



Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
June 17, 2026 – Meeting Minutes

MEETING: Meeting came to order at 7:00 PM

MEETING STATEMENT: Mr. Muscillo read the public meetings statement.

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and website and filing with the Municipal Clerk all on June 1, 2026. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

After the pledge of allegiance, Mayor Broullon asked for a moment of silence for the recent passing of Dolores Francy, Tom Reed, and Paul Cefalo.

Mr. Styczynski stated that the resolution for authorizing LUB/Developer's Escrow Refund has been removed as it was not ready for consideration yet.

ROLL CALL

Councilmember Chelak, Councilmember Melnyk, Council President Olszewski, and Mayor Broullon were Present. Councilmember Cervantes was absent.

Also in attendance were Borough Administrator Michael Muscillo, Borough Attorney Zachary Styczynski, Esq., and Borough Engineer Joseph Raftery.

APPROVAL OF MINUTES Prior to any voting, Mayor Broullon corrected the Meeting minutes of Mr. Bevin's title with Seastreak and the Executive minutes that she did not speak with any property owner.

June 3, 2026 Meeting Minutes – Mayor Broullon clarified Mr. Bevin's title with Seastreak

Motion to approve as amended: Olszewski

Second: Chelak

Ayes: Chelak, Olszewski, Mayor Broullon

Nays: None

Abstain: Melnyk

Absent: Cervantes

June 3, 2026 Executive Session Minutes

Motion to approve as amended: Mayor Broullon

Second: Chelak

Ayes: Chelak, Olszewski, Mayor Broullon

Nays: None

Abstain: Melnyk

Absent: Cervantes

PUBLIC HEARING ON PROPOSED ORDINANCE:

ORDINANCE O-26-14

AMENDING CHAPTER 2 (ADMINISTRATION), SECTION 2-32 (DEPARTMENT OF PUBLIC WORKS), SECTION 2-32.6 (APPOINTMENT OF SUPERINTENDENT) OF THE BOROUGH CODE

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the Borough to amend the appointment provision for the Superintendent of Public Works that is contained within Section 2-32.6 of the Borough Code to include a provision which allows for tenure in accordance with N.J.S.A. 40A:9-154.6, wherein said provision contains an

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expiration date.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Highlands as follows:

SECTION I.

Chapter 2, (Administration), Section 2-32 (Department of Public Works), Section 2-32.6 (Appointment of Superintendent) of the Code of the Borough of Highlands shall be amended as follows (All additions are shown in **bold with underlines**. The deletions are shown as ~~strikeovers in bold~~). Code sections 2-32.1 through 2-32.5 and 2-32.7 shall remain unchanged and are omitted below:

Section 2-32.6 (Appointment of Superintendent and Tenure of Office.)

The superintendent shall be appointed by the governing body. **Any person holding the office, position or employment as full-time superintendent of public works who has held the office, position or employment continuously for five (5) years or more shall continue to hold the office, position or employment, notwithstanding that he/she is serving for a fixed term, during good behavior and efficiency and shall not be removed therefrom for political or other reasons except for good cause, upon written charges filed with the municipal clerk and after a public, fair and impartial hearing. The person may be retired when he/she shall have attained 70 years of age. This provision affording tenure to the superintendent of public works after five (5) years or more of continuous service shall expire on May 31, 2030. This expiration date is not intended to affect tenure rights acquired by an employee prior to this provision's expiration.**

SECTION II. 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 III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This Ordinance shall take effect after final passage and publication as provided by law.

With no questions from the dais, Mayor Broullon opened the floor for public comment. With no public comment, Mayor Broullon closed the public hearing and offered the ordinance for adoption.

Motion: Mayor Broullon

Second: Chelak

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

Mr. Muscillo stated that the Ordinance passed on second and final reading.

