

**Mayor and Council  
Workshop Meeting  
May 6, 2009**

Mr. Urbanski called the meeting to order at 6:45 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 Workshop Meeting of the Borough of Highland Mayor and Council and all requirements have been met. Notice has been transmitted to the Two River Times and the Asbury Park Press. Notice has been posted on the public bulletin board.

**ROLL CALL:**

**Present: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski**

**Late Arrival: Mayor Little arrived at 6:51 P.M.**

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

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**Executive Session Resolution:**

Mrs. Flannery read the following Resolution for approval:

Mr. Urbanski 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: AHHRSA – pole expenses, Goleman vs. Borough**
- 2.Contract:CWA, Dan-Rob Parking Lot Lease, Health Insurance RFP Results, Non-Union Employee Agreement, Police Dept. Outside Employment**
- 3.Real Estate: 2 Private Rd & Adjacent Property Title and funding, Cell Tower at Stewarts Purchase**
- 4. Personnel Matters: Retirement Proposal from E. O’Neil, Layoffs**

**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 Mr. Caizza and approved on the following roll call vote:

**ROLL CALL:**

**AYES: Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski**

**NAYES: None**

**ABSENT: Mayor Little**

**ABSTAIN: None**

The Governing Body then entered into Executive Session.

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Mayor Little called the Meeting back to order at 8:24 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 Arnett, Esq., Borough Attorney**

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**Flu Pandemic - Presentation**

**Janet Peterson**

Janet Peterson of Portland Road stated that she has a PHD in Microbiology and that she works for Johnson and Johnson and her specialty is infectious disease. So she is here tonight to give a quick background on the Swine Flu and where things stand right now. She then described what the flu virus is and about this recent Swine Flu situation and the need to be prepared for future outbreaks and social isolation.

The Governing Body thanked Ms. Peterson for her presentation.

Mayor Little advised the public that the Borough has a very capable Director of Emergency Management and he has alternative plans for all types of disasters. If there are any questions please contact him.

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**Consent Agenda:**

Ms. Kane questioned an item on the Supplemental Payment of Bills list a \$1,000 payment to Havana and she wanted to know if the funds were coming from the Library Trust Account.

Mayor Little – yes.

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

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**R-09-74**

**RESOLUTION OF THE BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH STATE OF NEW JERSEY  
AWARDING BID FOR THE LEASE OF A FORD  
CROWN VICTORIA POLICE CAR**

**WHEREAS**, the Borough of Highlands authorized the receipt of bids for the lease of a Ford Crown Victoria Police Car; and

**WHEREAS**, bids were received on March 24, 2009; and

**WHEREAS**, one (1) bid was distributed; and

**WHEREAS**, bids have been reviewed by the Purchasing Agent and Chief Financial Officer and it has been determined that the bid submitted is within the cost estimate of the Borough.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands, County of Monmouth, State of New Jersey as follows:

1. That the Mayor and Council does hereby accept the bid received from Winner Ford in the amount of \$25,998.00 at a Three Year Lease amount of \$27,665.52 (annual payment of \$9,221.84) for the lease of a Ford Crown Victoria for the reasons set forth in this resolution.

2. That a certified copy of this resolution shall be provided by the Office of the Borough Clerk to each of the following:

- A) Administrator
- B) Chief of Police
- C) Purchasing Agent
- D) Bidder

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. Francy offered the following Resolution and moved its adoption:

**R-9-75**

**RESOLUTION CHANGING EMPLOYMENT TITLE OF  
POLICE COMMUNICATIONS OPERATOR**

**WHEREAS**, the Chief of Police, Joseph R. Blewett, has advised the Governing Body that Diane Alvator has been employed as a Police Communications Operator/Records Clerk since 2002; and

**WHEREAS**, the State of New Jersey, Department of Personnel has given him notice that she cannot serve in two positions; and

**WHEREAS**, Chief Blewett has recommended that the employment title of Diane Alvator be changed to Records Clerk; and

**WHEREAS**, the Governing Body concurs with Chief Blewett's recommendation;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that the employment title of Diane Alvator hereby is Police Records Clerk; and

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**BE IT FURTHER RESOLVED** that said appointment is effective immediately and that the salary altered to reflect an annual salary of \$37,901.52 plus other compensation as set forth in the current CWA Contract; and

**BE IT FURTHER RESOLVED** that the position of Records Clerk (Police Department) is and hereby shall be included in the list of positions covered by the CWA contract.

