

**Borough of Highlands
Planning Board
Regular/Reorganization Meeting
January 8, 2015**

Meeting Location: Highlands Elementary School, 360 Navesink Ave, Highlands, NJ.

Mr. Stockton called the meeting to order at 7:35 P.M.

Mr. Stockton asked all to stand for the Pledge of Allegiance.

Mrs. Cummins made the following statement: As per requirement of P.L. 1975, Chapter 231 notice is hereby given that this is a Regular/Reorganization meeting of the Borough of Highlands Planning Board 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: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Korn,
Mr. Francy, Mr. O'Neil, Mr. Stockton
Absent; Mr. Colby, Mr. Danzeisen, Mr. Wells
Also Present: Carolyn Cummins, Board Secretary
Jack Serpico, Esq., Board Attorney
Robert Keady, P.E. Board Engineer

Reorganization

Resolution Appointing Chairman

Mayor Nolan offered the following Resolution be memorialized and moved on its adoption:

**BOROUGH OF HIGHLANDS
PLANNING BOARD RESOLUTION
DESIGNATING CHAIRPERSON
FOR THE YEAR 2015**

BE IT RESOLVED by the Borough of Highlands Planning Board that Andrew Stockton be appointed Chairperson of the Planning Board for a term of one (1) year expiring December 31, 2015.

Seconded by Mr. Hill and adopted on the following Roll Call Vote:

ROLL CALL:

AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Korn,
Mr. Francy, Mr. O'Neil, Mr. Stockton
NAYES: None
ABSTAIN: None

Resolution Appointing Vice Chairman

Mr. Redmond offered the following Resolution be memorialized and moved on its adoption:

**BOROUGH OF HIGHLANDS
PLANNING BOARD RESOLUTION
DESIGNATING VICE CHAIRPERSON
FOR THE YEAR 2015**

BE IT RESOLVED by the Borough of Highlands Planning Board that Rick Korn be appointed Vice Chairperson of the Planning Board for a one (1) year term expiring December 31, 2015.

Seconded by Mayor Nolan and adopted on the following Roll Call Vote:

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ROLL CALL:

AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Korn,
Mr. Francy, Mr. O'Neil, Mr. Stockton

NAYES: None

ABSTAIN: None

Resolution Appointing Board Secretary

Mayor Nolan offered the following Resolution be memorialized and moved on its adoption:

**BOROUGH OF HIGHLANDS
PLANNING BOARD RESOLUTION
APPOINTING BOARD SECRETARY
FOR THE YEAR 2015**

BE IT RESOLVED by the Borough of Highlands Planning Board of the Borough of Highlands that Carolyn Cummins be appointed Secretary of the Planning Board for a term of one (1) year expiring December 31, 2015.

Seconded by Mr. Redmond and adopted on the following Roll Call Vote:

ROLL CALL:

AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Francy,
Mr. Korn, Mr. O'Neil, Mr. Stockton

NAYES: None

ABSTAIN: None

Resolution – Board Attorney

Mayor Nolan offered the following Resolution and moved in its adoption:

**RESOLUTION APPOINTING PLANNING BOARD ATTORNEY FOR THE
CALENDAR YEAR 2015 &
AUTHORIZING THE AWARD OF A NON FAIR & OPEN CONTRACT FOR
PROFESSIONAL LEGAL SERVICES**

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Planning Board for the calendar year 2015 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 JACK SERPICO Esq., of the law office of JACK SERPICO Esq. is so recognized;

WHEREAS, JACK SERPICO has submitted that attached contract for Professional legal services for the calendar year 2015; and

WHEREAS, the Planning Board has reviewed attached contract for Professional legal Services for 2015; and

WHEREAS, certification of the availability of funds is hereby provided by the Chief Financial Officer contingent upon the adoption of the 2015 Budget.

Planning Board Budget
For the Period of January 1, 2015 through December 31, 2015

Patrick DeBlasio, Chief Financial Officer

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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 of Highlands Planning Board as follows:

1. Jack Serpico, Esq. of the law office of Jack Serpico, Esq. is hereby appointed as Planning Board Attorney for the calendar 2014 and is awarded a professional service contract for an amount not to exceed \$8,000 for professional legal services provided for the period of January 1, 2015 through December 31, 2015.
2. The attached Professional legal services Contract is hereby approved and the Board Chairman and Secretary are hereby authorized to sign the contract.
3. This contract is awarded without competitive bidding as "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.
4. A copy of the Resolution as well as the contract shall be placed on file with the Board Secretary.
5. The Board Secretary is hereby directed to publish notice of this award as required by law.