ORDINANCE O-26-15

DESIGNATING RESTRICTED PARKING IN FRONT OF RESIDENCE OCCUPIED BY PERSON WITH DISABILITIES

WHEREAS, N.J.S.A. 39:4-197.6 provides that any municipality may, by ordinance, establish a restricted parking zone in front of a residence occupied by a person with a disability provided such parking is not otherwise prohibited and the permitting thereof would not interfere with the normal flow of traffic.

WHEREAS, Chapter 7-3.6B of the Borough Code governs applications for restricted parking in

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front of residences occupied by persons with disabilities; and

WHEREAS, the Highlands Police Department has received an application for on-street resident parking for persons with disabilities, which has been reviewed and approved by the Chief of Police; and

WHEREAS, the governing body of the Borough of Highlands wishes to designate an appropriate space for resident parking for persons with disabilities in accordance with the recommendation of the Chief of Police.

NOW, THEREFORE, BE IT ORDAINED, by the governing body of the Borough of Highlands as follows:

SECTION I.

A parking space in front of 22 Valley St., two (2) feet West of utility pole #JC323HLB, is hereby designated as a space for resident parking for persons with disabilities. This space shall be available to a resident of 22 Valley St. A sign shall be installed specifically identifying the parking space in accordance with Chapter 7-3.6B(d).

SECTION II. 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 III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

Mayor Broullon opened the floor for public comment. With no public comment, Mayor Broullon closed the public hearing and offered the ordinance for adoption.

Motion: Mayor Broullon

Second: Chelak

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

Mr. Muscillo stated that the Ordinance passed on second and final reading.

**ORDINANCE O-26-16
ADDING CHAPTER 7-3.6C OF THE BOROUGH CODE DESIGNATING RESTRICTED
PARKING FOR PERSONS WITH DISABILITIES**

WHEREAS, N.J.S.A. 39:4-197(1)(f) provides that any municipality may, by ordinance, regulate the parking of vehicles on streets and portions thereof; and

WHEREAS, N.J.S.A. 39:4-197.5 provides that any municipality may, by ordinance, resolution or regulation, establish restricted parking spaces in front of residences, schools, hospitals and other public buildings and in shopping and business districts for use by persons who have been issued special vehicle identification cards by the Division of Motor Vehicles for persons with disabilities pursuant to N.J.S.A. 39:4-205 et seq.

WHEREAS, the Chief of Police has recommended the designation of a restricted parking space for persons with disabilities on Shrewsbury Avenue adjacent to Veterans Park near Bay Avenue; and

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WHEREAS, the Chief of Police has also recommended the designation of a restricted parking space for persons with disabilities on Shore Drive adjacent to Huddy Park near Waterwitch Avenue; and

WHEREAS, the governing body of the Borough of Highlands has determined that it is in the best interest of the residents to establish appropriate restricted parking spaces for persons with disabilities in accordance with the recommendation of the Chief of Police.

NOW, THEREFORE, BE IT ORDAINED, by the governing body of the Borough of Highlands as follows:

SECTION I.

The following Sections of Chapter 7, Section 3.6C entitled "Restricted Parking For Persons With Disabilities" of the Borough Code shall be added to provide as follows:

7-3.6C Restricted Parking For Persons With Disabilities.

- a. The following parking spaces shall be restricted for persons with disabilities:
 1. The first parking stall located on Shrewsbury Avenue at the corner of Shrewsbury Avenue and Bay Avenue adjacent to Veterans Park is hereby designated as a restricted parking space for persons with disabilities. A sign shall be installed specifically identifying the parking space as restricted for persons with disabilities.
 2. The first parking stall located on Shore Drive at the corner of Shore Drive and Waterwitch Avenue adjacent to Huddy Park is hereby designated as a restricted parking space for persons with disabilities. A sign shall be installed specifically identifying the parking space as restricted for persons with disabilities.
- b. Penalty. Any person improperly parking in a properly designated restricted parking space for persons with disabilities shall be subject to the penalty provisions of N.J.S.A. 39:4-197(3)(c). Law enforcement officers are also authorized to arrange for the removal and storage of a vehicle unlawfully parked in a restricted parking space if requested by an eligible person with a disability pursuant to N.J.S.A. 39:4-207.7. The assessment of removal and storage costs shall be imposed in addition to all other penalties.

