

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Meeting Location: Highlands Elementary School, 360 Navesink Avenue, Highlands, NJ 07732

This meeting was not electronically recorded.

Mayor Nolan called the meeting to order at 7:01 p.m.

Mrs. Cummins read through the following statement: As per requirement of P.L. 1975, Chapter 231. Notice is hereby given that this is a Work Shop/Regular Meeting of the Mayor & 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: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

Absent: Mayor Nolan

**Also Present: Carolyn Cummins, Borough Clerk
Tim Hill, Borough Administrator
Steve Pfeffer, Chief Financial Officer
Bruce Padula, Borough Attorney
Dale Leubner, Borough Engineer**

Executive Session Resolution:

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

R-13-52

**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: Capt's Cove Marina, Highlands Damage Assessment**
- 2.Contract: Shore Grafx**
- 3.Real Estate:**
- 4. Personnel Matters:**
- 5. Attorney-Client Privilege:**

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. Any matter which, by express provision of Federal Law, State statute or rule of court shall be rendered confidential or excluded from public discussion. Rendered confidential by Federal law or that if disclosed would impair receipt of Federal funds.**
- 2. Any matter in which the release of information would impair a right to receive funds from the federal government.**
- 3. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a**

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

4. Any collective bargaining agreement, or the terms and the conditions of which are proposed for inclusion in any collecting bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.

5. Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investments of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.

6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of law

7. Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing Co. v. New Jersey Expressway Authority*, 124, NJ 478 (1991).

9. Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

BE IT FURTHER RESOLVED that action may be taken after the executive session.

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

The Governing Body then entered into Executive Session.

Ms. Kane called the meeting back to order at 8:19 p.m.

Ms. Kane asked all to stand for the Pledge of Allegiance.

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

Consent Agenda:

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Ms. Kane announced that the meeting is not being recorded this evening. The recorder machine is not functioning.

Ms. Kane asked if there were any questions or concerns from the Council.

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

R-13-53

RESOLUTION ACCEPTING SFY 2012 AUDIT
BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ended June 30, 2012 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

Auditors' Opinions

and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled

General Comments

Recommendations

Auditors' Opinions

as evidenced by the group affidavit form of the governing body: and

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

“R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Highlands, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane
NAYES: None
ABSENT: Mayor Nolan
ABSTAIN: None

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

BOROUGH OF HIGHLANDS

COUNTY OF MONMOUTH

R-13-54

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL ENGINEERING SERVICES
BAYSIDE DRIVE RECONSTRUCTION
T& M ASSOCIATES

WHEREAS, the Borough of Highlands has a need for professional engineering services for the Bayside Drive Reconstruction project as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of T & M Associates, Eleven Tindall Road, Middletown, N.J. 07748-2792 is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$26,000 plus reimbursable expenses per T & M Associates proposal dated August 7, 2012 for Professional Engineering Services for the Bayside Drive Reconstruction project provided to the Borough of Highlands for the period of one year; and

WHEREAS, T&M Associates has completed and submitted a Business Entity Disclosure Certification which certifies that T&M Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year, and that the contract will prohibit T&M Associates from making any reportable contributions through the term of the contract, and

WHEREAS, T & M Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands as follows:

I hereby certify funds are available from Capital Ordinance 12-2 contingent upon expiration of 20 day period of limitation within which a suit, action or proceeding questioning the validity of such ordinance can be commenced:

Stephen Pfeffer, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 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 Borough Council of the Borough of Highlands as follows:

1. T & M Associates are hereby retained to provide professional engineering services as described above for an amount not to exceed \$26,000 plus reimbursable expenses.
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 execute the contract documents.
3. A copy of the 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. Ryan and adopted on the following roll call vote:

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane
NAYES: None
ABSENT: Mayor Nolan
ABSTAIN: None

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

R-13-55
RESOLUTION ACCEPTING
RESIGNATION

WHEREAS, Peter Mullen has submitted a letter of resignation from his position on the Planning Board; and

WHEREAS, the Governing Body wishes to accept Mr. Mullen's resignation and thanks him for his service.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the Borough accepts the resignation of Peter Mullen from the Planning Board and thanks Mr. Mullen for his service.

