

**Borough of Highlands
Mayor & Council
Regular Meeting
November 5, 2014**

Ms. Kane called the meeting to order at 7:04 p.m.

Ms. Dailey 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: Mr. Card, Ms. Kane, Mr. Redmond, Ms. Ryan

Absent: Mayor Nolan

Also Present: Debby Dailey, Deputy Clerk
Tim Hill, Borough Administrator
Patrick DeBlasio, Tax Collector
Bruce Padula, Borough Attorney
Dale Leubner, Borough Engineer

Executive Session Resolution

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:** Captains Cove Marina
- 2. Contract:**
- 3. Real Estate:** Municipal Facility Property
Borough Lot – Block 72 Lot 2
- 4. Personnel Matters:** Salary Ordinance
- 5. Investigation:**
- 6. Attorney-Client Privilege:** Removal of Planning Board Member
Vacant Properties

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 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,

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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 publics 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. Ryan and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Card, Ms. Kane, Mr. Redmond, Ms. Ryan
NAYS: None
ABSENT: Mayor Nolan
ABSTAIN: None

The Governing Body then entered into Executive Session.

Ms. Kane called the Regular Meeting to order at 8:02 p.m.

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

ROLL CALL:

AYES: Mr. Card, Ms. Kane, Mr. Redmond, Ms. Ryan
NAYS: None
ABSENT: Mayor Nolan
ABSTAIN: None

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Consent Agenda:

Ms. Kane stated that Mr. Card wanted to pull resolution R-14-228.

Mr. Card stated that he also had an adjustment on the minutes.

**R-14-224
RESOLUTION ACCEPTING RESIGNATIONS
OF VARIOUS BOARD MEMBER**

WHEREAS, Art Gallagher, Planning Board & Zoning Board Member has submitted his letter of resignation from both boards effective immediately; and

WHEREAS, Barbara Ianucci has submitted a letter of resignation from the Environmental Commission and the FEMA Long Term Advisory Committee effective immediately; and

WHEREAS, Dan Conrad has submitted a letter of resignation from the Housing Authority Commission effective immediately.

NOW, THEREFORE BE IT RESOLVE by the Mayor and Council of the Borough of Highlands that Borough hereby accepts the resignations from Art Gallagher, Barbara Ianucci and Dan Conrad and thanks each member for all of his years of service to the Borough.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD		X	X			
KANE	X		X			
REDMOND			X			
RYAN			X			
NOLAN						X
ON CONSENT AGENDA			X YES			NO

**R-14-225
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

Re: STATE TAX APPEAL
115 6 2013 \$1,950.69 MORFORD, THOMAS & KAREN

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
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	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD		X	X			
KANE	X		X			
REDMOND			X			
RYAN			X			
NOLAN						X
ON CONSENT AGENDA			X YES			NO

**RECAP OF PAYMENT OF BILLS
1105/2014**

CURRENT:		\$	954,071.27
Payroll	(10/30/2014)	\$	112,859.69
Manual Checks		\$	5,300.00
Voided Checks		\$	
SEWER ACCOUNT:		\$	65,662.52
Payroll	(10/30/2014)	\$	3,045.25
Manual Checks		\$	
Voided Checks		\$	
CAPITAL/GENERAL		\$	126,741.50
CAPITAL-MANUAL CHECKS		\$	
Voided Checks		\$	
WATER CAPITAL ACCOUNT		\$	
TRUST FUND		\$	21,614.50
Payroll	(10/30/2014)	\$	2,350.00
Manual Checks		\$	
Voided Checks		\$	
UNEMPLOYMENT ACCT-MANUALS		\$	
DOG FUND		\$	
GRANT FUND		\$	554.50
Payroll	(10/30/2014)	\$	4,248.83
Manual Checks		\$	
Voided Checks		\$	
DEVELOPER'S TRUST		\$	
Manual Checks		\$	
Voided Checks		\$	

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

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			x			
KANE		x	x			
REDMOND			x			
RYAN			x			
NOLAN	x		x			
ON CONSENT AGENDA		x	YES	NO		

R-14-228 – Resolution Authorizing Advance for Expenses for Convention:

Mr. Card stated that he wanted to add to the record that we are spending capital money for the convention in Atlantic City and to do a vote on it.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD	X		X			
KANE			X			
REDMOND			X			
RYAN		X	X			
NOLAN						X
ON CONSENT AGENDA			YES	X	NO	

Minutes Approved on Consent Agenda:

Mr. Padula explained that with the minutes, you would move it and second it. Then you make a motion to amend the minutes.