SECTION II. 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 the ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER.

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

SECTION IV. EFFECTIVE DATE.

This Ordinance shall take effect after final passage as provided by law.

With no questions from the dais, Mayor Broullon opened the floor for public comment. With no public comment, Mayor Broullon closed the public hearing and offered the ordinance for adoption.

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

Mr. Muscillo stated that the Ordinance passed on second and final reading.

CONSENT AGENDA: Mr. Muscillo read the following resolutions by title. Prior to the vote, for R 26-145, Council President Olszewski asked for clarification regarding burying the pipe and a tree that's taking over in the right of way. Mr. Raftery confirmed that the pipe will be buried in the right of way and Mayor Broullon answered that the tree issue can be addressed after the survey is done. The consent vote is as noted:

**RESOLUTION 26-136
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
RT 36 AT WATERWITCH AVE PEDESTRIAN SAFETY IMPROVEMENTS PROJECT**

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Highlands formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as SSTT-2027-Rt 36 at Waterwitch Ave Pedestrian -00028 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

**RESOLUTION 26-137
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
NORTH ST AND SHORE DR IMPROVEMENTS PROJECT**

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Highlands formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2027-North St. and Shore Dr. Improvements-00239 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

RESOLUTION 26-138
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
ROUTE 36 COMMUNITY OVERPASS PROJECT

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Highlands formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as BIKE-2027-Route 36 Community Overpass-00014 to the New Jersey Department of Transportation on behalf of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Highlands and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval to execute the grant agreement.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

RESOLUTION 26-139
AUTHORIZING THE AWARD OF A CONTRACT FOR SERVICES IN CONNECTION
WITH THE MONMOUTH COUNTY OPEN SPACE GRANT APPLICATION

WHEREAS, the Borough of Highlands has a need for professional services in connection with the preparation and submission of the Monmouth County Open Space Grant Application; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated June 4, 2026, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed scope of work includes the preparation and submission of a grant application to the Monmouth County Municipal Open Space Grant Program for recreation infrastructure improvements at Kavookjian Field, including coordination with County and Borough officials, public hearing notice and holding of hearing, preparation of a resolution, completion of application forms, project budget preparation, mapping, letters of support, and related application materials; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design, Inc. is \$8,500.00; and

WHEREAS, such professional services can only be provided by licensed professionals and Colliers Engineering & Design, Inc. is so recognized; and

WHEREAS, the governing body has determined that it is in the best interests of the Borough to retain Colliers Engineering & Design, Inc. for the aforesaid services in connection with the Monmouth County Open Space Grant Application as set forth in its proposal; and

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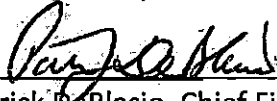
WHEREAS, this contract is to be awarded for an amount not to exceed \$8,500.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated June 4, 2026; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous year and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. 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

I hereby certify that funds are available as follows: Acct #6-01-20-165-000-244



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 Council of the Borough of Highlands as follows:

1. Colliers Engineering & Design, Inc. is hereby retained to provide services in connection with the Monmouth County Open Space Grant Application as set forth in its written agreement as described above and, in their proposal dated June 4, 2026, for an amount not to exceed \$8,500.00.
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:11-591(a)(i). 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.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

**RESOLUTION 26-140
AUTHORIZING THE AWARD OF A CONTRACT FOR SERVICES IN CONNECTION
WITH THE MONMOUTH COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION**

WHEREAS, the Borough of Highlands has a need for professional services in connection with the preparation and submission of the Monmouth County Community Development Block Grant Application; and

