

**Borough of Highlands  
Mayor & Council  
Combined Meeting  
June 2, 2010**

Mr. Nolan called the meeting to order at 7:05p.m.

Mrs. Cummins made the following statement: As per requirement of P.L. 1975, Chapter 231. Notice is hereby given that this is a Combined 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**

**Late Arriva: Mayor Little arrived at 7:09 p.m.**

**Also Present: Carolyn Cummins, Borough Clerk  
Bruce Hilling, Borough Administrator  
Scott Arnette, Esq., Borough Attorney**

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**Executive Session Resolution:**

Mrs. Cummins read the following Resolution for approval:

Mr. Nolan 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 Housing Authority, Loitering Ordinance**
- 2.Contract: Municipal Services Agreement with Borough of Atl. Highlands  
Union Contracts**
- 3.Real Estate:**
- 4. Personnel Matters: Bruce Hilling, Borough Administrator  
Property Maintenance Position**

**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.
8. Related to investigation of violations or possible violations of the law.

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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 adopted on the following roll call vote:

**ROLL CALL:**

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

**NAYES: None**

**ABSENT: Mayor Little**

**ABSTAIN: None**

The Governing Body then entered into Executive Session.

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Mayor Little called the Combined Meeting back to order at 8:04 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  
Scott Arnette, Esq., Borough Attorney**

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**Website Committee Presentation**

Councilman Francy and Bill Iler and Brian Cobb, Website Committee Members were present to give a Power Point Presentation on their review of the borough's website and possible ways to improve it.

After the completion of the presentation Mr. Francy advised the Council that they need to make some decisions and give the Committee some direction.

Mr. Francy asked the Council if we want to do advertisement and collect income. He asked if they want to use the League of Municipalities service to lead us to a Request for Proposal for our website. He stated that the cost for the League to do this would be about \$250.

The Council directed the Clerk to prepare a Resolution authorizing the NJLM to prepare a RFP for website services for the next meeting.

The Council had discussions with the Web Committee regarding the Borough's website.

**Public Questions**

Jim Parla of Portland Road spoke about other websites that appear to be cleaner than ours. He believes we need to bring some attentions the appearance.

Unidentified Woman questioned highlandsnj.us.

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Robert Little of Fifth Street explained the difference between .us and .org, the borough's website.

Rosemary Flannery wants the Borough Council to have Bios of them on the website.

There were no further questions.

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**Public Portion on Agenda Items:**

Tara Ryan passed on her opportunity to question.

There were no further questions from the public.

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**Consent Agenda Resolutions:**

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**R-10-97**

**RESOLUTION - AUTHORIZING TRANSFERS BETWEEN BUDGET  
APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-58**

**WHEREAS**, N.J.S.A. 40A:4-58 provides for transfers as permitted between budget appropriations during the last two months of the fiscal year;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Highlands that transfers between SFY 2010 Budget Appropriations be made as follows:

<b>SEWER UTILITY</b> -----	<b>FROM</b> -----	<b>TO</b> -----
Other Expenses	\$ 8,000.00	
Salaries & Wages		\$ 8,000.00
	-----	-----
	\$ 8,000.00	\$ 8,000.00

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little

**NAYES:** None

**ABSENT:** Mr. O'Neil Not Present During Roll Call

**ABSTAIN:** None

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

**R-10-108**

**RESOLUTION APPOINTING TEMPORARY SUMMER SEASONAL RECREATION  
EMPLOYEES**

**WHEREAS**, the Recreation Department has the need for temporary summer employees to work with the Summer Recreation Program; and

**WHEREAS**, Timothy Hill made the following recommendations for appointments to the Governing Body;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Highlands that the following temporary appointments be and hereby are approved:

