

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Mayor Little called the meeting to order at 7:08 p.m.

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

ROLL CALL:

Present: Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little

**Also Present: Carolyn Cummins, Borough Clerk
Bruce Hilling, Borough Administrator
Scott Arnette, Esq., Borough Attorney
Stephen Pfeffer, Chief Financial Officer**

Executive Session Resolution:

Mrs. Cummins read the following Resolution for approval:

Ms. Kane 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: Slope Slide**
- 2.Contract: Eastpointe Condo Assoc. Mun. Service Agreement
Property Revalue Services Contract**
- 3.Real Estate: 2 Private Road
Land Acquisition-Careless Navigator Property
Payment in Lieu of Taxes**
- 4. Personnel Matters: Bruce Hilling, Borough Administrator**
- 5. Invesitgation:**

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.

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

7. **Related to tactics and techniques utilized in protecting the safety and property of the public disclosure may adversely affect the public interest.**
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. Nolan and approved on the following roll call vote:

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

The Governing Body then entered into Executive Session.

Mayor Little called the Regular Meeting back to order at 8:16 p.m.

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

ROLL CALL:

Present: Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little

Absent: None

**Also Present: Carolyn Cummins, Borough Clerk
Bruce Hilling, Borough Administrator
Stephen Pfeffer, Chief Financial Officer
Scott Arnette, Esq., Borough Attorney**

Presentations:

Award Presentation to Lawrence E. Kelly – Highlands First Aide Squad:

Mayor Little presented Lawrence E. Kelly with an award in recognition of 20 years of dedicated volunteer service to the Highlands Community and the Highlands First Aide Squad signed by the Mayor and Council.

The State First Aid Council President, Barbara Arras and Leah Zimmerman, District Officer for the 16th District presented Larry Kelly with a certificate from the State Council for his 20 years of service and Leah Zimmerman gave Mr. Kelly his official 20 year pin.

Kerry Gowan, member of First Aid Squad thanked the Mayor and Council for presenting the awards to Mr. Kelly.

Mayor Little allowed a two minute recess in order for the First Aid Squad to leave.

Kavookjian Field Presentation:

Tom Kavookjian gave out a folder to the governing body, and then read thru his report.

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Financial Report – as of April, they have \$6800.00 in the bank. They are in the process of filing for a 501C3 Non-Profit status. They also have a fundraiser scheduled for July 31st at the Shore Casino. Non-Profit Filing – Cost will be about \$750.00 to \$1,000.00.

He is requesting the Mayor and Council to review the package and get together at the next workshop meeting in June to discuss further.

Website Committee Presentation:

Chris Francy gave out a summary of the website survey. They have been meeting every two weeks and they have reviewed surveys and compared our website to other website. He will do a formal presentation at the June Workshop meeting. At the end of the process, they hope to have a website more tailored to the residents and lower cost.

Public Participation on Agenda Items:

Lori Dibble of 32 Paradise Park asked about R-10-95 Resolution Amending Job Duties, questioned funding of BHI inspections.

Mayor Little responded that it's beneficial to the Borough to do the inspections annually. The State only inspects once every five years. The expense would be off set by the inspection costs. Code Enforcement Compliance is driving this not additional revenue.

Frank Nolan said that this is for a one year probationary period. If it doesn't work, we will go back to the old way.

Mayor Little said that this replaces the State inspection, now the inspections will occur more frequently.

Becky Kane said this would also help check rolls of children in the School District.

Tara Ryan of 17 Ocean Street asked about Resolution R-10-94 Establishing a Green Team, she feels that it is a great idea. Are the people volunteers? Who set it up?

Mayor Little explained the Green Team is one of the requirements for Sustainable New Jersey. The Council is trying to qualify the Borough for Grant Funds that may be available. She explained the need for such a program.

Laurie Salka of 121 Portland Road wants to speak about BID committee, will do so later in the meeting.

Mayor Little closed public portion.