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WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated June 4, 2026, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed scope of work includes preparation and submission Monmouth County Community Development Block Grant Application for ADA sidewalk improvements along Waterwitch Avenue, including coordination with County officials, preparation of application forms, narratives, cost estimates, maps, and related application materials; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design, Inc. is \$4,000.00; and

WHEREAS, such professional services can only be provided by licensed professionals and Colliers Engineering & Design, Inc. is so recognized; and

WHEREAS, the governing body has determined that it is in the best interests of the Borough to retain Colliers Engineering & Design, Inc. for the aforesaid services in connection with the Monmouth County Community Development Block Grant Application as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$4,000.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated June 4, 2026; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous year and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. 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

I hereby certify that funds are available as follows: Acct #6-01-20-165-000-244



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 Council of the Borough of Highlands as follows:

1. Colliers Engineering & Design, Inc. is hereby retained to provide services in connection with the Monmouth County Community Development Block Grant Application as set forth in its written agreement as described above and, in their proposal dated June 4, 2026, for an amount not to exceed \$4,000.00.
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:11-591(a)(i). the Mayor and Borough Clerk are hereby authorized to sign said contract.

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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.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

RESOLUTION 26-141

**AUTHORIZING THE AWARD OF A CONTRACT FOR SERVICES IN CONNECTION
WITH THE 2027 NEW JERSEY DEPARTMENT OF TRANSPORTATION STATE AID
APPLICATION**

WHEREAS, the Borough of Highlands has a need for professional services in connection with the preparation and submission of the 2027 New Jersey Department of Transportation State Aid Application; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated June 4, 2026, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed scope of work includes preparation and submission of three (3) New Jersey Department of Transportation State Aid Applications, including Municipal Aid improvements to North Street, Safe Streets to Transit program for improvements to Waterwitch Avenue, and the Bikeways application for improvements at Route 36 and Kavookjian Field; and

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design, Inc. is \$12,500.00; and

WHEREAS, such professional services can only be provided by licensed professionals and Colliers Engineering & Design, Inc. is so recognized; and

WHEREAS, the governing body has determined that it is in the best interests of the Borough to retain Colliers Engineering & Design, Inc. for the aforesaid services in connection with the 2027 New Jersey Department of Transportation State Aid Application as set forth in its proposal; and

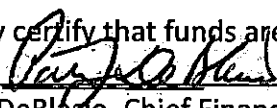
WHEREAS, this contract is to be awarded for an amount not to exceed \$12,500.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated June 4, 2026; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous year and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. 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

I hereby certify that funds are available as follows: Acct #6-01-20-165-000-244



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 Council of the Borough of Highlands as follows:

1. Colliers Engineering & Design, Inc. is hereby retained to provide services in connection with the 2027 New Jersey Department of Transportation State Aid Application as set forth in its written agreement as described above and, in their proposal dated June 4, 2026, for an amount not to exceed \$12,500.00.
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:11-591(a)(i). 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.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

**RESOLUTION 26-142
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared, and dated June 17, 2026, which totals as follows:

Current Fund	\$	940,044.26
Sewer Account	\$	126,446.99
Capital Fund	\$	379,379.98
Trust-Other	\$	16,180.07
Federal/State Grants	\$	0.00
TOTAL	\$	1,462,051.30

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the vouchers, totaling \$ **1,462,051.30** be paid to the person(s) named, for the amounts set opposite their respective name(s), and endorsed and approved on said vouchers. An individual listing of all bills is posted on the Borough website at www.highlandsnj.gov and on file with the Municipal Clerk’s Office for reference.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

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RESOLUTION 26-143

**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN
THE BOROUGH OF HIGHLANDS AND THE COUNTY OF MONMOUTH THROUGH
THE MONMOUTH COUNTY SHERIFF'S OFFICE, COMMUNICATIONS DIVISION**

WHEREAS, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1 et. seq.) authorizes local units such as this Municipality to enter into Shared Services Agreements with other local units; and