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**2010 Summer Seasonal**

**Rec. Dept.**

<b>Program</b>	<b>Position</b>	<b>Name</b>	<b>Years Experience</b>	<b>Hourly Rate</b>		
Summer 6/25/10 to 8/18/10	Supervisor	Kim Karaman	22	\$18.00		
	Supervisor	Stephanie Paroumakian			13	\$16.50
	Programmer	Mike Gannon	9	\$15.00		
	Programmer	Lisa Ucci	6	\$12.50		
	Rec Aide	Amanda Basich	9	\$10.00		
	Rec Aide	Amy Cullen	5	\$ 9.00		
	Rec Aide	Julie Dellapietro	4	\$ 8.50		
	Rec Aide	Thomas Bell	2	\$ 7.75		
	Rec Aide	Tara Sodon	3	\$ 8.00		
	Rec Aide	Christina Stefan		\$ 7.50		
Lifeguards 6/25/10 – 9/3/10	LG Supervisor	Kristie Gannon	10	\$17.00		
	LG	Bernadette Conte			5	\$ 9.50
	LG	Estaban Cabrerra	3	\$ 8.50		
	LG	Elysie Parker		\$ 8.00		
Summer Food 7/1/10-8/13/10	Food Prep	Caitlin Hartsgrove	3	\$ 8.00 (25 hrs/wk)		
	Food Prep	Dillon Vargas	2	\$ 7.75 (25 hrs/wk)		
	Food Prep	Kelsey Noll		\$ 7.25(25 hrs/wk)		
	Director	Tim Hill	31	\$15.25 (33 tot hrs)		
	Record Keeper	Jen Strehl	10	\$10.50 (33tot hrs)		

These positions are listed within the Community Center Budget, Beach Budget and the 2010 SFP Budget & the 2010 Summer Food Service Program Sponsor Management Plan Budget.

Seconded by Ms. Kane adopted on the following Roll Call Vote:

**ROLL CALL:**

**AYES: Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little**

**NAYES: None**

**ABSENT: Mr. O’Neil not present during roll call vote**

**ABSTAIN: None**

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

**R-10-109**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
PROFESSIONAL ACCOUNTING SERVICES – GASB 45 OTHER POST  
EMPLOYMENT BENEFITS DISCLOSURE  
HUTCHINS, FARRELL, MEYER & ALLISON, P.A.**

**WHEREAS**, the Borough of Highlands has a need for professional accounting services in order to meet the financial statement disclosure requirements of GASB 45, other post employment benefits provided to employees; and

**WHEREAS**, such professional accounting services can only be provided by licensed professionals and of the firm of Hutchins, Farrell, Meyer & Allison, P.A., 912 Highway 33, Suite 2, Freehold, N.J., 07728 is so recognized; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$2,000 plus reimbursable expenses of \$2,800 for access fees to GASB software for professional accounting services for the Borough of Highlands for the SFY 2010 audit; and

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**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands:  
SFY 2010 Municipal Budget:  
Financial Administration

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Stephen Pfeffer, Chief Financial Officer

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:1101 et seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised;

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

1. The firm of Hutchins, Farrell, Meyer & Allison, P.A. is hereby retained to provide professional accounting services as described above for an amount not to exceed \$2,000 plus reimbursable expenses of \$2,800 for access fees to GASB software.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are hereby authorized to sign the contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little

**NAYES:** None

**ABSENT:** Mr. O'Neil not present during roll call vote

**ABSTAIN:** None

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

**R-10-110  
RESOLUTION – CHANGE ORDER #1  
J.H. REID GENERAL CONTRACTOR, INC.  
REMOVAL OF THE SHORE DRIVE IMHOFF TANK**

**WHEREAS**, Resolution R-10-75 awarded a contract to J.H. Reid General Contractor on April 7, 2010 for the Removal of the Shore Drive Imhoff Tank Project for an amount not to exceed \$154,500.00 and;

**WHEREAS**, change order # 1 dated May 28, 2010 prepared by T & M Associates, Borough Engineer, sets forth reasons for said change order (additional I-5 soil aggregate backfill due to unforeseen conditions in accordance with Project Engineer for Borough), and

**WHEREAS**, funds are available in municipal bond ordinance adopted for said project:

Bond Ordinance #O-09-05    \$40,000

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Stephen Pfeffer, CFO

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Highlands that change order #1 increasing the contract amount by \$40,000 is hereby approved and contract amount is amended for a new total amount not to exceed \$194,500.00.