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

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**Ordinances: Introduce, Set Public Hearing Date for May 20, 2009**

**Ordinance O-09-10**

Mrs. Flannery read the title of Ordinance O-09-10 for introduction and setting of a public hearing date for May 20, 2009.

Mr. Francy offered this Ordinance pass introduction and that a Public Hearing Date be set for Wednesday, May 20, 2009 at 8:00 p.m.

**O-09-10  
AN ORDINANCE AMENDING CHAPTER VII,  
TRAFFIC, OF THE REVISED GENERAL ORDINANCE  
OF THE BOROUGH OF HIGHLANDS**

**WHEREFORE**, there exists a need to amend Chapter VII, Traffic, Schedule 1 of the Revised General Ordinances of the Borough of Highlands;

**NOW, THEREFORE, BE IT ORDAINED**, by the Governing Body of the Borough of Highlands that Chapter VII, TRAFFIC, Schedule 1, No Parking is hereby amended as follows:

<u>NAME OF STREET</u>	<u>SIDES</u>	<u>LOCATION</u>
Miller Street	West	from the intersection of Southbound Route 36 and Miller Street 150' up the hill across the street from OLPH Catholic Church,

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

**Ordinance O-09-11**

Mrs. Flannery read the title of Ordinance O-09-11 for introduction and setting of a public hearing date for May 20, 2009.

Mr. Caizza offered the following Ordinance on introduction and set a Public Hearing Date for Wednesday, May 20, 2009 at 8:00 p.m.

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**O-09-11**

**AN ORDINANCE AMENDING CHAPTER IV, SECTION 4-3  
SOLICITORS AND CANVASSERS OF THE GENERAL AND LICENSING  
ORDINANCES OF THE BOROUGH OF HIGHLANDS**

**WHEREAS**, the Mayor and Council of the Borough of Highlands have been asked by the Knights of Columbus that they be allowed to solicit donations on Route 36 within the Borough of Highlands between Memorial Day and Labor Day; and

**WHEREAS**, the Mayor and Council of the Borough of Highlands recognize the philanthropic help that the Knights of Columbus provide to the residents of the Borough of Highlands, and to the Borough of Highlands; and

**WHEREAS**, the Mayor and Council of the Borough of Highlands, because of the good works that the Knights of Columbus provide to the residents and the Borough of Highlands, hereby agree to allow such solicitation on Route 36 between Memorial Day and Labor Day as indicated in the amendment hereinafter set forth,

**NOW THEREFORE BE IT ORDAINED**, By the Governing Body of the Borough of Highlands that Chapter IV, Section 4-3.10, is hereby amended to insert the following paragraph into section 4-3.10 as follows:

**4-3.10 Solicitations by the Knights of Columbus on Route 36.**

The Knights of Columbus is hereby authorized to solicit contributions on State Highway 36 and in the vicinity of the bridge between Highlands and Sea Bright in the Borough of Highlands from Memorial Day through Labor Day of each year only at signalized intersections or when an existing traffic control device causes temporary interruption in the flow of normal traffic, such as at the opening of a variable bridge in a manner as set forth in N.J.A.C. 16:4-1.1 et seq.

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**

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**Committee Reports:**

**Finance**

Steve Pfeffer spoke about the following:

1. With regard to the Fire Department budget and a request for lease payments for an SUV. He has suggested to the Fire Chief that if the Council were receptive that we could reallocate some Monmouth County Improvement Authority money for the Fire Chief's SUV and be able to reduce the fire departments budget, which he further explained. If Council agrees then this would be done by Resolution.

2. As part of the budget discussions the Borough Mechanic has stated that we are desperate need of a new Mason Dump Truck and he went over this Mr. Urbanski and in the 2005 lease we have budgeted for a dump truck for \$35,000, so he is passing along this request and the funding is in place for the truck. So he is presenting this to the Council and needs the Council's direction on this.

The Council discussed the two issues of an SUV for the Fire Chief and a Mason Dump Truck for the Borough. There was no object from the Council for Mr. Pfeffer's issues.

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Mr. Pfeffer – so when the Fire Chief gets back to him with a better cost then we will do a Resolution to allocate. The Mason Dump Truck does not need to have anything done except for the Borough Mechanic to speak with the Purchasing Agent and the Borough Administrator to get that resolved.

Mr. Pfeffer continued his report as follows:

3. Clean Communities – we did get a check for \$9489.21 and a resolution will be done at the next meeting to include it in the budget.
4. Transfer Resolution – we went over this two meetings ago about certain things that need transfers for sure was engineering, potentially for legal and for some small items in the budget. One other item that came up today was the First Aide Squad they would like to purchase a Striker Power Pro Safety Stretcher. They do not have enough money in their budget to purchase this item which is about \$12,000. He wants to go through the budget to find the money with the Councils permission and then we can transfer the money to the First Aid Squad to purchase this item.