Mr. Card explained that Ms. Kane's letter is not in the minutes.

Mr. Card stated that two lines down, that he would forward emails of the council to the editor.

Mr. Padula suggested tabling the minutes to the next meeting.

Mr. Card offered a motion to table the October 22nd minutes for approval to the December 3rd meeting, seconded by Ms. Kane and all were in favor on the following roll call vote:

ROLL CALL:

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

NAYES: None

ABSTAIN: None

ABSENT: Mayor Nolan

Other Resolutions:

R-14-227 – Resolution Approving Transfer of Liquor License:

Ms. Dailey read the title of resolution R-14-227.

BOROUGH OF HIGHLANDS

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R-14-227**

**RESOLUTION AUTHORIZING THE PERSON-TO-PERSON TRANSFER OF
PLENARY RETAIL CONSUMPTION LICENSE NO. 1317-33-017-002 HELD BY L&P
TAVERN, INC. D/B/A CORK AND BOTTLE TO FRANK J. FESTA, J.R.**

WHEREAS, an application has been filed for the person-to-person transfer of the Borough of Highlands Plenary Retail Consumption License No. 1317-33-017-002 from L&P Tavern, Inc. d/b/a Cork and Bottle to Frank J. Festa, J.R.; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands does hereby approve, effective, November __, 2014, the person-to-person transfer of the aforesaid Plenary Retail Consumption License to Frank J. Festa, J.R. and does hereby direct the Borough Clerk to endorse the license certificate as follows: "This license, subject to all its terms and conditions, is hereby transferred to Frank J. Festa, J.R., effective November __, 2014."

BE IT FURTHER RESOLVED that the Mayor, or his designee, is hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			X			
KANE	X		X			
REDMOND		X	X			
RYAN			X			
NOLAN						X
ON CONSENT AGENDA			YES	X	NO	

R-14-229 – Resolution Appointing Housing Authority Members:

Ms. Dailey read the title of R-14-229.

Ms. Kane said for the unexpired term for Dan Conrad’s seat, she nominated Ellen Williams. That will expire November 30, 2015.

Ms. Kane said for the five year term to expire November 30, 2019, she nominated Gloria Miller. She is the current chairwoman of the Housing Authority.

Ms. Kane stated that Ellen Williams is also a resident. She put her form in over a year ago. She is in the building three or four times a week, working with the residents. She is a good asset.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
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CARD			X			
KANE	X		X			
REDMOND		X	X			
RYAN			X			
NOLAN						X
ON CONSENT AGENDA YES <u>X</u> NO						

R-14-231 – Authorizing Agreements with T&M and Contractor for Debris Removal and Disposal at Captains Cove Marina

Ms. Kane stated that we have added a resolution.

Ms. Dailey read the resolution into the record.

R-14-231

AUTHORIZING AGREEMENTS WITH T&M AND A CONTRACTOR FOR DEBRIS REMOVAL AND DISPOSAL AT CAPTAIN’S COVE MARINA NOT TO EXCEED \$21,000.00 IN TOTAL

WHEREAS, the Borough of Highlands is undertaking the process of providing notice to the owner of Captain’s Cove Marina to abate a dangerous condition and remove debris from the Marina pursuant to Borough Code and State Law; and

WHEREAS, in the event the owner does not comply with the order to remove and dispose of the debris, the Borough may remove the debris, the cost of which shall become a lien on the property; and

WHEREAS, the Borough wishes to enter into an agreement with its engineer and contractor to remove and dispose of the debris, if necessary.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED that the Governing Body authorizes the Administrator to negotiate and enter into an agreement with T&M, not to exceed \$3,000.00 for removing the debris; and