WHEREAS, the Borough of Highlands and the County of Monmouth through the Monmouth County Sheriff's Office, Communications Division wish to enter into a Shared Services Agreement for the County to serve as the Public Safety Answering Point ("PSAP") and Public Safety Dispatch Point ("PSDP") for the Borough, wherein the County will provide direct emergency dispatch services for police, fire and emergency medical services; and

WHEREAS, the County shall provide said services for a five (5) year period commencing January 1, 2026, or as soon thereafter as the services begin, through December 31, 2030; and

WHEREAS, the Borough of Highlands and the County of Monmouth have reached an agreement for which the cost to provide such services to the Borough of Highlands for the calendar year 2026 shall be \$103,509.00 and such annual fee shall increase by 2% for the 2nd through 5th consecutive years of the Agreement; and

WHEREAS, it is in the best interest of the Borough of Highlands to enter into the aforesaid Shared Services Agreement with the County of Monmouth for the direct emergency dispatch services for police, fire and emergency medical services; and

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

I hereby certify that funds are available as follows: Acct # 6-01-42-736-000-299



Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Highlands hereby authorizes the Mayor and Borough Clerk to execute the attached Shared Services Agreement with the County of Monmouth for the provision of emergency dispatch services for police, fire and emergency medical services.

BE IT FURTHER RESOLVED that the Borough Clerk shall forward a certified copy of this Resolution, along with the executed Shared Services Agreement to the following:

1. Thomas A. Arnone, Commissioner Director
2. Laurie Burns, Clerk of the Board of County Commissioners
3. Patrick DeBlasio, Chief Financial Officer, Borough of Highlands
4. Robert Ferragina, Shared Services Director
5. NJ Department of Local Government Services

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

RESOLUTION 26-144
APPROVING A MEMBERSHIP APPLICATION FOR THE HIGHLANDS FIRST AID SQUAD

WHEREAS, Brian Boms has submitted a Membership Application to be a Member for the Highlands First Aid Squad; and

WHEREAS, Larry Chesal, Chief of the First Aid Squad, has approved the aforesaid Membership Application;

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands that the First Aid Squad Membership Application of Brian Boms be and is hereby approved.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

RESOLUTION 26-145
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES IN CONNECTION WITH THE SOUTH PEAK DRAINAGE IMPROVEMENTS PROJECT

WHEREAS, the Borough of Highlands has a need for professional services in connection with the South Peak Drainage Improvements Project pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering and Design, Inc. has submitted a written proposal dated June 12, 2026 to provide professional engineering services for the South Peak Drainage Improvements Project, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the Borough received and FY 2025 NJDOT Municipal Local Aid grant in the amount of \$217,456.00 for the roadway project, which will consist of construction improvements from Highland Avenue along South Peak to the intersection of Grand Tour and Oak Street; and

WHEREAS, the scope of work for the project also consists of drainage improvements along Grand Tour Road, including the evaluation and design of improvements necessary to address recurring flooding, icing, and stormwater runoff conditions, wherein the proposed project includes the installation of improved drainage structures and piping that will intercept the stormwater runoff and reduce the volume of overland flow; and

WHEREAS, other proposed project improvements include, among other things, limited curb and sidewalk replacement and reconstructed drainage structures, wherein future drainage improvements will be installed along Grand Tour in the next phase of the project; and

WHEREAS, the scope of professional services from Colliers Engineering and Design, Inc. includes survey services as well as engineering design which consists of the preparation of construction plans and bidding services; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering and Design, Inc., 101 Crawfords Corner Road, Suite 3400 Holmdel, New Jersey 07733 is so recognized; and

WHEREAS, the proposed amount of the contract with Colliers Engineering and Design, Inc. for the aforesaid services is \$34,400.00; and

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WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering and Design, Inc. for the aforesaid professional services in connection with the South Peak Drainage Improvements Project as set forth in its proposal; and