Seconded by Mr. O'Neil and adopted on the following roll call vote:

ROLL CALL:

**AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Korn,
Mr. Francy, Mr. O'Neil, Mr. Stockton**
NAYES: None
ABSTAIN: None

Resolution – Board Engineer

Mayor Nolan offered the following Resolution and moved in its adoption:

**RESOLUTION APPOINTING PLANNING BOARD ENGINEER FOR THE CALENDAR
YEAR 2015
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

WHEREAS, the Borough of Highlands has a need for professional engineering services as a non-fair and open contract to be provided to the Planning Board for the calendar year 2015 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 Robert Keady, P.E. of the firm of T & M Associates, 11 Tindall Road, Middletown, NJ is so recognized;

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

WHEREAS, T & M Assoc 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 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, c271; and

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WHEREAS, T & M Associates has submitted that attached contract for Professional Engineering services for the calendar year 2015; and

WHEREAS, the Planning Board has reviewed attached contract for Professional Engineering Services for 2015; and

WHEREAS, certification of the availability of funds is hereby provided by the Chief Financial Officer contingent upon the adoption of the 2015 Municipal Budget.

Planning Board Budget

\$4,400.00

For the Period of January 1, 2015 through December 31, 2015

Patrick DeBlasio, 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 of Highlands Planning Board as follows:

1. Robert Keady P.E. of T & M Associates is hereby appointed as Planning Board Engineer for the calendar 2015 and is awarded a professional service contract for an amount not to exceed \$4,400 for professional engineering services provided for the period of January 1, 2015 through December 31, 2015.
2. The attached Professional Engineering Contract is hereby approved and the Board Chairman and Secretary are hereby authorized to sign the contract.
3. This contract is awarded without competitive bidding as "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.
4. A copy of the Resolution as well as the contract shall be placed on file with the Board Secretary.
5. The Board Secretary is hereby directed to publish notice of this award as required by law.

Seconded by Mr. O'Neil and adopted on the following roll call vote:

ROLL CALL:

AYES: Nolan, Hill, Redmond, Britton, Korn, Francy, O'Neil, Stockton

NAYES: None

ABSTAIN: None

Resolution Setting 2015 Meeting Dates

Mayor Nolan offered the following Resolution be memorialized and moved on its adoption:

**RESOLUTION SETTING THE SCHEDULE FOR REGULAR
MEETINGS OF THE BOROUGH OF HIGHLANDS
PLANNING BOARD
FOR THE YEAR 2015**

BE IT RESOLVED by the Borough of Highlands Planning Board that the following schedule is hereby designated as the official Regular Meeting Calendar of the Planning Board for

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the year 2015. The official meeting days shall be the second Thursday of each month unless otherwise noted.

February 12,, 2015
March 12, 2015
April 9, 2015
May 14, 2015
June 11, 2015
July 9, 2015
August 13, 2015
September 10, 2015
October 8, 2015
November 12, 2015
December 10, 2015
January 14, 2016 Regular/Reorganization Meeting

BE IT FURTHER RESOLVED that all meetings will be held at the Highlands Elementary School, 360 Navesink Ave, Highlands, NJ at 7:30 p.m.

Seconded by Mr. Redmond and adopted on the following Roll Call Vote:

ROLL CALL

AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Francy,
Mr. Korn, Mr. O'Neil, Mr. Stockton
NAYES: None
ABSTAIN: None

Resolution Designating Official Newspapers

Mayor Nolan offered the following Resolution be memorialized and moved on its adoption:

**BOROUGH OF HIGHLANDS
PLANNING BOARD RESOLUTION
DESIGNATING THE OFFICIAL NEWSPAPER
FOR THE YEAR 2015**

BE IT RESOLVED by the Borough of Highlands Planning Board that the **Asbury Park Press, Two River Times** are hereby designated as the official Newspaper for the Borough of Highlands Planning Board publications which are required by law for the year 2015.

Seconded by Mr. Francy and adopted on the following Roll Call Vote:

ROLL CALL:

AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Britton, Mr. Korn,
Mr. Francy, Mr. O'Neil, Mr. Stockton
NAYES: None
ABSTAIN: None

**PB#2013-1 Amended Quick Chek
440 Navesink Avenue
Block 108 Lot 1.01
Review & Set Public Hearing Date**

Present: None

Mr. Stockton stated that this application falls under the Zoning Boards jurisdiction.

Master Plan Subcommittee Meeting Dates

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Mr. Stockton spoke about the subcommittee meeting dates being held on Mondays and having the public one a week before the public hearing. The meeting will be held at the fire house at 8pm on Mondays. Meeting date may be January 19th, February 2nd, March 2, April 6. The board also added Mr. Wells to the committee as an alternate member.

Mayor Nolan stated that they had a meeting on the 5th and talked about a public hearing and stakeholder meetings would be published.

The subcommittee will advise the Secretary of the confirmed meeting dates and then she will publish but would state no public participation on certain meetings.

Review of Zoning Ordinance O-14-33

The Board reviewed ordinance O-14-33 and determined that there were no recommendations to the ordinance.

Communications

Mr. Stockton stated that Carolyn Broullon has submitted a Citizen Participation Form to the Planning Board to be on the Master Plan Subcommittee.

Brief Discussion about allowing 3 members from the public to serve on the subcommittee.

The board then reviewed two Freehold Conservation letters regarding both 58 Cornwall Street and 50 Cornwall Street. No action is required.

Mayor Nolan offered a motion to adjourn, seconded by Mr. Hill and all were in favor.

The meeting adjourned at 8:04 p.m.

Carolyn Cummins, Board Secretary