The Council discussed the First Aid Purchase of a Stretcher and the Professional Service funds and there was no objection to the CFO transferring funds.

Mr. Pfeffer continued:

5. Capital Improvements and Capital Improvement Fund – he was thinking that we already have a bond ordinance in place for the acquisition of 2 Private Road and that \$800,000 of which we pulled \$\_\_\_\_\_ out of the Capital Improvement Fund. That was prior to us being notified of possible grant approval and if that comes possible soon then we can adopt a new ordinance with the grants in place with a very much smaller down payment and then we cancel the old ordinance and put that money back in the Capital Improvement Fund. The Engineer will come back to the Council at the next meeting with the cost of the drainage improvements and they spoke about possible alternate of financing.
6. The BID requested a payment of \$20,000 which would be their final payment obviously. He then spoke about the tax levy process and then suggested that the Borough increase the BIDS budget to \$47,500 so that we have everything in sync and reconciled and we get rid of this \$7,500 and doing an allocation back to everyone in the bid.

The Council discussed the bid budget issue and the possibility of increasing their budget to \$47,500. There seemed to be three Council Members that were willing to increase the budget.

Mr. Arnette – we can have something on for the next meeting.

Mr. Pfeffer – I will defer to the Borough Attorney the vote of three for the bid budget and if that's the case then one of us will do the amendment resolution for their budget.

Mr. Francy spoke about the Budget Committee and stated that they met last weekend. He thanked Mr. Pfeffer for all of his efforts. There will be another meeting on the 20<sup>th</sup> and there are some budget issues which he briefly described that there is a \$500,000 amount that exceeds the budget cap and that we need to cut our budget by 10%.

Budget Discussions continued between Mr. Pfeffer, Mr. Francy and Mayor Little.

**DPW:**

Mr. Urbanski – the commercial garbage went off without a hitch, so we are in good shape.

**Public Safety**

Chief Blewett gave the following report:

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Report to Council  
May 2009

\* As a result of investigating several complaints regarding the intersection of Shore Drive, Willow Street and Fay Street, I recommend that the Governing Body give serious consideration into making a four way stop intersection at that location. This recommendation is based on observations of vehicular traffic exiting Pompomora Park without yielding or stopping.

\* As a result of the bridge construction and ongoing communications with the State representatives, the State has agreed to pay for an officer to be detailed to the intersections of Hwy 36 and Miller St, Hwy 36 at Off the Hook and underneath the bridge on the weekends to help alleviate traffic congestion.

\* Total Calls for Service: 460

\* Arrests: Adults: 31 ( 1 for possession of CDS)  
JV: 2

\* Summons: Total: 121

Moving Violations:	68
Non-Moving:	34
DWI:	5
Boro Ordinance:	14

(Statistical Information is from April 1 – 30, 2009)

The Council discussed the Chiefs first item with regard to a proposed four way stop at the intersection of Shore Drive, Willow St and Fay Street. Council supported a four way stop but if there is a Stop sign at Locust Street and Willow Street then we want that removed.

Mr. Hilling – we will have to draft up an ordinance for this.

Chief Blewett then spoke about his looking into a Hybrid vehicle and the costs associated with that and the life span of the battery on the vehicle.

**Bldg & Housing**

Mr. Caizza – with regard to the abandoned houses we finally got one house after going to court many time, he finally cleaned up his yard. We will be having another meeting in the next couple of weeks on the progress of the rest of the houses.

Ms. Kane read the following report:

Code Enforcement Department

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MONTHLY REPORT

APRIL

44 CCO INSPECTIONS. ( 44 X \$85 = \$3740 GENERATED )

16 SUMMONSES ISSUED.

12 PROPERTY MAINTENANCE WARNINGS

1 MERCANTILE INSPECTION

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440+ LANDLORD REGISTRATIONS MAILED OUT. ALL RETURNED

HAVE BEEN FILED, PROCESSED AND MAILED OUT. REMAINING ARE DUE BACK BY JUNE FIRST OR ACTION WILL BE TAKEN.

3 NEW ORDINANCES BEING ESTABLISHED DEALING WITH PARKING OF BOATS AND CAMPERS, AND SUMMER RENTALS.

SUMMER RENTALS CAN LEGALLY OPEN MEMORIAL DAY.