BE IT FURTHER RESOLVED that the Administrator shall obtain quotes and is authorized to enter an agreement not to exceed \$18,000.00 to remove and dispose the debris; and

BE IT FURTHER RESOLVED that the cost for the engineer and contractor shall be part of the lien placed on the property, if necessary.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
CARD			X			
KANE	X		X			
REDMOND			X			
RYAN		X	X			
NOLAN						X
ON CONSENT AGENDA YES <u>X</u> NO						

Ordinances: Introduction & Set Public Hearing Date for December 3rd:

O-14-32 – Ordinance Amending Noise Ordinance

Ms. Dailey read the title of O-14-32 on for introduction and setting of a public hearing date of December 3rd.

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Mr. Card stated that this ordinance is being tabled to the December 3rd meeting. He had a meeting with the Chief of Police and Mr. Redmond. Steve Zelecki informed them that the State is rewriting the State Noise Ordinance. He made some recommendations. He is waiting for Steve's response. He will try to have something for the December 3rd meeting.

Mr. Card offered a motion to table introduction of Ordinance O-14-32 to the December 3rd meeting, seconded by Ms. Kane and all were in favor on the following roll call vote:

ROLL CALL:

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

O-14-33 – Zoning Ordinance Amendment RE: Bungalow Colonies

Ms. Dailey read the title of O-14-33 on for introduction and setting of a public hearing date of December 3rd.

Ms. Kane offered the following Ordinance pass introduction and that a public hearing date be set for December 3, 2014 at 8:00 P.M. and authorized its publication according to law:

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH
ORDINANCE NO. O-14-33**

**AN ORDINANCE AMENDING § 21-86 OF THE BOROUGH CODE EXEMPTING
EXISTING BUNGALOW COLONIES FROM CERTAIN BULK AND AREA
REQUIREMENTS**

WHEREAS, N.J.S.A. 40:55D-1, et seq. authorizes local governmental units to adopt ordinances to regulate land use to promote the public health, safety, morals and general welfare; and

WHEREAS, the Borough regulates land use and zoning by and through Chapter 21 of the Borough Code; and

WHEREAS, the Borough Engineer has recommended that the Borough Code be amended to exempt existing bungalow colonies from certain bulk and area requirements; and

WHEREAS, the Governing Body has determined that it is in the best interests of the residents of the Borough to amend Code Section 21-86 to provide for the within changes; and

NOW THEREFORE BE IT ORDAINED, by the Governing Body of the Borough of Highlands, the County of Monmouth, in the State of New Jersey, as follows:

NOTE: All additions are shown in **bold italics with underlines**. The deletions are shown as **~~strikeovers in bold italics~~**. Sections of Chapter 21 that will remain unchanged are shown in normal type.

Section 1. Chapter 21, Section 86, Subsection A(4), "Single Family Residence", of the Borough Code shall be amended to provide as follows

4. Bulk and Area Requirements.
 - a. Single-family dwellings shall meet the requirements shown in Schedule I.*
 - b. Existing bungalow colonies shall meet the following requirements:

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- (1) Density shall not exceed the number of units existing at the time of the adoption of this ordinance, as shown on existing Borough Tax Maps and/or other tax records.
- (2) Any Application for expansion of an individual dwelling unit, either vertically or horizontally, ~~shall require an application for a site plan for the entire property~~ shall meet the following standards:
 - (a) Every unit shall have associated with it a minimum yard requirement around the perimeter of the unit and attached accessory structures of three (3) feet. Structures shall be located no closer together than the sum of the yard requirements, that is, six (6) feet. Detached accessory structures are prohibited in the minimum required yard area.
 - (b) Each unit shall have associated with it a minimum of one (1) parking space, located on site, either adjacent to the individual unit or in a common parking area.
 - (c) Total building coverage shall not exceed thirty-five (35%) of the total lot area and total lot coverage shall not exceed seventy-five (75%) except for those situated in Block 100, Lots 26.01-26.76 and Block 69, Lots 15.01-15.28.
 - (d) Building height shall not exceed twenty (20) feet.
 - (e) Shall require an application for a site plan for the entire property except for those situated in Block 100, Lots 26.01-26.76 and Block 69, Lots 15.01-15.28.
- (3) Bungalow colonies shall not be subject to the provisions of Section 21-98F below.