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little  
**NAYES:** None  
**ABSENT:** Mr. O'Neil was not present during vote  
**ABSTAIN:** None

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

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little  
**NAYES:** None  
**ABSENT:** Mr. O'Neil was not present during vote  
**ABSTAIN:** None

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

**R-10-111  
RESOLUTION APPOINTING PROVISIONAL  
PART-TIME PROPERTY MAINTENANCE OFFICIAL**

**WHEREAS**, the Borough recently approved an amendment of the job duties for Paul Murphy which resulted in him no longer performing the duty of Property Maintenance Official so that he could take on B.H.I. Inspections; and

**WHEREAS**, the amendment of the job duties for Paul Murphy has now created a need to hire a part-time Property Maintenance Official; and

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**WHEREAS**, interviews have been conducted by the Borough Administrator and it is his recommendation that Dave A. Mercado be appointed to said position.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that David A. Mercado is hereby appointed as a provisional part-time Property Maintenance Official effective June 14, 2010; and

**BE IT FURTHER RESOLVED** that said appointment is made at an hourly rate of \$15.00 per hour, not to exceed 20 hours per week.

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little

**NAYES:** None

**ABSENT:** Mr. O'Neil was not present during vote

**ABSTAIN:** None

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

**R-10-112**

**RESOLUTION FOR APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK  
GRANT AND AUTHORIZING  
ENGINEER TO PROCEED**

**WHEREAS**, on Wednesday, May 19, 2010 the Citizen's Participation Group presented the Governing Body of the Borough of Highlands with their recommendations for submission of an application for the Community Development Block Grant Program; and

**WHEREAS**, the Citizen's Participation Group has recommended the following project to the Governing Body:

**THE RECONSTRUCTION OF BAY AVENUE PHASE II**

; and

**WHEREAS**, a Public Hearing was conducted on the recommendation:

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Highlands does hereby fully support and encourage the application for the above project as presented by the Citizen's Participation Group and thanks them for their time and work in selecting this project; and

**BE IT FURTHER RESOLVED** that the representatives to the Community Development Block Grant Program and the Borough Engineer be and hereby are authorized to proceed with the application for funding.

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

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little

**NAYES:** None

**ABSENT:** Mr. O'Neil was not present during vote

**ABSTAIN:** None

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

**RECAP OF PAYMENT OF BILLS  
06/02//10**

<b>CURRENT:</b>		\$ 611,272.61
Payroll	(05/30/10)	\$ 121,591.20
Manual Checks		\$ 37,928.93
Voided Checks		\$
 <b>SEWER ACCOUNT:</b>		 \$ 791.78
Payroll	(05/30/10)	\$ 6,529.45
Manual Checks		\$ 3,838.95
Voided Checks		\$
 <b>CAPITAL/GENERAL</b>		 \$ 113,310.00
<b>CAPITAL-MANUAL CHECKS</b>		\$
<b>WATER CAPITAL ACCOUNT</b>		\$
 <b>TRUST FUND</b>		 \$ 3,263.91
Payroll	(05/30/10)	\$
Manual Checks		\$
Voided Checks		\$
 <b>UNEMPLOYMENT ACCT-MANUALS</b>		 \$
 <b>DOG FUND</b>		 \$
 <b>GRANT FUND</b>		 \$
Payroll	(05/30/10)	\$
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.**

**BOROUGH OF HIGHLANDS  
Supplemental Bill List for June 2, 2010**

McKenna, Du Pont , Higgins And Stone	Jennings Litigation	\$ 2,328.75
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Total Supplemental Bill List	<u>\$ 2,328.75</u>
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Seconded by Ms. Kane and approved for payment on the following roll call vote:

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**ROLL CALL:**

**AYES: Mr. Nolan, Mr. Francy, Ms. Kane, Mayor Little**

**NAYES: None**

**ABSENT: Mr. O'Neil was not present during vote**

**ABSTAIN: None**

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**Committee Reports:**

**Finance**

Mayor Little – we will pass on the Finance Report due to Mr. Pfeffer's absence and carry this report to the next meeting.