Consent Agenda Resolutions:

Mr. Nolan offered the following Resolution and moved for its adoption:

R-10-92

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

**RESOLUTION - SPECIAL ITEM OF REVENUE
U.S. DEPARTMENT OF JUSTICE
BULLETPROOF VEST PARTNERSHIP**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and;

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands hereby requests the Director of the Division of Local Government Services to approve the insertion of a special item of revenue in the budget for the state fiscal year 2010 in the amount of \$ 3,585.00 which is now available from the U.S. Department of Justice. The Borough's required match of \$3,585.00 will be provided for from the Police Department's SFY 2010 current budget appropriation.

BE IT FURTHER RESOLVED that a like sum of \$3,585.00 is hereby appropriated under the caption of:

Public and Private Programs Offset by Revenues:

U.S. Department of Justice	
Bulletproof Vest Partnership	\$3,585.00

BE IT FURTHER RESOLVED that the Borough Clerk forward two (2) certified copies of the resolution to said Director for his review and approval.

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

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little
NAYES: None
ABSENT: None
ABSTAIN: None

Mr. Nolan offered the following Payment of Bills and moved on its adoption:

**RECAP OF PAYMENT OF BILLS
05/05/10**

CURRENT:		\$ 950,135.31
Payroll	(04/30/10)	\$ 120,884.29
Manual Checks		\$ 98,574.09
Voided Checks		\$
SEWER ACCOUNT:		\$ 38,834.91
Payroll	(04/30/10)	\$ 6,529.45
Manual Checks		\$ 4,152.43
Voided Checks		\$
CAPITAL/GENERAL		\$ 79,860.10
CAPITAL-MANUAL CHECKS		\$
WATER CAPITAL ACCOUNT		\$
TRUST FUND		\$ 1,485.75
Payroll	(04/30/10)	\$
Manual Checks		\$ 6,624.97
Voided Checks		\$
UNEMPLOYMENT ACCT-MANUALS		\$ 1,254.00
DOG FUND		\$ 23.40
GRANT FUND		\$ 11,536.50
Payroll	(04/30/10)	\$
Manual Checks		\$

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Voided Checks	\$
DEVELOPER'S TRUST	\$
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 Ms. Kane and approved for payment on the following roll call vote:

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Ms. Kane, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

=====
Other Resolutions:

R-10-93 Resolution Setting Tax Levy for Elementary School:

Mayor Little made a motion to table Resolution R-10-93 to a Special Meeting next week and it was seconded by Frank Nolan. All were in favor on the following roll call:

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Ms. Kane, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

R-10-94 Resolution Establishing a Green Team:

Mayor Little stated that there are two openings. We need a Council Liaison Member and a resident member. We will advertise for the resident position. They will leave the Council Liaison open for now.

Mr. O'Neil offered the following Resolution and moved on its adoption:

**R-10-94
RESOLUTION ESTABLISHING A GREEN TEAM**

WHEREAS, the Borough of Highlands is desirous of establishing a Green Team for the purpose of promoting sustainability in the Borough of Highlands; and

WHEREAS, the responsibilities of the Green Team can also be assumed by the existing municipal Environmental Commission, and

WHEREAS, as it is also desirable to include the following departments within the Borough on the Green Team,

Members of the team:

Reg Robertson - Public Works

Nancy Burton – Recycling

Stephen Szulecki - Environmental

Tim Hill - Recreation

Ken Braswell = Zoning Board

Carla Cefalo-Braswell – HBP Representative

Rosemary Ryan - School Board

Bruce Hilling - Business Administrator

_____ Council Liaison

Anna C. Little - Mayor

_____ (1)Resident

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the establishment of a Green Team is hereby authorized effective May 5, 2010.

