Mr. Broderick dated February 26, 2009 to have relief from maintaining the performance bond until they are ready to do the work.

Mr. Arnette suggested that they speak to the Engineer about this.

Mayor Little – the Borough Engineer will be at the next meeting.

Mr. Francy offered a motion to carry this to the next meeting, seconded by Ms. Kane and all were in favor.

**Review T & M Proposal for Valley Avenue Storm Sewer Rehabilitation**

The Governing Body reviewed the T & M Proposal dated 10/29/2008 for the Valley Avenue Storm Sewer Rehabilitation.

Mr. Francy – T & M has moved along and they have a proposal cost of \$14,600 to manage this project which is approximately 20% of the total expenditure and he feels that this is high but at this point it is what it is. CMX, Inc., is doing a project that has a 10% engineering cost and as we go forward with T & M Associates and make them aware that there cost of the management of these projects is problematic. He feels that we should start going out for Request for Proposals for these projects which he further explained.

Mayor Little stated that she has had discussion with the Borough Clerk about going out for a Fair and Open Process and the only reservations that they have is that it does require a lot of processing of paperwork and we have a limited staff. So what we are looking into for a Fair and Open Process that we can do in electronic form. She stated that she will work on this with the Clerk and hopefully we can have a presentation at the next workshop meeting on this.

The Council further discussed the high engineering costs.

Mr. Urbanski – we have to move forward with this project.

Mr. Francy offered a motion to have a professional engineering services resolution be prepared for the next meeting, seconded by Ms. Kane and all were in favor.

---

**PUBLIC PORTION:**

Donna O'Callaghan of 29 S. Bay Avenue questioned the new garbage schedule.

Mr. Urbanski – residential collection will not change.

Donna O'Callaghan suggested motion censored lights be installed at the Skate Park.

Mayor Little – I think that is a good idea.

Mr. Urbanski – we will have Sodon price it out a couple of ways.

Mr. Pfeffer suggested solar lights.

Donna O'Callaghan – in reference to the one hour parking in front stated that 5AM seems official early for weekends.

Mr. Caizza – there are businesses that are open on weekends to.

Tara Ryan of 17 Ocean Street passed on her time to speak.

Maureen Kraemer of 200 Portland Road asked about doing a renovation on Borough Hall. She wanted to know if we got a confirmation on the School Consolidation.

Mayor Little stated that they have had discussions about the possibility of the School building becoming available.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mr. Francy – I am more interested about in creating a scope that we need and not where its located. He would hope that surrounding towns may want to think about having one jail and one court house. We still need to know what we need in terms of square feet.

Maureen Kraemer question Ever Clear Development item on the agenda.

Mr. Urbanski – it's the two properties at the end of Valley which were subdivided and they were going to build houses.

Maureen Kraemer questioned what the term of Connor's Land Acquisition.

Mayor Little explained that we can only acquire something two ways. One is by negotiating with a property owner to buy it and its not listed for sale right now. The other way is by eminent domain which this Borough does not do. So that's why land acquisition was not really discussed.

Maureen Kraemer questioned why the strip of road from New Street all the way down to South Peak, why that wasn't that going to be fixed. The State said it was too far away from the bridge and that's why it wasn't getting fixed. She then described how close New Street is to the bridge.

Mr. Urbanski commented on the road program.

Mayor Little explained that Highland Avenue and a portion of Portland Road and New Street were streets that the Borough had requested be redone due to the bridge project but the State turned down New Street.

Maureen Kraemer then expressed her concerns with residents of Wyndmoor barbequing on their decks and if there is a fire she is concerned how the fire trucks would get there with the bridge traffic.

Mr. Caizza stated that he will speak with Dave Parker, Fire Official about residents of Wyndmoor barbequing on their decks which is not permitted. He will ask Mr. Parker to send a notice to each property owner. He will also have Mr. Parker send Chief Blewett a memo on this matter.

The Council then commented on the issue of emergency vehicles being able to get to the calls and maneuver around.

Mayor Little then suggested that Mr. Hilling devote one of the Friday morning Bridge Meetings to Emergency Management and have David Parker and a member of the First Aide Squad and someone from the Fire Department attend the meeting. She also directed Mr. Hill to advertise in advance the purpose of that meeting. She then told the Borough Administrator that if we cannot come up with solutions then he needs to make the State aware of this in the form of writing.

John Bentham of 39 Washington Avenue stated that he is a member of the Atlantic Highlands/Highlands Sewerage Authority. He informed the Council that AHHRSA recently approved a motion that as of next year the Members of the AHHRSA will no longer receive compensation for serving on the Authority.

Jim Parla of 16 Portland Road commented on the Skate Board Park issues that were discussed this evening. He then stated that the Neighborhood Watch has finally agreed on the survey that they will be sending out to the students. He then stated he would like to see the agenda's and meeting backs handled electronically.

Mayor Little – perhaps during our presentation on Fair and Open Process we can encourage electronic agenda's.

Roberta McEntee of 55-B Fifth Street asked the Council to check if Sea Tow is allowed to have storage on the site because she does not believe that he is allowed. She also commented on Sea Tow's business sign.

**Mayor and Council  
Work Shop Meeting  
April 1, 2009**

Mayor Little stated that she will have the Board Secretary check the restrictions of Sea Tow.

There were no further questions or comments from the public.

Mr. Francy offered a motion to adjourn, seconded by Ms. Kane and all were in favor.

The Meeting adjourned at 10:15 P.M.

---

**CAROLYN CUMMINS, DEPUTY CLERK**

HIGHLANDSNJ.COM