**Public Safety**

Chief Blewett reviewed the following report then spoke about his request for the approval of the purchase of a new police vehicle. He stated that the CFO informed him that we do have enough money in this year's budget to cover the cost of over \$27,000.

Report to Council  
June 2010

\* Reminder: Strategic Plan – Our department has scheduled a planning meeting in regard to the

Strategic Plan to go over the goals and objectives that have been established. The meeting is scheduled for Tuesday, June 15, 2010 at the Robert D. Wilson Memorial Community Center.

All members on Council are encouraged to attend.

\* Our department was awarded a grant through the New Jersey State Department of Law and Public Safety for (1) Live Scan fingerprinting device with Mugshot Photo. A representative from MorphoTrac recently installed the equipment and department members have the opportunity to familiarize themselves with the system prior to the State to representative's training.

\* A discussion in reference to new police vehicle (see attached)

\* Total Calls for Service: 671

\* Arrests: Adults: 37 ( 12 for possession of CDS)  
JV: 5 ( 3 for possession of CDS)

\* Summons: Total: 167

Moving Violations: 76  
Non-Moving: 60  
DWI: 13  
Boro Ordinance: 18

(Statistical Information is from May 1 – 31, 2010)

Mr. Nolan spoke in support of the authorization of the State Contract purchase of the Police Vehicle. He requested that a Resolution approving this purchase be done at the next meeting once the CFO confirms the availability of funds.

Mayor Little stated that we need to discuss the finances with the CFO at the next meeting.

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Mr. Francy questioned the fingerprinting for Mercantile Licenses.

Chief Blewett explained that we can only do volunteers fingerprinting not Mercantile or Liquor License fingerprinting. They must go to Morford Track for fingerprinting, which is State Mandated.

Mr. O'Neil questioned why there is a Police Officer on top of the hill on the highway on the weekends.

Chief Blewett described the reason which is to keep the intersection open.

Council discussed issues with traffic from last weekend.

Mr. O'Neil stated that he was informed that the Police Officer was sitting in the car and not out directing traffic.

Council continued traffic officer discussion with Chief Blewett.

**Department of Public Works**

Mr. Hilling reviewed the following report:

**DEPARTMENT OF PUBLIC WORKS (DPW)**

1. Bulk pick up by zone scheduled for June
2. Delivery of new Mason Dump Truck scheduled for June. Purchased through state contract.
3. MEL JIF continues to process our claim for flood damage causing shutdown of Waterwitch pump station, approximately 29k.
4. Community Service Workers scheduled to work for the Borough on June 2 and June 4<sup>th</sup>.
5. Steve Chiger expected to be out up to six months on workman's comp for shoulder surgery
6. Two storm drains rebuilt on Jackson Street and Beach Blvd.
7. Jones Creek scheduled for Clean up and drainage in June.
8. Montecalvo Disposal will be utilized this month for Bulk turn in
9. New dumpster placed in back of Borough Hall eliminating the need for the numerous garbage cans.

**Building & Housing**

Mr. Hilling stated that three buildings will be brought down this month, which are 150 Navesink Avenue, property on Jackson Street and 34 Cornwall Street. He is still pushing very hard for 80 Miller Street. He stated that the Kiely, Fifth Street property has been cleaned up and they obtained building permits to make repairs.