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane
NAYES: None
ABSENT: Mayor Nolan
ABSTAIN: None

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

R-13-56
RESOLUTION
AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, the Tax Collector of the Borough of Highlands has reviewed the rolls and determined that certain monies are due and payable by the Borough of Highlands to certain residents and property owners within the Borough of Highlands, as a result of an overpayment of taxes, and

WHEREAS, the Tax Collector recommends the immediate reimbursement of the excess funds currently collected by the Borough of Highlands to certain enumerated individuals,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that the Tax Collector is authorized to immediately refund and pay the overpayment of taxes to the individuals and property owners of the specific properties listed below, and attached hereto:

BLOCK	LOT	YEAR	AMOUNT	NAME
11	16.01	2011	\$8,815.62	Frederick Gangemi

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

2012 3,098.81 95 Portland Road

100.3	18	2012	949.68	Shirley Kalis 919 Briar Lane Pottstown, Pa 19464
Totals			\$10,164.11	

This overpayment is refunding the taxpayer for a double payment made by both the Mortgage company and the homeowner.

Seconded by Ms. Ryan and adopted on the following roll call vote;

ROLL CALL:

AYES: **Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane**
NAYES: **None**
ABSENT: **Mayor Nolan**
ABSTAIN: **None**

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

BOROUGH OF HIGHLANDS

COUNTY OF MONMOUTH

R-13-57

RESOLUTION – APPROPRIATION RESERVE TRANSFERS

WHEREAS, N.J.S.A. 40A:4-59 provides for appropriation reserve transfers during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands (four affirmative votes) that transfers between TY 2012

Budget Appropriations Reserves be made as follows:

CURRENT FUND	FROM	TO
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Substandard Housing		
Other Expenses	\$ 10,000	
Legal:		
Other Expenses	10,000	
Police		
Salaries & Wages	10,000	
Group Insurance	30,000	

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Engineering

Other Expenses	\$59,700
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Central Services:

Salaries & Wages	300
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\$60,000	\$60,000
=====	=====

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

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

R-13-58
RESOLUTION AMENDING RESOLUTION R-12-183
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
T & M ASSOCIATES

WHEREAS, the Governing Body adopted Resolution R-12-183 awarding a non-fair and open contract for professional engineering services to T & M Associates for an amount not to exceed \$71,500 to provide professional general engineering services to the Borough for the period of July 1, 2012 through December 31, 2013; and

WHEREAS, the Borough of Highlands hereby authorizes increasing the contract to provide general engineering services and including but not limited to ongoing Hurricane Irene & Sandy issues and Washington Avenue issues for an additional \$55,000.

WHEREAS, the Borough of Highlands has a need for professional engineering services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional engineering services can only be provided by licensed professionals and the firm of T & M Associates, Eleven Tindall Road, Middletown, N.J. 07748-2792 is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, this contract is to be awarded for an amended amount not to exceed \$126,500 plus reimbursable expenses for Professional Engineering Services services provided to the Borough of Highlands for the period January 1, 2013 through December 31, 2013; and

WHEREAS, T&M Associates has completed and submitted a Business Entity Disclosure Certification which certifies that T&M Associates has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit T&M Associates from making any reportable contributions through the term of the contract, and

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

WHEREAS, T & M Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2013 Municipal Budget:

I hereby certify funds are available as follows:

Current Fund: General Engineering and Stormwater Management

Sewer Utility Fund: Other Expenses and

Grant Fund: Stormwater Management Grant

Stephen Pfeffer, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 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 Borough Council of the Borough of Highlands as follows:

1. Robert Keady, P.E. & Dale Leubner of T & M Associates are hereby retained to provide professional engineering services as described above for an amended amount not to exceed \$126,500 plus reimbursable expenses for the period of January 1, 2013 thru December 31, 2013 for ongoing Hurricane work.
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 said contract.
3. A copy of the 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. Ryan and adopted on the following roll call vote:

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

Mr. Francy offered the following Resolution and moved on its adoption;

**R-13-59
RESOLUTOIN AMENDING RESOLUTION R-13-31
APPOINTING TEMPORARY EMPLOYEES FOR VARIOUS POSITIONS**

WHEREAS, the Governing Body adopted Resolution R-13-31 on January 16, 2013 a resolution appointing temporary employees; and

WHEREAS, resolution R-13-31 did not contain the correct hourly rates therefore the Resolution R-13-59 is hereby amended as follows:

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

WHEREAS, Monmouth County has a grant program which allows for hurricane damaged municipalities to apply for and receive funding to hire various temporary employees for up to a six month period in which the Borough of Highlands has applied for said grant; and

WHEREAS, the Borough will need to hire temporary employees to help get through the difficult time of rebuilding and getting the borough back together.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Highlands that the following people are hereby appointed to the following temporary positions and meet the requirements for said positions:

Public Works Repairer # of Openings: 5 at an hourly rate of \$15 per hour, 37.5 hours per week.

1. Anthony Johnson Full-time (40 Hours Per Week)
2. William O'Neil Full-time (40 Hours Per Week)
3. Richard White Full-time (40 Hours Per Week)(

Office/Clerical # of Openings: 3 at an hourly rate of 15.00 for two Full-Time for 37.5 hours per week.

1. Nancy O'Neil Hours: Up to 40 hours per week
2. Edith Moskowitz Hours: Up to 40 hours per week
3. Patty Parker Hours: Up to 40 hours per week

Volunteer Coordinator # of Openings: 1 at an hourly rate of \$15.00 per hour.

1. Michele Pezzullo Part-time Hours: Up to 30 hours per week.

Custodial/Bldg Maintenance # of Openings: 1 at an hourly rate of \$12.00 per hour, 37.5 hours per week.

1. Full-time

BE IT FURTHER RESOLVED that these appointments will be for a six month period effective immediately.

BE IT FURTHER RESOLVED that temporary appointments do not include any benefits.

BE IT FURTHER RESOLVED that said appointments are subject to the approval by the Monmouth County Work Force Development.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to increase the hourly rate as stated and that its retroactive to first date of employment.

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane
NAYES: None
ABSENT: Mayor Nolan
ABSTAIN: None

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

**RECAP OF PAYMENT OF BILLS
02/06/2013**

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

CURRENT:		\$ 1,565,807.95
Payroll	(01/30/2013)	\$ 121,858.21
Manual Checks		\$ 52,221.01
Voided Checks		\$
SEWER ACCOUNT:		\$
Payroll	(01/30/2013)	\$ 3,516.19
Manual Checks		\$ 742.60
Voided Checks		\$
CAPITAL/GENERAL		\$ 477.00
CAPITAL-MANUAL CHECKS		\$ 2,046.18
Voided Checks		\$
WATER CAPITAL ACCOUNT		\$
TRUST FUND		\$ 18,694.10
Payroll	(01/30/2013)	\$
Manual Checks		\$
Voided Checks		\$
UNEMPLOYMENT ACCT-MANUALS		\$
DOG FUND		\$
GRANT FUND		\$
Payroll	(01/30/2013)	\$ 3,762.92
Manual Checks		\$
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.

**SUPPLEMENTAL BILL LIST
February 6, 2013**

CURRENT FUND

Bayshore Conference of Mayors	Dues for Mayor 2013	400.00
Ceridian Benefit Services	Cobra Fees Jan. 2013	45.19
Ceridian Benefit Services	Cobra Services Annual Renewal Fee	7 2.00
Future Sanitation	Tipping Fees 1/16/13-1/31/13	6,017.45
Future Sanitation	Waste/Recycling Services 2/1/13-2/15/13	8,450.00
Stephen Pfeffer	Postage Reimbursement	11.45
T & M Associates	North St Pump Station Replacement	35,348.25
T & M Associates	General Services - Nov/Dec 2012	5,878.02
Total Current Fund		56,222.36