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

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little

NAYES: None

ABSENT: None

ABSTAIN: None

R-10-95 Resolution – Resolution Amending Job Duties of Paul Murphy:

Ms. Kane offered the following Resolution and moved on its adoption:

**R-10-95
RESOLUTION AMENDING JOB DUTIES
OF CODE ENFORCEMENT OFFICER
PAUL MURPHY**

WHEREAS, Paul Murphy's current Borough duties include work in sub-housing, change of occupancy (CCO), landlord registration, code enforcement, fire inspector and property maintenance; and

WHEREAS, the State of New Jersey currently conducts five (5) year Building Housing Inspections (BHI) for resident buildings in the Borough of Highlands that consist of three or more units; and

WHEREAS, it is in the best interest of the Borough to take over such a program, assigning the duties of BHI Inspections to Paul Murphy.

NOW, THEREFORE, BE IT RESOLVED that Paul Murphy is hereby appointed the Borough's Building Housing Inspector (BHI) effective May 6, 2010 for a probationary trial period of one year.

BE IT FURTHER RESOLVED that as a result of this change, Mr. Murphy will no longer perform the duties as the Borough's Property Maintenance Officer effective May 6, 2010. This change will not alter Mr. Murphy's current Borough Salary, it will remain the same.

Seconded by Mr. Nolan and adopted on the following roll call vote:

Council had a brief discussion about the one year trial period.

Chris Francy stated that the funds for the part time Property Maintenance will be out of pocket until the funds come in from BHI fees.

Bruce Hilling said they will hire someone at \$15.00 per hour for 20 hours per week. Also, the fee ordinance needs to be amended to include the BHI inspections. He will recruit by going through the resumes.

ROLL CALL:

AYES: Mr. Nolan, Mr. O'Neil, Ms. Kane, Mayor Little

NAYES: Mr. Francy

ABSENT: None

ABSTAIN: None

Committee Reports:

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Finance

Steve Pfeffer is working on budgets for SFY 2010. Tax Assessors budget is mainly for appraisals for tax appeals, which have gone up dramatically. He is concerned with sewer collection rate. Also, spoke of tax sale this month. We lost State Aid. Adjustments were made in the last budget on the revenue side, which potentially could have a negative effect going forward with the next budget. His two main concerns are with health insurance and pensions. Engineering cost and substandard housing is also a concern. Besides salaries, those are the bigger dollars that we need to discuss.

Council had discussion with CFO regarding the budget and the need for budget cuts

Steve stated that the only real revenue we have is taxes.

Chris Francy asked the Mayor if we are going to constitute the Citizen's Budget Committee.

Mayor Little said it was never disbanded. Continue to meet regularly.

Rick O'Neil said that lay-offs is a lengthy process, negotiations with employees has to start.

Mayor Little said that she is very proud of the initiative of Frank Nolan and Rick O'Neil with regards to the budget.

Public Safety

Frank Nolan read thru the report:

**Report to Council
May 2010**

- * On April 28, 2010, officers were dispatched to a Second Street residence in regard to a reported robbery and assault. Upon arrival officers learned that the resident was assaulted and robbed of \$2000.00 by two assailants who fled the scene prior to officer's arrival. Officers canvassed the area with the assistance of Atlantic Highlands and Sea Bright Police Departments and subsequently located the assailants. Keeon Grimes, 19 years of age, Asbury Park and Bobby Murphy, 19 years of age, Asbury Park were both identified as members of the Bloods Street Gang and charged with robbery, aggravated assault, theft and obstruction. Bail was set for both at \$322,500.00 by Monmouth County Superior Court Judge and they were both later transported to the Monmouth County Correctional Institution, Freehold.

- * On April 28, 2010, duty officers were summoned to the Paradise Trailer Park in regard to a dispute with threats. Upon police arrival it was reported that the accused had fled the area in a blue Jeep Cherokee with a shotgun and a machete. Officers canvassed the area for the suspect and vehicle with negative results. Within an hour of the initial call the suspect turned himself in to police. Officers were able to recover both weapons from a friend of the suspect. As a result of the investigation Gary Grumbach, 53 years of age, Paradise Trailer Park, Highlands was arrested and charged with aggravated assault, simple assault, terroristic threats and possession of a weapon for an unlawful purpose. Bail was set at \$25,000.00 with no ten percent option.