**Parks & Recreation**

Ms. Kane read through the following report:

**PROGRAM:**

Senior Citizen Programs for May – Creative Notions Art Program held on 5/7, “Aging with Grace” program held on 5/13, Bingo and Lunch along with VNA program overview held on 5/20, with further discussion on setting up visiting nurse at center on monthly basis. Senior Memorial Program with VFW and American Legion guests held on May 27 at the center. Plans for June include Senior Salute to the 6<sup>th</sup> Grade Class of HES, Sun Safety Program, Bingo & Lunch, Calendar Party – Circus Theme, and annual Summer Picnic.

Kids on the Move: May activities included Sidewalk Chalk, Cinco De Mayo, Hula Hoop Contest, Dance Day, Wii games Arts and Crafts and other indoor and outdoor games and activities – 36 children enrolled.

Other Group Use: Girl Scout Troop Meetings (5), Highlands 4-H activities (2), Garden Club, Census Training, Boating Safety, Historical Society & 4 condominiums / homeowner / other group meetings.

Bike Helmet Distribution – 12 distributed during May. Ongoing while supplies last.

Pitch Hit and Run Event held on May 1, 2010 at Fireman's Field.

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Registration for Summer Kidfest began May 10th. Ongoing registration for UK Elite Soccer Camp, Ponyshare Programs (set at Vet's Park - Pony Introductory Program June 10 & Summer Program July 19-23) & Spring Tennis (in cooperation with AH Rec. Committee).

Zumba exercise program has begun for 6 week trial period.

Kavookjian Field Volunteer Clean Up effort – May 15<sup>th</sup> had 6 volunteers – addressed pitcher's mound, home plate, dugouts, fence area, brush removal, and outfield areas with topsoil.

Performance Series for June being finalized.

Pop Warner Football – Highlands and Atl. Highlands residents can participate in the Keansburg Pop Warner Program. Initial registration was held on May 20. Contact info. is available at the Community Center.

Setting up SCREEN Sun Safety program and Skin Cancer Screening for July in cooperation with the Monmouth Cancer Coalition.

**PARKS & FACILITY:**

Skate Park: Repair to sign (vandalized) still outstanding. Continued cleanup efforts and graffiti issues.

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

Veterans Park – Irrigation system has been installed as per discussions with Garden Club & Mr. Hilling. Hand grips and safety surface have been ordered for playground.

Miller Street / Rt. 36 – no further report on irrigation efforts of HBP.

Huddy Park – Electrical repairs needed for panel box / timers / switches. Water fountain repaired again.

Marine Place – peeling of painted retaining walls needs to be addressed and maintenance implemented.

Kavookjian Field: (see volunteer clean-up above). Fence repair and overhanging trees still to be addressed. Safety cap for top fence rail has been ordered. KFRC items – survey, non-profit and cell tower still ongoing.

Snug Harbor Beach – Beach sifting/ cleaning has been implemented for May & June. Additional clean-ups done by DPW.

Miller Street Beach – Removal of debris from storm / tidal conditions was done. Beach sifting / cleaning implemented. **See Page 2**

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Cornwall Square – No further report from Shade Tree Commission.

Ederle Park – Garden Club drafting plans for walkway improvements. No update at this time.

**Parks & Facility – General** – Grass cutting to be put on seasonal schedule. In addition, other Items to be scheduled with DPW – picnic benches & trash cans to be placed in parks / beaches, weed removal along court areas to prevent damage, cross walk over Jones Creek to center needs to be replaced / repaired, lifeguard stands to be repaired / painted. Electrical outlet at lot across from Huddy Park needs to be replaced (fed from Huddy Park service). Other needs /repairs will be scheduled as material is delivered.

**OTHER:**

**Community Development Block Grant**: Bids have been received for the generator electrical work. We still need specifications for generators at each of the 3 locations with authorization to purchase.

**Community Development Block Grant FY '11** – If generator project is complete and funds used as required, we may be able to apply for CDBG Funds for FY '11. CPG and Public Hearing held on May 19<sup>th</sup>. T&M to submit application for completion of Bay Ave project in conjunction with DOT funded portion.