CAPITAL FUND

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Total Capital Fund **0.00**

GRANT FUND

Total Grant Fund **0.00**

SEWER UTILITY FUND

Total Sewer Utility Fund **0.00**

TRUST FUND

Total Trust Fund **0.00**

Total Supplemental Bill List **56,222.36**

Seconded by Ms. Ryan and approved for payment on the following roll call vote:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

Minutes approved on Consent Agenda:

Mr. Francy offered a motion for the approval of the January 16th, 2013 Regular Meeting and Executive minutes, seconded by Ms. Ryan and all were in favor on the following roll vote:

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane

NAYES: None

ABSENT: Mayor Nolan

ABSTAIN: None

Other Resolutions:

Resolution R-13-60:

R-13-60 Resolution Approving Petition to Extend Liquor Licensed Premises:

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

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013
R-13-60**

**RESOLUTION APPROVING PETITION TO EXTEND LICENSED PREMISES
FOR CLADDAGH OF HIGHLANDS**

WHEREAS, the Claddagh of Highlands, LLC located at 297 Bay Ave has filed an application for a petition to extend licensed premises for an event to be held on March 23, 2013 with no rain date.; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor & Council of the Borough of Highlands does hereby approve the application for a petition to extend licensed premises Permit for the Claddagh of Highlands, LLC located at 297 Bay Ave for an event to be held on March 23, 2013 with no rain date.

BE IT FURTHER RESOLVED that approval is contingent upon the business being opened.

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

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane
NAYES: None
ABSENT: Mayor Nolan
ABSTAIN: None

Resolution R-13-61:

R-13-61 Resolution Appointing Member of Open Space Committee:

Tabled to next meeting.

Committee Reports

Finance:

Mr. Pfeffer stated that we have closed out 2012. He said the collection rate is at 93.03% versus 96.02%. He explained there is a surplus of \$254,000 in sewer tax. The sewer budget is in balance. We are running out of storm money that we borrowed. He has a meeting next Friday with the State to discuss how to continue to fund the storm. He is also working on the 2013 budget. We are still paying off Hurricane Irene. He further explained.

Mr. Francy spoke of a new Borough Hall.

Mr. Pfeffer stated that we are waiting for insurance. FEMA won't cover building a new Borough Hall.

Discussion continued.

Mr. Pfeffer said we need to see if the State will allow amending our temporary emergency appropriations.

Mr. Francy questioned FEMA reimbursement and budgeting for new Borough Hall and the North Street Pump Station.

Discussion continued regarding storm expenses.

Mr. Pfeffer stated that the council needs to decide if we are building a new Borough Hall or just make repairs. We have no money right now to repair the Community Center. We will probably need to bond the cost.

Ms. Kane wants the council to discuss all buildings to be in one location.

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Mr. Hill will ask each department about their space needs.

Public Safety:

Chief Blewett read thru his report

Report to Council

February 2013

- * The Highlands Police Department is investigating multiple residential burglaries occurring over the last several months at 330 Shore Drive. Although, no arrests have been made the investigation is a priority and residents should be cautious when allowing multiple contractors access to their residence. Residents are urged to safeguard their property and to obtain specific information on which contractors will be in your residence and at what times.

- * The Highlands Police Department Street Crimes Unit worked closely with the Monmouth County Prosecutor's Office and several other agencies over an eight month period developing information leading to a multi-million dollar drug ring. The investigation culminated in the execution of numerous search warrants throughout New Jersey including one at a Fourth Street, Highlands residence, where Anna Flores was arrested. She has been identified as a leader of the organization trafficking heroin and has ties to the Bloods Street Gang based out of Newark. While executing the search warrant at the Fourth St. address officers seized heroin and one semi-automatic handgun.