SUBSTANDARD HOUSING COMMITTEE HAS BEEN BEING HANDLED BY MR. MCNAMARA AS MOST OF THE DEALINGS AT THIS POINT ARE LEGAL MATTERS BETWEEN OUR CONSEL AND THE LANDLORDS.

Paul Murphy  
Code Enforcement.

Ms. Kane requested that lights be placed on flags at night or have them taken down.

Mr. Caizza – we will have the Borough Administrator to have the Electrician go to all of the flags.

**Parks & Recreation**

Ms. Kane read the following report:

**Program:**

AH/H Fall Soccer - 20 more registered for Fall program (170 total as of 4/30/09)

Egg Hunt / Candy Bingo held on Saturday, April 4<sup>th</sup> – very cold / windy, had 150+

Junior Olympic Program held in cooperation with AH Rec. Committee on April 24

Bike Helmet Distribution Program – 26 helmets have been distributed as of 4/30/09

Kids on the Move (for ages 8 to 12) – Mon., Tues, Wed, 3:00 to 5:00 p.m. at center runs until 6/19/09

Spring Tennis Program being offered in cooperation with AH Rec. Committee at AH Harbor.

Creative Notions Arts Program (for seniors) session held on 4/17 at Center.

Senior Yoga continuing on Thursday mornings at the Center.

Summer Kidfest 2009 dates set July 1 to Aug. 14. Registration begins May 11<sup>th</sup>

Other camps / sessions for summer include Ponyshare Equestrian program for Children, Mad Science Summer Camp, UK Elite Soccer Camp.

Senior Citizen activities for April: Mr. Scott Isaacs from the Highlands/ Atl. Highlands Municipal Alliance spoke to the group on 4/9 about alcohol and substance abuse. He also explained the role of the Alliance in the communities. Senior group also had social “Cowboy Roundup” event, monthly bingo / box lunch & Springtime tricky tray.

Group use throughout April: Girl Scouts, 4-H, Boating Safety Classes, condominium association meetings, Neighborhood Watch, Historical Society, Garden Club, HBP, Planning Board, & Highlands Community Singers.

**Parks / Facility:**

Skate park – HPD is locking at closing time, re-painting of equipment (matching existing color) is being considered.

Community Center Projects – generator, ramp, and insulation / crawl space items are ongoing.

Veterans Park – vandalism to climbing wall pieces has been reported, new replacement parts need to be ordered.

Water fountains in Veterans operational, Huddy park fountain needs repair.

Complaint about dogs on the Snug Harbor beach has been forwarded to Police Dept.

7 “Doggie” Pot Bag units (holder & bags) are now in place on Bay Ave – (Huddy, Cornwall Sq. & Veterans Park), Marine Place (1 on each block), Route 36 (old Stymies IC lot), & Ocean St.

**Other:**

Teen Program Survey being done in cooperation with the Neighborhood Watch

Budget information submitted for review.

Summer Food Service Grant being submitted for approval to NJ Dept. Agriculture

Potential application (NJDCR R.O.I.D. grant) being sought for access to Snug Harbor and Miller St. Beach areas.

Equipment / set up for Earth Day event & attendance at Trail opening in AH.

Staffing – Jennifer Strehl has returned from her maternity leave.



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Timothy G. Hill, Director of Parks and Recreation     April 30, 2009

**HBP**

Carol Bucco of the Highlands Business Partnership – thanked the Council for paying the Bid their \$20,000 payment and for the three votes for also refunding to the bid the money that was paid in. She then spoke about a letter that the HBP sent out dated May 1, 2009 on a letter that the Police sent out on April 15, 2009 and she wants to know if the Council is going to take any action on this because its undue pressure and its very bad for our businesses. There is an ordinance that's on the books that's been there since 1975 and has not been enforced in 34 years but now all of a sudden in August of last year the Council amended that ordinance to include a fee for an ABC Card . There was no fee mentioned in the original ordinance and the fee now is \$50.00 yearly for an ABC Card, for a dishwasher a kid in high school.

Mayor Little – there have been several meetings in the Borough since your letter. She has participated in two of those.

Chief Blewett – the fee is \$30.00 for the State and \$20 for the Borough which is quite common. The second year the State fee will not be \$30.00, he thinks it would be \$15.00 and there will be a name search only. Juveniles will not be printed, it will only be people 18 and above. What we did was through Title 13, Liquor License Law everybody who works at a restaurant has to be on an employee list. The reason for that is that if you have a criminal conviction then you cannot work there unless you get a permit by the State to work there, that will be enforced, which he further explained. This was discussed at Council Meetings with the BID President so he is not sure why it's an issue now.