Section 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

Section 3. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. EFFECTIVE DATE. This Ordinance shall take effect after final passage as provided by law.

Seconded by Mr. Card and introduced on the following roll call vote:

ROLL CALL:

AYE: Mr. Card, Mr. Redmond, Ms. Ryan, Ms. Kane
NAY: None
ABSENT: Mayor Nolan
ABSTAIN: None

Other Business:

Website Survey Report

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Ms. Ryan said that Jen Olsen will be giving the report.

Jen Olsen read her report.

I'd like to thank the council for the opportunity to work on the website committee. We had originally intended to review all our findings at tonight's meeting, but Al was called out of town for work at the last minute. As he is a crucial part of this committee, we're going to present the full report at the next meeting, which is scheduled for December 3, 2015.

For now, we'd like to give you an overview of our results. I'd like to start with some statistics from the survey. Note that not all respondents answered all of the questions, and some questions allowed more than one answer, so results may end up not at 100%.

We had 145 responses. Comparing this with the 18 responses received for the 2010 survey gives us a little more than 700% growth in our response rate in 4 years. This reflects a growing trend in internet usage in general, and a specific need for Highlands and its site in particular.

Of the respondents, 119 or 82% were homeowners and 21 or 14% were renters. It's important to keep in mind that there are different sets of constituents and needs, all of whom need information.

Demographically, older residents (55% >50) and women (60%) tend to be more involved with the website.

- 87 Women (60%)/51 Men (35%)
- Age breaks
 - o 21-29 (3) 2%
 - o 30-39 (20) 14%
 - o 40-49 (32) 22%
 - o 50-59 (36) 25%
 - o 60+ (44) 30%

The devices used to access the internet, and the Highlands site, are increasingly mobile. The site needs to be able to give the optimal user experience based on the device used.

- Laptop 91 (62%)/Phone 86 (59%)/Desktop 79 (54%)/Tablet 67 (46%)/E-reader 11 (7%)

E-mail or text notifications are a big hit with the respondents (with 121 or 83% saying that they would like to receive info about various events). Products like Nixle enable these notifications along with web-based updates, including:

- Public notices (council activities, opportunities, etc)
- Borough services reminders (trash, recycling, etc)
- Weather alerts and notices
- Road closures and accidents

When we asked, what are people looking for when they visit the website now?

- 56% for specific content or information
- 27% for general information
- 16% contact information for a borough official
- 7% info about a business
- 6% for a link

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Drilling down more specifically, people were looking for the following and more:

- Meeting agendas, minutes, and calendar
- Bulk, leaves, recycling, and garbage pickup
- Recovery post-Sandy info
- Communications from borough officials
- Code enforcement and building info
- Rec info
- Event (Clamfest, Octoberfest, Twin Lights Bike Ride) info
- History
- Contact info (phone, email, address, hours, etc)

Our final analysis will also consist of some comparisons between our current site and those of some nearby and/or similar towns, along with some that might be considered state-of-the-art, to construct some benchmarks for measurement. These rules of thumb, along with the survey responses, will help guide the committee when putting together a Request for Proposals (RFP) for the borough's website.

Our heuristic review, the technical name for what I just described, of this selected set of websites includes the following 10 overarching categories, with between two and seven individual items within each category that contribute to the calculation of the weighted score for each category.

1. Communications, Notifications, and Alerts Sign-up
2. Personalization and Customization
3. Branding, Tone of Voice, and Visual Design
4. Content Categories and Content Find-ability
5. Navigation, Way-finding, and Ease of Use
6. Account Creation and Management
7. Search
8. Multi-Channel
9. Town Service
10. Community and Social Sharing

It is important to remember that not all of these are available on all sites, nor are all necessarily needed on any given site.

The sheer number of responses to our survey and the details of those responses, combined with our heuristic review, show that today's world of Web 2.0 both demands and facilitates interaction and collaboration between users and websites. This factors into a number of items in the review above, and reflects a sea change in the way that municipalities need to consider their interaction with their residents. Recognizing this, the NJ League of Municipalities has four different forums on this topic at their annual meeting this month.