- * As the result of a three month investigation into the distribution of narcotics; members of the Highlands Police Department Street Crimes Unit executed a narcotics search warrant on April 22, 2010 with the assistance of the Highlands Police Department K-9 Officer and Dedr. Officers observed Kenneth Cattouse leaving his Miller Street residence and served him with the search warrant during a motor vehicle stop. Mr. Cattouse was arrested on scene for possession of marijuana and his vehicle was seized. During a subsequent search of Mr. Cattouse's residence officers seized additional quantities of marijuana along with prescription medication; specifically

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

hydrocodone without a valid prescription. Mr. Cattouse was additionally charged with possession with the intent to distribute marijuana, possession with the intent to distribute marijuana within 1000 feet of a school, possession with the intent to distribute within 500 feet of a park and possession of a controlled dangerous substance without a valid prescription. Bail was set at \$50,000.00 with no ten percent option.

Report to Council
May 2010
Page 2

* As I'm sure you're well aware, cyber bullying and sexting has become an increasing concern throughout our local school districts which prompted the Highlands Police Department in cooperation with the Highlands Neighborhood Watch and 180 Turning Lives Around to host a Town Meeting/Parent Forum at the Highlands Elementary School on April 27, 2010. Although, there was a good turnout most of the attendees were school administrators and staff members.

* As part of the Highlands Police Department's continued Community Policing effects; Lt. William Armenti met with the local Girl Scout Troop on April 30, 2010. Lt. Armenti spoke with the girls in order to educate them on Stranger Danger.

* Total Calls for Service:	549	
* Arrests:	Adults: 45	(12 for possession of CDS)
	JV: 1	
* Summons:	Total: 175	
	Moving Violations: 96	
	Non-Moving: 41	
	DWI: 14	
	Boro Ordinance: 24	

(Statistical Information is from April 1 – 30, 2010)

JRB/dla

DPW

Bruce Hilling mentioned that Brush Pick up by zone was starting this month. Next month will be bulk pick up. Twice week garbage has resumed for May, starting this week. The Public Auction brought in over \$9,000.00. Still working on claim from MEL/JIF for work that was done on the Waterwitch Pump Station. That will be about \$29,000.00.

Rick O'Neil read from the following report from Reg Robertson:

April Monthly Report

During April we had the County Inmates in town to assist us in different jobs around town.

- (1) Cleaned all beaches**
- (2) Painted the courtroom**
- (3) Moved all tires from the tire trailer**
- (4) Painted the Skate Board Park and so on**

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

The DPW remodeled the Courtroom installing new wainscoting and stain

Cleared all zones of brush and debris

Cleared all catch basins of debris and garbage

Had Oswald Sewer Service clean and vacuum all of the sewer mains on Bay ave. heavy Grease billed up

Had Pumping Services replace 6 valves at waterwitch lift station. The valves were failing due to age. This was done under contract.

Rebuilt Catch basins on Jackson Street

Cleaned Kov. Field for HHRs baseball teams

Cut all parks and lots through out town at leased once a week

Had the sweeper out sweeping the street

Sanitation is still on a 1 day a week pickup

Had Oswald sewer service Jet vac the drain behind the Condos on Shore drive due to mud slide

**Sewer dept had no calls for sewer clogs during April
Filled as many potholes as time and man power allowed**

Picked up mulch and compost for different jobs in town

Replaced signs on Marine Place

Replaced ceiling tiles in boro hall

Rick O'Neil mentioned that the potholes on Linden and Waterwitch, we need to notify the County. Bruce Hilling will contact them.

Building & Housing:

No report at this time.

Parks and Recreation:

Tim Hill read thru his monthly report:

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Program:

Senior Citizen Programs for April– 4/8 Meeting presentation from H/AH Municipal Alliance; Bingo / Pizza Lunch held on 4/15 w/ presentation from Monmouth County Office on Aging overview of services & HES Chorus performed for the seniors. Creative Notions Art Program held on April 16th. Wii Senior Bowling League 3 sessions in April. Social program “Day at the Races” was held on 4/22 & other event set for April 29. Plans for May include: “Aging with Grace” program Bingo / Pizza Lunch, and Memorial Program.