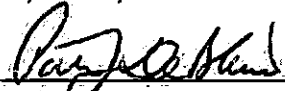
WHEREAS, this contract is to be awarded for an amount not to exceed \$34,400.00 for professional services as stated in Colliers Engineering and Design, Inc.'s proposal dated June 12, 2026; and

WHEREAS, Colliers Engineering and Design has completed and submitted a Business Entity Disclosure Certification which certifies that it 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 Colliers Engineering and Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering and Design 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;

I hereby certify that funds are available as follows: Acct #6-01-20-165-000-244



Patrick DeBascio, 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. Colliers Engineering and Design is hereby retained to provide professional services in connection with the South Peak Drainage Improvements Project as described above and in their proposal dated June 12, 2026, for an amount not to exceed \$34,400.00.
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)(i). 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.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: Cervantes

OTHER BUSINESS: Public Hearing on License 1317-33-008-006 Place-to-Place Transfer Application – Mayor Broullon confirmed that this was for Seastreak and opened public hearing.

Cody Valkos, Shore Dr., asked for clarification of the application and the process. Mayor Broullon answered that the place-to-place transfer application refers to the actual physical buildings of

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where alcohol is either stored, sold, or served. The original application only noted the barge, and this application is adding the main bar on the beach. ABC does not consider the temporary, moveable sheds as an actual building, but they are allowed. She further clarified that the Land Use application pertains to zoning and parking and that this application pertains to the addition of the main bar to the liquor license.

Richard Jones, Mountain St., had questions about the parking and use. Mayor Broullon and Mr. Styczynski explained the difference between the authority and jurisdiction of the Council and Land Use Board. Mr. Raftery clarified that as the Borough Engineer, as the liquor license does not pertain to parking, he has not seen any site plans that would be required by the Board Engineer to make such considerations. Mr. Jones asked what would happen if the Land Use Board determined that there are not enough parking spaces for the requested use. Mayor Broullon answered that the Board would have the jurisdiction to consider the required variance. She added that the LUB Special Meeting on June 25th would address those issues. Mr. Jones stated that it would make more sense to have the LUB application be resolved before Council considers the ABC application.

Jerry Serghis, Matthews St., reported flooding issues of Borough property at Matthews St. beach due to activities on Seastreak property and asked if Code Enforcement could check it out. Mr. Serghis has photos, videos, letters, and reports regarding the area of interest. He requests Council's assistance in mandating the berm to be more permanent as it has been effective in controlling the flooding. Mr. Styczynski suggested that Mr. Serghis emails the Code Enforcement Officer his complaint along with the documentation he has. Mr. Serghis fully agrees with Chief Burton's report regarding the traffic conditions by Seastreak. Mayor Broullon suggested that Mr. Serghis shares his concerns with the LUB Secretary.

Police Chief Robert Burton corrected himself and noted that today was the busiest he has seen the Seastreak activity, affecting parking along the full length of Shore Dr., with the parking lots full, and overflowing to the VFW parking lot. He recognizes that the Land Use application and the liquor license are separate but that one cannot unsee what is going on before the Land Use Board. He stated that the Council has the ability to deny this liquor application and Seastreak will still continue their liquor and ferry operations. If Council approves the application without stipulations, there is no turning back. We can wait for the LUB hearing, but, we have been waiting for over three years, and the LUB matter most likely will be carried with no resolution until after the summer, and then it will be four years that the pedestrian and traffic matter remains unresolved. Mayor Broullon asked Mr. Styczynski read the condition contemplated to be imposed upon the liquor license approval.

With no further public comments, Mayor Broullon closed the public hearing. Council President Olszewski asked the conditions be read again and Council discussed further clarifying the conditions.

Public Hearing on Open Space Grant - Kavookjian Field Project

Mr. Raftery gave an overview of the Kavookjian Field Infrastructure Improvements project, the existing conditions, the project scope and need, and the implementation scope. He highlighted the plan to upgrade fencing and backstop, improve the bleacher area, replacing the retaining wall, upgrading the dugout area, and installing some new site amenities. He shared the multi-year, multi-phased concept plan and noted that the proposed implementation schedule is subject to change.