Ms. Ryan will forward this report to the governing body.

Fire Department Boat

Mr. Card stated that this item was on the Executive Session Agenda and he requested to have it put on the Regular Meeting Agenda. He does not know why it was on the agenda.

Council had a discussion of who placed this item on the agenda.

Mr. Card said that he did not ask for it to be put on the agenda.

Ms. Kane will speak to Mrs. Cummins for a follow up.

Ms. Kane announced that the Girl Scout Troop 273/1142/1616/1900 are having a Veteran's Day service on Tuesday, November 11th at 7; 30 p.m. at Veteran's Park. For more information you can contact LoriAnn Nolan at 732-614-2960.

Ms. Ryan announced that the Monmouth County Long Term Recovery Group had a Sandy Fair. We are pushing an initiative for anyone needing help. Contact Ms. Ryan or pick up a flyer.

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Police Department

Chief Blewett announced that on November 22nd the Police Department will hold a Child Safety Seat Program at the Fire House from 10 a.m. to 2 p.m. They have two officers certified in this.

POLICE DEPARTMENT
BOROUGH OF HIGHLANDS



JOSEPH R. BLEWETT
CHIEF



171 BAY AVENUE HIGHLANDS, N.J. 07732



TEL: 732-872-1156
FAX: 732-872-9240

***Report to Council
October 2014***

- * Kevin G. Dingee, 52 years old, Highlands, was arrested for aggravated assault and criminal restraint following a domestic incident on August 15, 2014. Mr. Dingee was subsequently transported to the Monmouth County Correctional Institution in lieu of \$15,000.00 bail.
- * On August 19, 2014, a local business owner reported that an employee took the company's white pickup truck without permission. As a result Sean T. Limberger, 44 years old, Highlands, was charged with unlawful taking of a means of conveyance. The vehicle was located in Red Bank and the Red Bank Police Department served Mr. Limberger with the warrant. Mr. Limberger was released on his own recognizance pending a court appearance.
- * On August 22, 2014, officers responded to a report of two males entering unoccupied vehicles. While approaching the scene officers attempted to stop two males in the area for questioning at which time the individuals ran from police. Officers searched the area and after a few minutes located one of the individuals. Subsequently, Christopher L. Slover, 24 years old, Highlands, was arrested and charged with burglary, terroristic threats, resisting arrest, criminal mischief and simple assault. Officers continued their investigation and determined that Mr. Slover was involved in an assault in a local tavern and was charged. The second individual was also identified as Andrew C. Gill, 20 years old, Highlands. Mr. Gill was arrested and charged with burglary, theft, resisting arrest and criminal mischief. Bail for both individuals was set at \$10,000.00 and they were transported to the Monmouth County Correctional Institution.
- * Megan C. Clancy, 20 years old, Keansburg, was arrested and charged with aggravated assault, resisting arrest, criminal mischief and disorderly conduct after she was found highly intoxicated and became violent and disorderly in the middle of a public roadway. Once at police headquarters, the accused also spit on, kicked and attempted to bite multiple officers.
- * On September 1, 2014, officers responded to a report of a loud altercation in the street on Barberie Avenue. As a result of an investigation into the matter Jason J. Shiffert, 33 years old and Michael H. Williams, 28 years old, both of Pennsylvania, were arrested and charged with possession of a weapon, possession of a weapon for an unlawful purpose and disorderly conduct. Bail was set at \$23,000.00 each and both men were subsequently transported to the Monmouth County Correctional Institution in lieu of bail.
- * The United States National Park Service Law Enforcement officers requested the assistance of the Highlands Police Department on September 3, 2014 to secure/evacuate the Sandy Hook Day Care Center after receiving a bomb threat.