Carol Bucco continued to speak against this fingerprinting ABC Card Requirement.

Chief Blewett – the reason it's being enforced now is because after the ordinance was passed last summer we had to research the equipment, complete the training and set up and make the id's our selves.

Carol Bucco stated that this will drive the businesses out of business.

Discussions continued between the Council and Ms. Bucco and the Chief of Police.

Mr. Francy expressed his problems with this ordinance requiring back grounds.

Mayor Little - we need to continue discussing this at the next workshop meeting.

**Public Relations**

Ms. Kane – she is working on the newsletter and she will have something to Maureen to look over. There will be a blood drive tomorrow in front of Borough Hall from 5PM-8PM.

**Environmental/Shade Tree**

Mr. Francy – no report at this time.

**Administration**

Mr. Hilling reviewed the following report:

Mayor and Council

What follows is my monthly report for April:

1. Tax sale is scheduled for Monday May 18th. As of Monday May 4th, 73 entries are still listed for the sale.
2. 8 building permits were issued for the month. Take in revenue for the month was \$975.00.
3. Under the Tax Assessor, 30 tax appeals have been filed. Two of the appeals are at the state level pending interrogatories.
4. Under Route 36 Bridge Construction:
  - A. DOT has installed a double yellow line on Highland Ave. per our request at no cost.
  - B. DOT has tentatively approved our request for a time extension for the resurfacing of Highland Ave.
  - C. South ramp from South Bay Ave. to Portland Rd. was opened on Friday May 2<sup>nd</sup> for weekend use through June.

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- D. A permanent opening to southbound Route 36 from Portland Rd. was also opened on Friday May 2<sup>nd</sup>.
  - E. Ramp J, which now carries all exiting traffic from GNP over the bridge northbound on Route 36, was opened on Friday May 2<sup>nd</sup>.
  - F. Discussion with DOT continues on the installation of a radio repeater and generator on the new bridge span.
  - G. Funding request for Bayside Drive was submitted to DOT on April 23<sup>rd</sup>.
  - H. Highlands police officers will continue to work weekends for traffic control purposes on Route 36.
5. Borough Maintenance:
- A. Lighting for the Highlands sign and display at Linden Ave. and Route 36 has been repaired.
  - B. Lights at the Borough's Skatepark and Huddy Park have been repaired. In addition, the Skatepark is now locked each night and a new sign specifying rules has been ordered.
  - C. In regards to the roof leakage at Borough Hall, all options remain open.
  - D. Replacement of all firehouse doors has been completed. Work on the new firehouse replacement apron continues this week.
  - E. Repairs on both water fountains in Veteran's and Huddy parks scheduled to be completed this week.
  - F. Will continue to work on a water process point in Veteran's park for the Garden Club. The use of the fire hydrant on Shrewsbury Ave. looks to be the best option at this time.
  - G. This week, plan on replacing the fencing at Miller park and in all the "Welcome to Highlands" signs for the BID.
6. Other Misc. Info:
- A. Generator project for Community Center, Waterwitch, South Bay and Borough Hall continues. Unfortunately, we will not be able to apply for CDBG funds this year because of the current ongoing project.
  - B. Borough's new commercial garbage plan went into effect May 1<sup>st</sup>. No major problems have been noted.
  - C. Borough's winter street banners were recently removed by DPU personnel and a local tree service contractor.
  - D. Continue to work installation of a new phone line for an alarm system for Valley St. pump system.
  - E. With Council approval, would like to appoint Construction Official P.N.V., the Borough's new flood plan review officer, effective July 1<sup>st</sup>. Council must still decide fees, if any, for applicants.

Mr. Hilling – requested that the ordinance be amended to increase the Flood Review Application fee to \$100 to be effective July 1, 2009.

The Council supported this change in the application fee.

Mr. Hilling – there have been several complaints with regard to the property located on Route 36 that was formerly owned by the State and is currently owned by us. There are vehicles parked there and the issue has come up as to whether we should put a fence up.

Mayor Little – parking for residents on Highway 36 is very difficult and she sympathizes with the people that are parking there so if we are going to have people parking there then we need to make it a parking lot if not then we need to tell people what the use it.

Mr. Urbanski – it should be a parking lot until the bridge is done.

Mayor Little – we need to make a decision for that property.

Mr. Caizza – we can put this on for the next meeting to discuss.

Mayor Little – next meeting.

Mr. Francy – if it's against the law to park there then we should enforce it and he does not want to see an orange fence up there.

Mr. Caizza – let the cars stay there for now.