Kids on the Move: April Activities included Sidewalk Chalk, Wiffle Ball, Hula Hoop Contest, Football, Basketball, Kickball, Challenge Course, “A Day at the Races”, Arts and Crafts and other indoor and outdoor games and activities – 34 children enrolled.

Adult Art program – last session held on April 20th.

Other Group Use: Girl Scout Troop Meetings (3), Girl Scout Leaders (1), Highlands 4H activities (2), Garden Club, Census Testing / Other (6), School Board Elections, H/AH Municipal Alliance, Historical Society & 5 condominium / homeowner / other group meetings.

Bike Helmet Distribution – ongoing for spring of 2010.

Egg Hunt and Candy Bingo was held on 3/27/10 at Snug Harbor Beach. Excellent turnout for this annual event.

Registration for Summer Kidfest starts May 10th. Registration has begun for UK Elite Soccer Camp, Ponyshare Program (set at Vet’s Park - Pony Introductory Program June 10 & Summer Program July 19-23). Spring Tennis (in cooperation with AH Rec. Committee). Pitch Hit and Run event set for Sat, May 1st. Scrapbooking program (in conjunction w/ Municipal Alliance) set for Sat., May 15th. We have also been approached about hosting a sectional Pitch, Hit and Run Competition – being discussed w/ AH Rec. Committee and Sandy Hook Little League.

Program Planning for performance series (2 concerts, Magician, Interactive concert, movie night) events being scheduled through June.

Program inquiries made with regards to “Zumba” exercise program and Yoga -- details of activities & scheduling to be further discussed.

Earth Day & Project Porch light event held at Center / Snug Harbor beach on April 24– good volunteer turnout.

PARKS & FACILITY:

Skate Park: Repair to sign (vandalized) is needed.

Community Center Park / Playground: Vandalism at basketball court: backboard / rim damaged and court surface appears to have been burned. Items needed for repair / replacement are being sought.

Veterans Park – Irrigation system is being installed as per discussions with Garden Club & Mr. Hilling. Minor repairs needed on playground structure – handhold devices to be installed where missing. In addition to ongoing maintenance, park should be tended to prior to Memorial Day Parade.

Miller Street / Rt. 36– Efforts to combine irrigation project with Vet’s Park did not materialize. NJ American Water supplied us with information to move forward, with back flow preventor to be installed by borough. HBP has expressed interest in having irrigation system installed at their cost.

Huddy Park, Marine Place – No report.

SEE Page 2

Mayor Little asked Mr. Armenti to report to the Police Department, to please patrol the skate park. Tell us what we need to do, is it better lighting, behavioral issues? We need to address this. Maybe some community service for the vandals.

Mayor Little and Mr. Armenti discussed the problems with the skate park. She would like to sit down between now and next meeting about the behavior and getting it under control, in the parks and thru out the town.

Public Relations

Rebecca Kane gave a recap of the month of April. The Fire Department had their Corn hole Tournament, which was a huge success. Earth Day went well, along with Clean Ocean Action on the Beach. They had over 100 people attending all events. The Blood Drive for a local

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

volunteer took in 74 units of blood to send to the blood center, we did get 45 donors for bone marrow registry.

A match was found. His brother was a perfect match. The Town Wide Yard Sale is coming up on May 22nd. Have all ready received registrations. Different organizations will be participating also.

Environmental/Shade Tree

Chris Francy spoke about how the Environmental Committee submitted a grant to ANJEC for enhancements to the Bike Path for approx. \$5,200.00. They are hopeful on receiving that. Also, have gotten positive feedback from Exxon, they will do presentation about the seep on Bayside Drive. They are pushing for the June meeting, will accommodate their schedule. They will also do a public notice if the council wants to attend.