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* **Administration:**

- Homeland Security
 - Share 911
 - A private and secure network that works on computers, tablets and mobile devices which enables school employees to share critical real time information directly with police.
 - Currently updating the department issued cell phones to smartphones for a more effective integration with the system.
 - There are now two active emergency contact systems linking the police department directly with the schools for emergency notifications.
 - WAVE System
 - Emergency police ban radio broadcast system for emergency response
 - Share 911
 - Provides updated information directly from staff to emergency responders.
 - Drill – Active Shooter
 - Atlantic Highlands Elementary School (joint training with AHPD)
 - HPD currently working with the schools on revising policies and planning training for the near future.
- Manpower
 - Weekend night shifts supplemented patrol
 - The warmer weather months historically is a busier time for police response calls and this year was no exception. The department's utilization of a Special Law Enforcement Officer along with our participation in DWI patrols funded through State Grants has allowed the department to supplement the weekend night shifts and provide the duty officers with additional back up.
- Hiring
 - Regular Officers –
 - Certified Civil Service List (received)
 - Notice to Candidates (application packets)
 - Interviews/Background Investigations – to be scheduled upon return of application packets.
 - Special Law Enforcement Officers
 - Received (2) applications
- Grants
 - The Highlands Police Department participated in the Drive Sober or Get Pulled Over Campaign. The State Division of Highway Traffic and Safety awarded the department funds that covered the cost of hiring off-duty officers for the enforcement of driving while intoxicated laws.
 - Period: August 15, 2014 through September 1, 2014
 - Award: \$5,000.00
- Ordinances
 - Noise ordinance
 - Had a second meeting to discuss changes with the ordinance but were still unable to come to a resolution.
- First Aid
 - Narcan Administration
 - On August 3, 2014, officers responded to a report of an unconscious adult male. Upon arrival the officers along with the Highlands First Aid Squad

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determined that the male possibly overdosed. Narcan was administered on scene and the patient's condition improved. The patient was then

transported to a local hospital by the Highlands First Aid Squad. No criminal charges were filed.

* **Training:**

- MOCERT
 - Ptl. Troy Hartsgrove recently passed all training phases and was recently accepted to the team.

* **Investigations:**

During this period the detective bureau handled (2) new initial burglary investigations that required additional follow up including witness interviews/statements, referrals/meetings with other agencies (Monmouth County Prosecutor's Office/Division of Youth and Family Services) and is in addition to investigations that were handled by other officers but does not include routine calls handled on a daily basis or carry over investigations from previous months.

* **Narcotics:**

The Highlands Police Department Street Crimes Unit is investigating an increased number of complaints relating to narcotic sales and distribution within the Borough. The Highlands Police Department urges its residents to beware of activities going on around their neighborhood and to report any information related to narcotics activity.

* **Community Policing:**

- Explorers
 - Raffle
 - Again this year, the Highlands Business Partnership sponsored a raffle and donated the proceeds to the program.
 - The funds are used to support the program and will help to purchase equipment, uniforms, training and activities for the participants.
 - Events
 - Twin Lights Run – August 10, 2014
 - participants volunteered to assist event staff by directing event goers to designated parking areas.
 - Action Park Trip – August 18, 2014

* Total Calls for Service: 650

* Arrests: Adults: 15 (1 for possession of CDS)
JV: 1

* Summons: Total: 166

Moving Violations: 39
Non-Moving: 46
DWI: 2
Boro Ordinance: 66

Administration

Mr. Hill gave his report.

1. Various Recovery Related items:

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a. Borough Hall / Community Center – Radar detection inspection to be completed on October 14th to ascertain if there is any additional sub-surface issues in either facility. Results

will finalize scope of work to be performed and provide us with maximum funds that can be allocated through FEMA for each.

b. NJDCA Unsafe Structure Program – Initial inspections conducted the week of September 22-24. State will review and further discuss program eligible projects with us once drafted. This will not be “final” list and demolitions will only take place with full cooperation and concurrence with property owners.

2. Department of Public Works

a. Sanitation / Garbage Recycling / Bulk – Reminder to residents to place items at the curb no later than 5:00 a.m. the day of your scheduled pick-up. Placing items after the trucks have completed the route have generated calls and corrective actions.

b. Bulk pick up completed in September, next Bulk Pick-Up is December as per collection Zones.

c. Brush & Leaf pick-up will be held Oct / Nov / December as per collection Zones.