Mayor Broullon reported that she, Mr. Muscillo, and Janet Sherlock, high school administrator, met to discuss plans for the field. Ms. Sherlock noted that the field be used primarily for the softball team and was agreeable to doing a community project that can be funded internally that would cost less than \$50,000 to purchase and replace the bleachers and other cosmetic work. The grant would take care of the larger items. Council President Olszewski asked if the school would contribute to the project and Mayor Broullon said yes. Mr. Melnyk asked how this project would affect the flood mitigation plans. Mayor Broullon and Mr. Raftery clarified the proposed

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basin site.

Mayor Broullon then opened the floor for public hearing.

Rose Villali, Highway 36, asked that netting and lighting be considered as well. Mayor Broullon noted that baseball, softball, field hockey, and sometimes soccer games are currently played there and there have been no incidents to her knowledge. Chief Burton does not recall any incidents either. Mayor Broullon added that netting and lighting could be considered later. Mr. Raftery agreed and stated that this is a multi-phase project and that this phase will be mostly focused on the retaining walls. Ms. Bilali suggested getting local business sponsorship banners for additional funding support and made suggestions for the scoreboard and signage. Mayor Broullon questioned the legality of funding sources for the Borough and noted that it may be different for the school.

Council President shared that over the years, she has only lost one bathroom window this year from the Henry Hudson field.

Mr. Jones, Mountain St., asked for clarification of the FEMA funding project and this project. Mr. Raftery clarified that the BRIC grant and project with Monmouth Hills is on hold due to change in administration. The only overlap between the two projects is the use of Borough owned property. Mr. Jones asked whether Monmouth Hills should be dealing with their own issues. Mayor Broullon explained the multimillion grant award and noted that the field is Borough property that is within Middletown. She recommended visiting the Borough website for more details.

With no further public comment, Mayor Broullon closed public portion.

RESOLUTIONS:

RESOLUTION 26-146

**AUTHORIZING THE BOROUGH OF HIGHLANDS TO APPLY FOR A 2026
MONMOUTH COUNTY MUNICIPAL PARK IMPROVEMENT GRANT FOR
KAVOOKJIAN FIELD INFRASTRUCTURE IMPROVEMENTS PROJECTS**

WHEREAS, the Monmouth County Board of County Commissioners has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County Park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Governing Body of the Borough of Highlands desires to obtain County Open Space Trust Funds in the amount of \$272,500.00 to fund the Kavookjian Field Infrastructure Improvements Project located at Block 767, Lot 2 located at New Jersey 36 and Waterwitch Ave in Highlands, NJ 07732 that consists of upgraded fencing around the entire baseball field; installation of new bleachers and upgrades to existing bleachers, including an allan block staircase; painting and improvements to the dugouts; installation of a 30-inch retaining wall near the bleachers; drainage and field improvements; and replacement of bollards; and

WHEREAS, the total cost of the project including all matching funds is \$545,000.00; and

WHEREAS, the Borough of Highlands is the owner of and controls the project sites.

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Council of the Borough of Highlands THAT:

1. Michael Muscillo, Borough Administrator, or his/her successor is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal

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Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and

2. The Borough of Highlands is committed to this project and will provide the balance of funding necessary to complete the project as described in the grant application in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and
3. If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and
4. Michael Muscillo, Borough Administrator, or his/her successor is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and
5. This resolution shall take effect immediately.