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Mayor Little – there is bridge construction going on and without that these people wouldn't probably park there and they are already inconvenienced and writing them a ticket is kind of insult to injury if we are not doing anything with the property. We need to decide what action we would like to see happen and we won't take any action until the next meeting.

Mr. Hilling – I have had people ask to have a dog park there.

Mr. Francy questioned the walk way at the Community Center being made to be ADA compliant to be able to use for elections.

Mr. Hilling – there is a meeting tomorrow morning. The Purchasing Agent will be there at 10Am with a contractor to look at the job.

Mrs. Flannery – it has to be done by mid August for approval to have the November elections.

**Borough Clerk Report**

Mrs. Flannery – the Clerk's office sent financial disclosure notices out, minutes were prepared, 22 Resolutions were prepared, 4 Ordinance. The Clerk's Office is in the process of renewing Liquor Licenses. Six dog licenses were issued, 3 Cat Licenses and 4 Mercantile licenses were issued.

**Library Committee**

Tara Ryan read the following report:

5/6/09 HIGHLANDS LIBRARY COMMITTEE REPORT

The Library Committee held their first fund-raising event on Sunday April 26 at Havana Restaurant. The amount raised, including event tickets & auction tickets was more than \$5000. About 100 persons attended the brunch. Event co-chairs Mary Muller and Dottie Cooper did a great job; we thank them for their efforts.

The committee met on Friday May 1 to continue plans for fund-raising. Karen Clarkson is chairing the committee to produce a artist guild/cocktail party in September, to be held in a local restaurant. Mike Kovic is planning a Pancake Breakfast to be held sometime in October; he will be speaking to Tim Hill about holding the breakfast at the Community Center. We also have plans to participate in the Clamfest,

Tom McCormack is setting up the "Brick Sale", similar to what the Fire Dept. did to raise money. However, the Fire Dept. had a definite site in mind; it is not certain where the Highlands Library will actually be. In the event that the renovated former fire bay/general use room is not available to the committee within a reasonable amount of time, the committee has decided to explore other venues. We are now considering the possibility of renting a store front on Bay Ave. to house the Library. We would like to rent from a local land-lord; of course the space would need to fulfill the guidelines of the ADA. We will report further on this after our next mtg.

Money continues to come into our fund thru the "donation boxes" designed by Mike Kovic that are located throughout town, thru the on-going business card ads that will be part of the placemat at the Pancake Breakfast, and thru the donation of honorariums that Anna Little receives for performing marriages.

Thanks to everyone involved in this on-going process to have a library in Highlands.

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**Other Business:**

**Draft Parking Ordinance**

The Governing Body reviewed and discussed the draft parking ordinance.

Mayor Little – I did take a look at the stretch of roadway that is being recommended in this ordinance she understands the concept.

Mr. Francy questioned the hour limit of two hours.

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The Council discussed the ordinance time limit and that it would cover from Anne's Hair Razor to the Post Office.

Mr. Urbanski – two hours is a long time so he suggested a one hour limit and that was the consensus of the Council.

Mayor Little – let's put this on for the next meeting.

**Draft Sanitation Ordinance**

The Governing Body reviewed a draft sanitation ordinance.

Mr. Urbanski wanted to know if the Council wanted to have once a week pick up in the winter.

Mayor Little – you want to limit residential pick up to a certain number of cans and one day a week and somehow there is a reference to commercial when we have already eliminated it and now we are switching.

Mr. Urbanski explained that whoever puts out two cans or it could be four cans, but everybody could put out the same amount of garbage, everybody could put out recycling and we are going to pick it up. This is being made to match that. Then remember when we talked about doing one day a week pick up from September 15<sup>th</sup> to May.

Mr. Francy – I want to do that.

Mr. Urbanski – I met with the DPW to talk about everything with regards to the commercial and they like this idea so we would have to work out the schedule, number one. Number two, I don't know if two containers will cut it for the winter time you might need three cans. So if you want me to look at it I would be glad to do it.

Mayor Little – we have a layoff plan pending approval from the State based on elimination of a service and we have to get through that process. When we are in the next budget cycle then we can reevaluate. Do you need extra bodies to do this?

Mr. Urbanski – I don't need them.

Mayor Little – I have heard that there may be a need for us to consider picking up commercial garbage that might mimic residential garbage in type and weight.

Council further discussed the commercial pick up issue.

Mayor Little requested that this be run passed Bob Merryman and make sure that it's not a problem.

Mr. Urbanski – I already spoke to him today and he said “No” as long as you are sticking with the first ordinance that we have and we don't need those men to do the heavy pick up.