3. Building and Housing: September 2014

a. **Const. Office - NO Report Submitted**

b. **Zoning Office:** 23 Approvals 1 Mercantile Approvals 1 Building Size Determination Letter sent

Floodplain: 15 Approvals 3 Letters of Compliance 2 Substantial Damage Determination Letters + further compliance, Flood Zone Inquiry letters sent.

c. **Code Enforcement:** 54 total inspections, 23 CO's issued, 21 Failed

8 Passed upon re-inspection.

4. Recreation Dept.

Distributed 42 Farmers' Market Vouchers to eligible Senior Citizens. Senior Citizen Group has re-organized and will be meeting monthly at the VFW.

Upcoming Recreation Events / Programs

1. Men's Fall Basketball League - Tuesday & Thursday evenings, September 16 - November 20, 7:00 pm - 8:30 pm at Henry Hudson Regional School. This program will be fee based. Registration forms are available at the Borough Hall Trailer located at 42 Shore Drive or on-site the night you attend.

2. Kids on the Move Program - September 22 - June 10, 2015, Monday, Tuesday, & Wednesday afternoons from 3-5 pm at the Highlands Elementary School. This program is for Highlands residents ages 8-14. Application packets are available at the Borough Hall Trailer located at 42 Shore Drive or at the HES Gym Mondays - Wednesdays from 3-5 pm.

3. Flu & Pneumonia Shots - Thursday, October 9th from 11:00 am - 12 noon at PTAK Towers located at 215 Shore Dr. Flu Shots are \$28 and Pneumonia Shots are \$80. No fee is charged if you have Medicare Part B Insurance. You must bring proof of Medicare coverage with you the day of the clinic. No other insurance is accepted.

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4. High School Teen Nights - for ages 14-18, Oct. 3rd; Nov. 14th; Dec. 5th; and Jan. 9th at the Highlands Elem. School Gym from 7-9:30 pm. The event is free and pizza & soda will be served.

5. Middle School Teen Nights - for grades 7 & 8, Oct. 17th & Nov. 21st at the Highlands Elem. School Gym from 7-9:30 pm. The event is free and pizza & soda will be served.

6. Halloween Costume Contest & Magic Show (pending confirmation) - Sunday, October 26th at the Henry Hudson Regional School Cafetorium. Costume Contest at 1:00 pm and Magic Show at 1:30 pm. Categories for participation in the costume contest are as follows: Ages 3 and under; Ages 4, 5, & 6; Ages 7, 8, & 9; Ages 10 & up; and Themed Group of 3 or more. Prizes, candy, and refreshments will be available.

5. Administration

- a. Continue working with NJ Future on SRPS and documentation that will enable us to have this approved by DCA.
- b. Working with various departments with minor repairs and clean up at parks and other locations.
- c. Received permission to allocate funds for contractual street sweeping service for remainder of 2014 ---- weekly Bay Ave and requesting that each street / road in town be done at least one time as scheduled with vendor. Quotes are being reviewed.
- d. Continue to work with Monmouth County Park System on the Battery Lewis Restoration Project.
- e. Work Force Development program has started with 4 employees – assistance to various projects.

Public Portion:

Kim Skorka of 315 Shore Drive asked if there is a time frame for Captain's Cove.

Mr. Padula stated that it is 10 days by State Law. After the 10 days, we will probably give another notice.

Ms. Kane said that they hope this will be done before the holidays.

Kim Skorka spoke of the Noise Ordinance. She feels we should pass it and then amend later.

Mr. Card feels confident that Steve Selecki will provide information.

Kim Skorka asked about Committee Reports.

Jen Olsen 61 Barberie Avenue asked about Captain's Cove clean up. Is it just the lot or would it also include the building.

Mr. Hill replied that the building is not under our scope of issues that we are currently dealing with. It will be the next step. This addresses the lot and along Washington Avenue.

Barbara Ianucci of 28 Shrewsbury Avenue asked Mr. Hill about the facilities and FEMA. There will be funds available thru a grant for Building Infrastructure.

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Mr. Hill stated that we are aware of the funding. We are prioritizing what we apply for. We have sent in a letter of intent for that grant.