**Applications for Seasonal Employment** have been reviewed, interviews conducted and recommendations forwarded to the governing body for approval.

Meeting set up in early June to review dredging project and possible material use for local beach replenishment.

**Library**: Efforts of Volunteer Library group has continued – books cataloged, room painted and general decorating. Ceiling and roof repair has been completed as well. Still waiting on Volunteer Registration forms and background check items to be completed and submitted.

Special event meeting was held to review Memorial Parade and Seaport Craft Show. Clamfest was also preliminarily discussed with further action needed.

Timothy G. Hill, Director of Parks and Recreation                      May 28, 2010

Ms. Kane also stated that the Memoria Statute located at Veterans Park is starting to lean a little. She then directed the Borough Administrator to send a memo out bringing attention to this situation.

Council discussed peeling paint on Marine Place.

Mayor Little directed the Borough Administrator to provide her with a schedule of repairs to address the requested repairs in this report.

**Public Relations**

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Mayor Little spoke about the borough possibility getting some publicity on New Jersey News.

**Environmental/Shade Tree Commissions**

Mr. Francy informed the public that the Environmental Commission will be having Exxon and their Remediation Company doing a presentation about the Bayside Seep. He then directed the Borough Clerk to send out public notice so the Council may attend.

**Administration**

Mr. Hilling reviewed the following report:

**M E M O R A N D U M**

DATE: June 1st, 2010  
TO: MAYOR LITTLE, BOROUGH OF HIGHLANDS; COUNCIL MEMBERS  
FROM: BRUCE HILLING, BOROUGH OF ADMINSTRATOR  
RE: SUMMARY OF ACTIVITIES • May 2010

**DEPARTMENT OF PUBLIC WORKS (DPW)**

10. Bulk pick up by zone scheduled for June
11. Delivery of new Mason Dump Truck scheduled for June. Purchased through state contract.
12. MEL JIF continues to process our claim for flood damage causing shutdown of Waterwitch pump station, approximately 29k.
13. Community Service Workers scheduled to work for the Borough on June 2 and June 4<sup>th</sup>.
14. Steve Chiger expected to be out up to six months on workman's comp for shoulder surgery
15. Two storm drains rebuilt on Jackson Street and Beach Blvd.
16. Jones Creek scheduled for Clean up and drainage in June.
17. Montecalvo Disposal will be utilized this month for Bulk turn in
18. New dumpster placed in back of Borough Hall eliminating the need for the numerous garbage cans.

**DEPARTMENT OF TRANSPORTATION (DOT)**

1. Still processing our submitted Oswald bills for borough sewer clog work on and next to the bridge.
2. Still pending is word from DOT on Borough request for new sidewalks, curbing and curb cuts for Highlands Avenue and Portland Road.

**NISCELLANEOUS**

1. **Library grand opening scheduled for Saturday June 5<sup>th</sup> at noon**
2. Council continues to review and discuss new property maintenance position. A candidate has been identified for appointment pending council approval.
3. Popamora Park road construction project has been completed..
4. Continue to await proposal from SOAR PRODUCTIONS on possible use of the old firehouse.
5. Tax sale conducted May 17<sup>th</sup>.
6. Monmouth County has been formally notified of our request for reval later on this year.
7. CDBG generator project to be completed this month. New application for Bay ave to be submitted this week.
8. JH REID continues Demo of old sewer plant. Scheduled completion is now mid June.
9. Contract work has been completed on installation of underground Sprinkler system for Veteran's Park to be funded by the Garden Club.

Mr. O'Neil requested that the fence around the old sewer property remain up until the AHHRSA puts up their fence.

Mr. Francy stated that we will have to put up our own fence anyway. The plan is to get a price from the local fence guy. So we have to do our own fence on three sides of the property.

Council discussed fencing on the borough sewer property and possible uses for the site.

Mr. O'Neil – lets decide what we are doing before we put up a fence.