- * On December 8, 2012, Vincent Vigliotti Jr., 22 years of age, Manalapan, NJ was arrested and charged with sexual assault and endangering the welfare of child following an investigation into allegations of an inappropriate relationship between the accused and an under aged female.

- * The Highlands Police Department strongly urges residents to safeguard their identity as each year the department investigates an increasing number of identity thefts primarily during tax season. Protect your identity by shredding financial documents, keeping personal information in secure place and not giving out personal information on the phone, internet or mail unless you're sure who you are dealing with is the only way to avoid this type of fraud.

- * Administration:

- Police Department
 - o Efforts are ongoing to complete the department's more permanent location at the end of Shore Drive. Until the move is complete the department is operating with limited resources and at this time cannot investigate new firearms applications for example.

 - o Among the many volunteers helping this community I would like to thank Gary Aviles for his efforts coordinating technological services.

- Policies

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

- o Field Training Officer SOP
 - § Established to develop the recruits understanding of accepted police procedures through real life situations under the direction of Field Training Officer.
 - § FTO's – Officers Ruth and Roxby
 - Ø Attended FTO Certification Course
 - Ø Instrumental in developing a comprehensive 10 week FTO Program for new officers consisting of three phases. The officer does not pass the FTO program until he demonstrates proper police procedures while being shadowed by each FTO.

- Hiring
 - o Ptl. Troy Hartsgrove graduated – Monmouth County Police Academy – December 6, 2012
 - o Received the Academy's Academic Award
 - o Working with Field Training Officers – Ending February 20, 2013

- * Community Policing:
 - .

- Explorers
 - o During the aftermath of Hurricane Sandy participants volunteered each day while schools were closed.
 - § Assisted with traffic control
 - § Assisted with unloading and handing out supplies
 - o Hope for Highlands Concert
 - § Assisted with traffic control
 - o Participants also attended Eastern State Penitentiary Terror Behind the Walls – Haunted House

- Domestic Violence Response Team (DVRT)
 - o Advocates (needed)
 - § Must Apply – 180 Turning Lives Around
 - § Volunteer
 - § Training Provided

- * Training:

- Firearms – all officers attended mandatory range qualifications for sub guns.

- * Investigations:

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

During the last three months (November, December, January) this department handled a total of 51 initial investigations which included thefts, assaults (simple and aggravated), burglaries, unattended

deaths, missing persons, endangering the welfare of a child and sexual assault that required additional follow up by the detective division including witness interviews/statements, referrals/meetings with other agencies (Monmouth County Prosecutor's Office/Division of Youth and Family Services).

- Total Investigations
 - o November = 11
 - o December = 21
 - o January = 19

* Total Calls for Service: 1195

* Arrests: Adults: 36 (1 for possession of CDS)
JV: 0

(Statistical Information is from November 1, 2012 through January 31, 2013)

JRB/dla

Chief Blewett explained technology issues were the cause of the delay in moving to the trailers.

Mr. Redmond discussed how residents contact police department when firehouse doors are locked.

Administration:

Mr. Hill gave his report. He is working with FEMA. He met with them today regarding demolition of private structures. He wants authorization to write a letter to Monmouth County Park System about clearing the Henry Hudson Trail. He spoke of Sandy Hook projection of 50% parking for upcoming season. The Workforce Program enabled us to hire local people for the solution center, construction department and DPW. We still have an opening. He spoke of construction debris at the curb is being addressed. Code Enforcement sent notices out to the properties.

Mr. Francy wants us to issue summons, then remove debris, lien their tax bills.

Ms. Kane inquired about volunteers and information for the sheetrock distribution.

Mr. Hill explained the process of getting the information out.

Library:

Ms. Ryan stated that she was not sure when the library would re-open. She has received a lot of book donations. She has put out a box of books for people to use on the honor system.

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

Highlands Business Partnership:

There was no report at this time.

Shared Services:

Mr. Francy spoke of the dissolution of the Sewerage Authority moving forward. We will be out of the Authority by December 31, 2013. We have been approached by TOMSA and NJ American Water to purchase our sewer system.