Mayor Little - okay, then I think it's better for the businesses to be able to put something out because that's better than nothing.

Mr. Francy – I think that we should table this pending a complete review of the schedule and the number of containers that we want to do and do it all at once.

Mayor Little – I agree

Mr. Urbanski – that's okay.

Mr. Francy – September 15<sup>th</sup> would be the start date of this ordinance.

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Mr. Urbanski – I will look at the calendar to get a schedule straight.

Mr. Francy – I think the July Workshop because it won't be ready before then. Get the details done and have the draft ordinance at that workshop.

Mayor Little – if you are ready for the June Meeting then we can introduce then and have a public hearing in July.

Mr. Arnette – there is no statutory obligation to provide pick up for licensed establishments.

**Borough Hall Conceptual Plan**

Mayor Little – I would like to see us consider a two story building. I would like to see us providing a library. I would like it to involve the sale of this property and a new assessment from the new owner to this property to offset the debt service that we would be inquiring. I think that we need to speak to the Department Heads as to required space and I think if we have all of that information then we are ready to do a Request for Proposal.

Mr. Urbanski – I will work harder on that.

Mayor Little – I am willing to help.

Ms. Kane suggested that the Borough Administrator send out a letter to all of the Department Heads to obtain this required space. The Council agreed and directed Bruce Hilling to do that.

**Kavookjian Field Cell Tower**

Ms. Kane explained that a few months ago they established the Kavookjian Field Respiration Trust which is similar to the Library Trust where citizens can raise funds to make enhancements to the field. Tom Kavookjian has been very involved in this and as we look for ways to create revenue to fix up the park one was a possible cell tower because Sea Bright is in need and we have very bad coverage. As Tom called to different people Mr. O'Scanlon gave him a proposal which is in the meeting packet. I did speak with Mr. Arnette and we should go out to everybody as opposed to taking this proposal and running away with it. I am looking for permission to out for an R.F.I. for similar proposals.

There were no objections from the Governing Body for Ms. Kane to seek other R.F.I.'s.

Mr. Arnette stated that he would look at the RFI before it goes out and Mr. Hilling and I believe that it should be formal action that the Borough takes in requesting for RFI.

Mayor Little – we will do a Resolution at the next meeting.

**HBP Events**

Ms. Kane – I would like to request for the Council to send a letter to the HBP with what their intent is as we approach the November date we need to know where we are going and where they are going.

Mayor Little – we can authorize a letter from us and have the Borough Administrator inquire as to what their intentions are as of November 1<sup>st</sup>.

Mr. Hilling – I will let you take a look at the letter Ms. Kane.

**Parking on Shore Drive**

Mrs. Flannery – as we know there is resident parking on Shore Drive and It's been mainly in place for residents in certain areas of Shore Drive to alleviate there parking problem when the ferry is in full operation. There has been some talk about changing that a little bit to include other

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residents of the town. So it's on tonight so the Council can consider what they really want to do down there.

Mayor Little – the reason that there is permit parking only on Shore Drive is the impact of the ferry and commuter traffic and the residents were unable to park their cars because during the ferry commuters were parking their cars in front of their homes on the street where they didn't have off street parking. She remembers previous discussions about a request for there to be permit parking for all borough residents, validate that they live here and get a permit. The two reactions that she has to this is that if the benefit is to be to the residents who don't have off street parking its almost the same situation and if a resident parks there to use the Henry Hudson Trail it's the same as having ferry commuter parking there. She understands the complaint that there is no where to park if you want to visit the trail and that we need to do something about parking in that area.

Mrs. Flannery explained the permit process.

The Governing Body had a discussion on coming up with a parking solution for using the trail.

Mr. Caizza – the County is going to pave the road down there so one side can be for parking and the other side could be for Highland Residents Parking Only.

Chief Blewett – there will be parking spots once they are open.

Mr. Francy – I am comfortable letting the County open up their park and see how well it stays during the day.

Mayor Little – why don't we carry this discussion to the next Workshop Meeting.

**Corp of Engineers Request for Access**

Mrs. Flannery – this is back on the table from the last meeting.

Mr. Francy – I got an update from Dale Leubner that this is not related to the flood control project but that its related to the dredging project and I don't have a confirmation on that, Dale is getting that information for me.

Mayor Little – so we need to table this.

Mrs. Flannery – I will schedule this for the June Work Shop Meeting.

**Raffle Application – Fire Dept./Sharon Rafter**

Mr. Caizza offered a motion to approve the raffle license application, seconded by Mr. Francy and all were in favor.