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The Council requested that an agenda item be added to the next meeting regarding possible uses of the sewer plant property.

**Borough Clerk**

Mrs. Cummins gave the following report:

Licenses Issues for May  
Marriage 5  
Civil Union 1  
Births 0  
Deaths 0  
Certified Copies 4  
Cat 5  
Dog 10  
Mercantile 1  
Health 1

Working on Liquor License Renewals and reminder notices were mailed out.  
Reminder calls were made for animal licensing.  
Meeting Packets – 3 Council, 2 Board Meetings  
Minutes – 4 sets prepared  
Elections – the Election Computer has been updated and is ready for the upcoming Primary Election.

**Library Report**

Ms. Ryan gave the following report:

6/2/10 lib

**HIGHLANDS BORO LIBRARY REPORT**

There will be a grand opening ceremony for the Highlands Boro Library this Saturday, June 5, at noon at the Community Center. All are invited to attend the brief ribbon-cutting ceremony; light refreshments will be served afterwards.

The library will open for business Monday June 7 at 1:30 p.m. Summer hours will be Monday 1:30 until 4, Thursday 3-7 and Saturday 10-1. The hours most likely will be adapted in the Fall according to use and need. The collection is now at capacity, and we will not be accepting any more book donations until the end of the summer. We have a fine, modern, up-to-date collection; every item was donated, we purchased nothing except newspaper subscriptions.

Many thanks to all who supported the committee through this journey.

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**Other Business:**

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**Discussion RE: Security Camera's at Recycling Yard**

Mr. Hilling – last meeting we discussed camera's for the Recycling Yard & Skate Park. It does appear people do drop off bulk at the Recycling Yard during off hours. He recommends that we install cameras at the Recycling Yard & Skate Park and then they can be monitored by the Police.

Mr. Nolan questioned if we have signs posted at the Recycling Yard and if our ordinance provides for fines for dumping.

Mr. Hilling – he believes that the ordinance does state that you can't just drop off.

Mr. Nolan would rather install camera's at the Skate Park first then down the Recycling Yard. He then questioned if there were enough instances to justify the expense of cameras at the Recycling Yard. The Skate Park has problems everyday and is in need of cameras.

Mr. Francy spoke about the issue with the camera at the Recycling Yard was that would do away with the part-time position.

Mr. Nolan stated that we need the dollar amounts to compare.

Mr. Hilling stated that the price quotes have been provided for the Recycling Yard. We are currently paying an Attendant to sit there for \$10.00 per hour part-time which is about \$13,000 a year for salary.

Mr. Francy – are we comfortable eliminating the part-time position and just dealing with the camera, he just does not know if we are all comfortable with that.

Mayor Little believes that a camera at the yard will be all right. She also believes that if the camera's are installed then the gates would not have to be locked, then people can drop off their stuff after hours.

Council continued discussions on the Recycling Yard.

Ms. Kane questioned if there was a liability issue with us leaving the yard unattended.

Mr. Hilling stated that he will get the cost estimate for Skate Park cameras.

Mayor Little requested that this item be placed on the July Agenda for further discussion.

**Kavookjian Field Document Review Discussion**

Ms. Kane asked if the Council had any questions or comments on the Kavookjian Field material that they received last month. She stated that Tom Kavookjian is moving along with getting the 5013-c.

Mr. O'Neil requested a schedule of the uses of the field.

**HBP – Request for Approval of the Clam Fest**

Mr. Hilling stated that he met with Carla Braswell of the HBP and she indicated that they don't have a lot of funds for the Clam Fest. There is no agreement in place with them so we need to provide Police, Fire and DPW services for the fest but they won't be able to fund it.

Mr. O'Neil stated that they are going to have to come back to talk about this.

Chief Blewett stated that he believes that the estimated cost for Police services for the Clam Fest is about \$3,500.

Ms. Kane – last year we quantified fire protection for the four days is about \$5,500.

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Mr. Francy – we need to move forward with Clam Fest. We can't charge them for services, we are Partnership in that it's our Clam Fest.