Barbara Ianucci spoke of a report that listed the dollar amount that some towns received for code enforcement and zoning. It was for increased staff.

Mr. Hill explained that it was just for zoning only. The governing body did authorize the position a while ago. No one had the credentials we were looking for. We are revisiting that to see if we can lessen the credentials and not impact the grant amount. We are looking for someone to fill that position.

Mr. Hill and Barbara Ianucci continued to discuss the position.

Barbara Ianucci asked about the noise ordinance. If another noise ordinance incident happens, how will it be handled?

Chief Blewett stated that they would speak to them. Right now, there isn't a noise ordinance to enforce.

Barbara Ianucci asked Dale Leubner to give a recap from the CRS meeting.

Dale Leubner said the meeting was about the different levels of certifications. The meeting addressed how to achieve higher ratings in various categories. The savings in insurance is significant. He will try to get someone to hear their plight, thru the DEP. He will plead our case.

Claudette D'Arrigo of 12 Seadrift Avenue read a statement to the council regarding R-14-220. She spoke with an attorney about this resolution. He said we do not have to put a disclaimer. She spoke of statements made by Ms. Kane and feels they were slanderous.

Carolyn Broullon of 12 Miller Street asked why there are no reports from the Fire Department and First Aid.

Ms. Kane stated that we never required it. The Fire Department does post information on the Highlands Fire Department website. It will list all the calls for the month.

Carolyn Broullon stated that there isn't any information on the budget on how much money was spent by the Fire Department or the First Aid.

Pat DeBlasio explained that there are line items for both departments.

Carolyn Broullon feels that the budget report does not tell you much.

Mr. Card said it was brought to his attention that the First Aid was under budget and now last week, he was told they are over budget. Is she looking for an itemized list?

Ms. Kane stated that you could pull a purchase order report.

Mr. Hill explained that they did have unusual unanticipated expenditures. The hot water heater went. We are addressing it. The First Aid is aware of this.

Mr. Card asked Chief Blewett if the Fire Department is a 5013C.

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Ms. Kane said the Fire Department is a 5013C.

Chief Blewett said we are incorporated with the Borough.

Mr. Padula stated that there is a statute that governs the relationship between the two separate entities. Technically, they are not. They are volunteers. You have some control over it, but not total control as if they were employees.

Mr. Card spoke about the first aid vehicles. One vehicle is not structural rated. As a borough, we have to protect our interest.

Mr. Padula said that the Borough bought the ambulances, it is your property.

Mr. Card said that the Fire Department, trucks and ambulances all belong to the Borough. He would like to have monthly reports from both departments.

Carol Bucco of 330 Shore Drive stated that she has been asking who has been watching the Fire Department for years. Who is keeping track of the points? She also spoke of the lack of reports regarding the LOSAP program. There is no access to it.

Mr. Padula stated that we do resolutions for LOSAP.

Mr. Card said that there isn't an audit on it.

Carol Bucco feels the public should have access to the report. She has felt this way for many years.

Carol Bucco commented that she was ten minutes late for the meeting and you were already in the public portion. She was amazed how fast the meeting went.

Chris Francy of 36 Fifth Street spoke about borough hall. He wanted to know why there are no plans yet.

Mr. Hill stated that the council has not made a decision.

Mr. Francy expressed his concern for the lack of a plan. He further explained.

Mr. Card added that conversations are happening. We are not ready yet.

Mr. Hill said there is not a firm plan in place yet.

Mr. Francy continued to express his disappointment on the lack of a plan by the council.

Ms. Ryan said we are in discussions. We will be asking for public input.

Mr. Hill explained that decision will need to be made on rebuilding or relocating.

Mr. Hill and Mr. Francy continued to discuss.

Ms. Kane stated that she would like to relocate Borough Hall.

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Mr. Card stated that we need the cost and on what we are working on. He further explained options that have to be decided on.

Discussion continued.

Mr. Francy said he would like a monthly report with updates on Borough Hall. Having a Borough Hall is important.

There were no further questions.

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

The Meeting adjourned at 8:57 p.m.

Debby Dailey, Deputy Clerk