**American Legion Social Affairs Permit Application for May 30<sup>th</sup>**

Mr. Francy offered a motion to approve the permit, seconded by Mr. Urbanski and all were in favor.

**Credits RE: AHHRSA**

Mrs. Flannery – this is an item on the agenda based on Executive Session, its regarding the credits for the Atlantic Highlands/Highlands Regional Sewerage Authority for a grant reimbursement.

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Mr. Urbanski – there was discussion at the Sewerage Authority level that they were going to keep some of those credits that we gained by doing our improvements because they are giving us some grant money. I would like this is writing and I hope it's not for all of the credits. There saying that they are paying us \$140,000 but if the credits are worth more than \$140,000. He would like more information on this before we take the money, which he further explained.

Mayor Little – spoke about the AHHRSA grant program. The number of credits that were assessed by the engineer is being questioned by the Authority. The Engineer for the Borough is the same engineer for the AHHRSA so she believes that this assessment should be accepted. She believes that we need to get their findings in writing. It's her position as Mayor of this town that not only are we entitled to the \$140,000 but that we also entitled to the credits as evaluated and represented by the T & M report.

Council continued to discuss this matter.

Mr. Francy spoke about the credits that the Borough earned and that we can allow a developer to use them by charging them for the credits but they are saying that we can't give them to a developer.

Mayor Little – we will let the Lawyer work on this.

Mr. Francy – we can tell them that we expect a decision on these EBU's at their next meeting because they keep dragging this out.

Mr. Arnette – I will try to get up to speed on these EBU's.

Mr. Urbanski – I want to have this in writing

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**Public Portion:**

There were no questions for Stephen Pfeffer, CFO so the Mayor excused him from the meeting.

Carol Bucco of 330 Shore Drive commented on the Borough's property located on the Highway that was discussed earlier this evening, she stated that the reason that the vacated was because it was not safe so if the Borough is going to have cars park they better make sure it's safe. Secondly the yellow line on Highland Avenue, we cannot travel that road on either side of the line because of the parking, which she further explained. The last item is where can she find a copy of the commercial garbage ordinance.

Mayor Little – it's on line.

Mrs. Flannery – I will email it to you.

Maureen Kraemer of 200 Portland Road stated that the DPW stuck a yellow sticker on their wooden frame rather than on the garbage itself and they didn't circle the reason on the sticker of the reason why the garbage was not picked up. She called up to find out the reason and she did not get an answer. She wanted to know what the effect of this new draft garbage ordinance would have on her condo garbage pickup.

Mr. Hilling – he will find out why their garbage wasn't picked up.

Maureen Kraemer questioned the use of the municipal lot that's on Shore Drive by Havana that could be used for the park. She then spoke about NJDOT and the traffic diversion for the bridge project.

Mayor Little – as she understands it there is a traffic light exiting Sandy Hook and because of that traffic light traffic traveling south from the park to Sea Bright will have a tough time flowing

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out of the park. So what they are doing is forcing the southbound and northbound traffic into one continuous flow, head across the bridge and head north. Anybody that wants to go back to Sea Bright will have to turn off under the bridge and go back.

Maureen Kraemer expressed her concerns with this traffic route.

Mr. Francy further commented on the traffic route and police coverage.

Jim Parla of 16 Portland Road agreed with Ms. Bucco's comments about the yellow line on Highland Ave. He then questioned the one hour parking limit Bay Avenue draft ordinance.

Mr. Caizza – it would be from 6 to 3 the hours.

Jim Parla also agreed with Ms. Bucco about the borough property on the highway and the safety concerns that she raised. He asked if the Budget Review Committee Meetings are open to the public.

Mr. Francy stated that at this point they are not open to the public.

Mayor Little – it's the consensus of the Budget Review Committee not to have it open.

Carolyn \_\_\_\_\_ of 12 Miller Street expressed her frustration with how the Borough Administrator handled her fence situation. She then stated that the DPW should put the garbage cans back on the beach.

Mr. Hilling – I take great offense to what you have stated tonight.

Carolyn \_\_\_\_\_ continued to express her complaints about the how her fence issue was handled by the Borough.

Mayor Little – this issue of the beach trash cans will be addressed.

Arnie Fuog of 50 Valley Street – no comments.

There were no further questions or comments from the public.

Mr. Francy offered a motion to adjourn, seconded Mr. Caizza and all were in favor.

The Meeting adjourned at 10:46 P.M.

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**CAROLYN CUMMINS, DEPUTY CLERK**



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