Shade Tree, permits are up to date.

Mayor Little recognized the Clerk and DPW for the enhancements to the court room.

Borough Administrator

MEMORANDUM

DATE: April 30th, 2010
TO: MAYOR LITTLE, BOROUGH OF HIGHLANDS; COUNCIL MEMBERS
FROM: BRUCE HILLING, BOROUGH OF ADMINSTRATOR
RE: SUMMARY OF ACTIVITIES •April 2010

DEPARTMENT OF PUBLIC WORKS (DPW)

1. Brush pick up by zone scheduled for May
2. Twice a week garbage pick up will resume Monday, May 3rd.
3. Public auction of DPW truck and three police vehicles brought in over 9K to the Borough.
4. Delivery of new Mason Dump Truck scheduled for June. Purchased through state contract.
5. MEL JIF continues to process our claim for flood damage causing shutdown of Waterwitch pump station, approximately 29k.

DEPARTMENT OF TRANSPORTATION (DOT)

1. Next scheduled "underwater explosive demolition" work set for Monday afternoon, May 3rd.
2. DOT still processing our submitted Oswald bills for borough sewer clog work on and next to the bridge.
3. Still pending is word from DOT on Borough request for new sidewalks, curbing and curb cuts for Highlands Avenue and Portland Road.
4. Doughboy to be returned home sometime in May.
5. South Pedestrian Bridge now open to foot traffic across the bridge.

MISCELLANEOUS

1. Tax bills due May 1st. Interest will begin Tuesday, May 11th.
2. Council continues to review and discuss new property maintenance position. Construction Official Paul Vitale continues to fill in.
3. Monmouth County has awarded paving contract for Shore Drive entrance to Popamora Park. Contract work now scheduled to be completed by June 1st.
4. County community service workers assisted the borough April 19-23. Good work completed including repainting of the courtroom. New courtroom carpet to be installed shortly.
5. Continue to await proposal from SOAR PRODUCTIONS on possible use of the old firehouse.
6. Tax sale scheduled for May 17th.
7. CDBG generator project to be bid out and awarded this month.
8. JH REID continues Demo of old sewer plant. Scheduled completion is mid May.
9. Contract work has begun on installation of underground Sprinkler system for Veteran's Park to be funded by the Garden Club.
10. This month will be scheduling contract landscaping work on identified sub housing units. Landscaping costs will be placed in lien against the property owners.
11. Memorial Day Parade set for Saturday, May29th at 1pm.

Borough Clerk

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

The Borough Clerk reported for the Month of April:

Vital Statistics Office issued 5 Marriage Licenses
1 Civil Union
13 Certified Copies

Two Council and two Board Meeting packets were prepared.

License issued:

12 dogs
1 cat
18 Mercantile & Board of Health

We are in the process of liquor license renewal applications. All OPRA, phone calls and emails have been responded to for the month.

Library Committee

Tara Ryan read through her report:

HIGHLANDS LIBRARY COMMITTEE REPORT

This past Monday May 3 2010 the Library Committee started work at the Community Center site to ready the space for the June 5 re-opening. The materials at both the Library space (Meeting Room) and here in the Municipal Building were examined and culled. Sorting and labeling has started. The room will be painted and decorated in the coming weeks. Operating supplies are ordered, volunteers are signing up for the training class, and we are just about ready to go. I expect to meet with Tim Hill next week and finalize the Summer operating schedule.

Many of us have been waiting years for this event. We wish to thank everyone involved with the effort. Mayor Anna Little authorized the committee and started the ball actually rolling. Both Tim Hill and Bruce Hilling have been amazingly supportive and helpful. Super volunteer Mary Muller has demonstrated extraordinary management abilities. But every single person who has offered a word of support, a financial donation or hours of time is equally thanked and appreciated.

We invite everyone to come and celebrate the re-opening of the HIGHLANDS BORO LIBRARY on Sat. June 5 2010 at noon, at the Community Center.