Mr. Hill spoke of the distribution of sheetrock donated by the Knights of Columbus this Saturday. There are 750 sheets to be distributed. Anyone interested must contact the Solution Center. He reported that Mr. Vitale has completed 754 housing inspections.

Other Business

Monmouth County Improvement Authority:

Mr. Pfeffer stated that they are moving forward with normal financing applications. He further explained. He spoke of some towns like this for leasing of police cars.

Mayors Appointments to Planning Board:

This was tabled to the next meeting.

Review of Subcommittee Report RE: Flood Damage Prevention Ordinance:

Mr. Francy would like to move forward with the ordinance and the Planning Board review it.

Ms. Kane spoke of the elevations meeting the State requirements.

Mr. Francy said the Governor stated they will be in compliance.

Mr. Hill will review the model ordinance and forward to Mr. Padula and Marty Truscott.

Municipal Communications:

Mr. Francy feels the Borough has no easy way to get information out. He spoke about the email listing.

Discussion continued.

Have the Solution Center send database emails to the clerk.

Mayors Appointment to Depuration Commission:

This was tabled due to Mayor's absence.

Public Portion:

Kim Skorka of 315 Shore Drive asked if we put in bigger pumps at that pump station, would that help stop flooding on Bay Avenue.

Mr. Francy stated that it would not and explained. It's something that the flood plan program will have to address.

Melissa McAlcer of 52 Barberie Avenue asked for an update on funds and grants.

Mr. Leubner stated that a letter of intent is due March 1st.

John McAlcer of 52 Barberie Avenue is a paramedic. He spoke of a situation in January where a man was found outside and no ambulance came. He further explained. He is concerned about this. He feels

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

we need to make changes. He asked if records are kept on medical calls and how many were responded to by the local first aid.

Ms. Kane explained that those statistics are held with our Police Department.

Chief Blewett explained how medical calls are dispatched.

Ms. Kane stated the only way to solve the problem is a paid E.M.T. She further explained. It would be a burden financially.

Melissa McAlcer asked about shared services for E.M.T. with other local municipalities.

John McAlcer further expressed his concerns. He also suggested we train our D.P.W. Education is important.

Chief Blewett stated that a lot of volunteers get tired because of people abusing calls for an ambulance.

Discussion continued about volunteer call out shortage.

John McAlcer spoke of having police officers jump in the ambulance and drive it.

Ms. Kane said we will have a discussion.

Don Manrodt of 268 Bayside Street spoke of the Borough Hall phone number and if we knew when the post office would be coming back. He also inquired about the recycling yard.

Mr. Hill stated that as of this past Monday, the recycling yard went back to regular hours.

Don Manrodt said the ice was two inches thick on Bayside Drive and the ditch is completely filled up.

Ms. Kane said we will dig it out in the spring.

Don Manrodt stated that when Borough Hall was built it was put on Bay Avenue to draw people to Bay Avenue. He is against relocating Borough Hall.

Mr. Francy stated that we had mold issues for the past 7 years.

Lori Dibble spoke of temporary housing units. FEMA does not think there is a need.

Mr. Hill said it is based on county information and he further explained.

Lori Dibble said that part of the reason FEMA does not think we need housing is because people are not letting FEMA know.

Council continued discussion with Ms. Dibble.

Mr. Redmond asked why an individual has to contact FEMA if they are staying with family.

Lori Dibble continued to plead for people to register with FEMA for long term housing.

Ms. Ryan feels that Lori Dibble is helping to make people aware.

Mr. Francy said we will make announcements at the next meeting. He stated that March 1st is the FEMA registration deadline.

Ms. Kane suggested to Ms. Dibble to send people to the Solution Center.

**Borough of Highlands
Mayor & Council
Regular/Workshop Meeting
February 6, 2013**

There were no further questions.

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

The Meeting adjourned at 10:05 p.m.

Debby Dailey, Deputy Clerk

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**Borough of Highlands
Mayor & Council
Workshop/Regular Meeting
August 15, 2012**

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