Mr. Nolan stated that he and Councilwoman Kane have a meeting set up for next Wednesday to meet with all volunteers to serve on the Committee.

Mayor Little stated that she needs the CFO to tell us where we are with the budget. She stated that this is not a time to argue, we need to go forward with Clam Fest. She continued to express her frustration with Council not approving the Clam Fest.

Ms. Kane – what about the costs?

Mr. O'Neil – bring the HBP to the table.

Ms. Kane – why don't we have Mr. Hilling send them a letter to set up a meeting with them.

This item will be placed on the next agenda.

Mayor Little – make this event happen.

Council continued discussions on the Clam Fest.

This item will be placed on the next agenda.

**Loitering Ordinance**

Mr. Arnette explained that he just needs direction to prepare an ordinance for the next meeting and that was discussed previously.

**Review of Model Ordinance for Acceptable Riparian Zone Ordinance**

Mrs. Cummins explained that the Borough received a letter from the Monmouth County Planning Board regarding the NJDEP requirement for all municipalities to adopt a Minimum Acceptable Riparian Zone Ordinance. The Council requested that I provide you with a copy of the model ordinance which was provided in the meeting packets.

Mayor Little - let's authorize the Clerk to forward this to the Engineer for comments and recommendations.

**Discussion RE: Inlet Café Parking Concern Memo**

Mr. Hilling – we have a current parking plan and the owner of the Inlet Café is not happy because he can't park his personal vehicle in front of his business. The Borough passed a parking ordinance last year.

Chief Blewett explained that this is a fire issue.

Mayor Little – personal funds were used to make improvements then the parking was removed.

Mr. Francy stated that every weekend it's filled with cars and we don't enforce the ordinance.

Chief Blewett stated that they do enforce the ordinance.

Mr. Francy stated that he feels that the parking ordinance is not being enforced.

Mr. O'Neil stated that he will speak with Fire Chief, Dave Parker and bring information back to the table for further discussion.

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**Public Portion:**

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Kimberly Skorka of 315-F Shore Drive commented on the Clam Fest and stated that it's a traffic nightmare. Shouldn't the business people pay for cost for the Borough services for the fest. With regard to the Budget Committee, did the Council move forward with any of their recommendations.

Mayor Little – we are waiting for budget numbers from the CFO.

Don Ryan of 363 Shore Drive spoke about water runoff onto his property. He spoke about a pond in the rear of his property that is going toward Shore Drive.

Mayor Little directed the Borough Administrator to look at it.

Mr. Hilling – he will go down there tomorrow and meet with Mr. & Mrs. Ryan to look at the pond problem.

Jim Parla of 16 Portland Road commented on the Recycling Yard signage. The signs do not indicate that there a violation ordinance or mention any fines. He suggest that we put signs up before we spend \$8,000 on cameras. With regard to cameras at the Skate Park, he thinks that it's a good idea.

Mr. Hilling stated that he will look into ordinance and Recycling Yard signs.

Tara Ryan of 17 Ocean Street passed.

Carol Bucco of 330 Shore Drive stated that one of the dumpster at Bayview Condo's wasn't emptied this week. All the DPW had to do was move the boxes.

Mr. Hilling will take care of the emptying of the dumpster.

Carol Bucco stated that the Matthew Street beach washed away and is filled with debris so it needs to be cleaned.

Mr. Hilling we met today about free sand and he will send a letter of interest for the free sand.

Bruce Kutosh of 112 Portland Road wanted to know about the new Property Maintenance person. He wanted to know if he was a town resident.

Mr. Mercado stated that he is not a resident of the town and then described his professional qualifications.

There were no further questions or comments from the public.

Mr. Nolan offered a motion to adjourn the meeting, seconded by Mr. O'Neil and approved all were in favor.

The meeting adjourned at 9:40 p.m.

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**CAROLYN CUMMINS, BOROUGH CLERK**

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