Mayor Little commented on the importance of a press release for the re-opening. We need to continue fundraising.

Workshop Meeting:

Review of Tree Removal Ordinance:

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Item was tabled to next month.

Discussion RE: Security Camera's

Chris Francy stated that this was initiated to eliminate staffing at the recycling yard.

Bruce Hilling said that he has two price quotes in meeting packets.

- 1) \$8,200.00 point to point – monitored by the police desk.
- 2) \$5,400.00 thru internet hook up – web cam. Would need to pay monthly service.

Becky Kane asked if recycling yard employee cost is less than cost of equipment of \$8,200.00.

Bruce Hilling said that this would be a deterrent for people dumping in the yard. This was brought forward when there was not an attendant in the yard. He feels that we still would need an attendant there.

Council continued discussion.

Mayor Little recommended that this be carried over to the next workshop meeting for further discussion.

Discussion RE: CDBG Possible Projects/P.H. May 19th.

Bruce Hilling read thru May 3rd memo. He and Mr. Hill met with representatives this past week. Best option is continuation of resurfacing Bay Avenue from Waterwitch to Gravelly Point Road.

Mayor Little asked Mr. Hill about probability that they will approve an application for additional grant funds when we have not expended any of the Borough's own money?

Tim Hill stated that if there are projects that are contingent on funding, when applications are reviewed, they like to see a match coming from somewhere. Some applications do come in with zero matches, it raises eye brows. If we come in with a plan of what ever the project may be, if it's a continuation that looks good because you are matching resources. They like to see the completion of a project.

Bruce Hilling stated that this is contingent on the current project being completed. Specifically, the generator wiring. We must also purchase the generators.

Tim Hill said that the application is due June 4th. The County Officials will accept our application but our presentation is August. They are pushing for the last presentation date in August.

Review of Ordinance – 10 Day Warning Notice for Property Maintenance

Bruce Hilling spoke about a new property maintenance official starting now, do we want to set up the procedure where violators would be issued a 10 day notice.

Chris Francy stated that he and Rick O'Neil do not want a 10 day notice.

Scott Arnette explained current ordinance. What is in the ordinance now, allows a 10 day grace period.

Council continued discussion.

Chris Francy said there was a fairly good system. If a property maintenance notice citation was issued, and the condition was corrected by court date, it tended to get dismissed except for court costs. Feels that that was not a bad system.

Mayor Little feels that we want to go away from any grace period, and allow Mr. Murphy or who ever replaces him, to follow thru with discretionary procedure from the past.

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Mayor Little authorized attorney to draft ordinance to eliminate 10 day notice.

Request for Use of Community Center – Zumba Program

Tim Hill spoke about how he was approached by two individuals to do a Zumba Dance Program. One individual is a certified instructor and has insurance, wants to give it a trial basis. She has followed all procedures to use the Community Center.

Council discussed.

Tim Hill said that the schedule has no conflicts with the buildings hours of operation.

Scott Arnette said that we would try to structure their insurance obligations to us, to cover this.

Tim is ok with this program based on what he knows and the research he has done. He feels that it is a valid program. It is going to be on a trial basis.

Mayor Little said that as long as we approve this, contingent that the attorney is satisfied by the insurance requirements.

Council discussed fee structure for rental of the building.

Tim Hill said that perhaps in the future, we may need to create a fee ordinance for use of the Community Center.

Mayor Little said that they have a consensus to let them start, its on record that we are discussing fee structures. She asked Mr. Hill to share that with them and that this is a trial period.

Discussion RE: Creation of BID Committee

Becky Kane asked for this to be put on. Has been approached about when we are starting a BID committee. She is hoping by June. They will contact the residents who have applied.

Frank Nolan asked if he and Becky Kane could start the process of talking to people that want to be involved. Bring information back to council at meeting in June.

Carolyn Cummins will email Frank Nolan and Becky Kane, the names of people who expressed interest.

Public Portion:

Mayor Little excused herself at 9:56. Frank Nolan took charge.

Lori Dibble of Paradise Park, deferred until Mayor Little returned.

Jim Parla of 16 Portland Road, spoke about cyber bullying meeting, thanked Irene Campbell and Tara Ryan of the Highlands Elementary School. Detective Burton did a terrific job. They had over 30 people in attendance. At the last meeting, he complained about the sneakers on the wires on Portland Road. They are still there.

Bruce Hilling said he did make Chief Parker aware of it. He will have the DPW look in to it.

Jim Parla asked Mr. Hilling about the return of the Doughboy statue. Does that signal the end of the pile driving, or will there be more after the statue is put in place?

Bruce Hilling said that he agreed, but he will ask tomorrow. Will have answer by Friday.

Jim Parla asked about the recycling yard. Are there signs posted that warn people that if they dump something, they'll get fined?

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Rick O'Neil said that there is a sign on the gate.

Bruce Hilling said there is not a sign about fines. He will check it out. Agreed it was a good idea.

Jim Parla would like to serve on the BID Committee.

Carolyn Cummins instructed him to file out a Citizen Participation Form and submit to her.

Barbara Laras not present.

Mayor Little returned at 10:00 p.m.

Tara Ryan of 17 Ocean Street spoke about the signs around town for Rte. #36 detour; they are missing and need to be put back up. Spoke of the presentation about cyber bullying. She was disappointed at the low number of parents. This past week, she was reminded that when Comcast came to town years ago, they made a donation to the library.

Mayor Little asked Carolyn Cummins to pull the contract with Comcast, speak with Steve Pfeffer and get back to Ms. Ryan about this.

Bernadine Hartford 168 Highland Avenue said she spoke with Steve Pfeffer about this, and the money does exist and can only be used for technology.

Lori Dibble of 32 Paradise Park wanted to speak to the Council about a resolution to the issues involving Paradise Park. They are hopeful and working toward for homeowners to purchase the Park. But that brings up some problems with the zoning that now makes manufactured houses a non-conforming use. Another problem is that they have hired planners to clean up the park, and are trying to come up with a way to do some infill and replace some of the sub-standard housing. They would like to come as a community to the Zoning or Planning Board and come up with a plan for improvements.

Mayor Little answered that there is the ability to assist with things they have authority over. If it is a Zoning matter, a zoning official or zoning board would have to make a decision. She thinks it would be beneficial for them to sit down with the council. If it has to do with permitting for private property, council can not help you. We can have informal meetings to help you thru the process. Whatever the final judgment is, bring that document to the council, and they can figure out what the process is going to be, based on that document.

Laurie Salka of 1 Portland Road invited all to come Environmental Commission meeting on Monday, May 10th. Thanked Carolyn Cummins and the staff for all their help with Earth Day. She said that it does not make any sense to put the doughboy back while they are still driving piles. Spoke about the Route #36 signs, on Bay Avenue, there are no signs to get you back to #36.

Bruce Hilling will call DOT to put signs up.

Laurie Salkie asked about the BID committee, how many people are we looking to have on it? There are two residents who have already volunteered. Asked Bruce Hilling about the grass along side the bridge.

Bruce Hilling said that it was brought up at the last DOT meeting. They felt is best to leave it alone.

Chris Francy said that the grass is temporary to control soil erosion and will be replaced with the final grass. It is the responsibility of the DOT.

Council continued discussion.

**Borough of Highlands
Mayor and Council
Combined Meeting
May 5, 2010**

Art Gallagher of 158 Linden Avenue made a suggestion regarding security cameras, it may be appropriate to investigate what the cost would be to have cameras at the skate park, etc.

Rick O'Neil said that if you put cameras in, any one should be able to access them.

Chris Francy said that the information should be sent to a disc, if an incident comes up that needs to be looked at, look at it by a time frame. Not have someone just watching a screen.

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

The Meeting adjourned at 10:20 P.M.

DEBBY DAILEY, DEPUTY BOROUGH CLERK

HIGHLANDSNJ.COM