Motion: Mayor Broullon
Second: Melnyk
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

RESOLUTION 26-147
APPROVING RENEWAL OF LIQUOR LICENSE 1317-33-015-007 FOR THE 2026-2027 TERM

WHEREAS, a renewal application has been filed or submitted through POSSE ABC portal as directed by the ABC; and,

WHEREAS, the submitted, renewal application has been accepted via POSSE ABC, the Municipal Fees have been paid, and a Tax Clearance Certificate have been received for the following licensee; and,

WHEREAS, the Borough of Highlands has no objection to the renewal of the license applied for and consents thereto; and

WHEREAS, the Borough is not aware of any circumstances or provisions of law or local ordinance which would prohibit the renewal of the license.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that there are no objections to the renewal of the following Liquor License[s] for the 2026-2027 license term:

License Number	Licensee	Establishment
1317-33-015-007	Chilangos Restaurant Inc.	Active

Motion: Melnyk
Second: Chelak
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

RESOLUTION 26-148
AUTHORIZING A PLACE-TO-PLACE TRANSFER OF LIQUOR LICENSE 1317-33-008-006

WHEREAS, an application has been filed for a Place-to-Place transfer of Plenary Retail Consumption License 1317-33-008-006, heretofore issued to Seastreak LLC, for premises located at 326 Shore Dr., Highlands, New Jersey 07732; 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

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Highlands does hereby approve, effective June 17, 2026, the place-to-place transfer of the aforesaid Plenary Retail Consumption License from 325 Shore Dr. to 326 Shore Dr., Highlands, New Jersey 07732, with the following condition:

The applicants have submitted a site plan application which would address the traffic and parking concerns on the site. The applicants shall obtain site plan approval for that application, or alternatively address the traffic and parking concerns in a substantially similar manner.

BE IT FURTHER RESOLVED that the Municipal Clerk shall endorse the license certificate to the place to place application as follows: "This license, subject to all its terms and conditions, is hereby transferred to premises located at 326 Shore Dr., effective June 17, 2026."

Motion to approve with conditions: Melnyk
Second: Chelak
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

RESOLUTION 26-149
APPROVING RENEWAL OF LIQUOR LICENSES FOR THE 2026-2027 TERM

WHEREAS, renewal applications have been filed or submitted through POSSE ABC portal as directed by the ABC; and,

WHEREAS, the submitted, renewal applications have been accepted via POSSE ABC, the Municipal Fees have been paid, and a Tax Clearance Certificate has been received for the following licensees; and,

WHEREAS, the applicants are qualified to be licensed per standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, and pertinent Borough Ordinances; and

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey, that the renewal of the following Liquor Licenses for the 2026-2027 license term be and are hereby authorized:

License Number	Licensee	Establishment
1317-33-008-006	Seastreak LLC	Active
1317-33-016-005	Bitter and Brine Holdings Inc	Inactive
1317-33-017-007	Highlands Brewery LLC	Inactive
1317-33-024-018	La Bise LLC	Active
1317-31-027-001	American Legion Twinlight Post 143	Active

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Motion: Chelak
Second: Olszewski
Ayes: Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: Cervantes

REPORTS: Administrator's Report – Mr. Muscillo had nothing further to add to the report that he had distributed.

Mayor Broullon then opened the floor for public portion.

PUBLIC PORTION:

Cody Valkos, Shore Dr., asked when a resolution is required regarding the hiring of an employee. Mayor Broullon and Mr. Styczynski answered that statute dictates. Mr. Valkos asked for clarification of the full time Land Use Board Secretary's salary and duties.

Richard Jones, Mountain St., asked for the Land Use Board packet be available to the public on the website. Mayor Broullon answered that the Board Engineer needs to review the materials first. Mr. Jones asked for clarification of the difference between viewing the plans in person versus viewing the plans on the internet. Mayor Broullon and Mr. Styczynski noted that the question is best for the Land Use Board and Secretary.

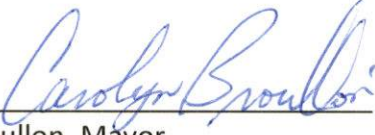
Rose Vialli, Highway 36, asked for DPW follow up for the Waterwitch and Linden issues that she raised at an April Council meeting. Mayor Broullon asked Mr. Muscillo to ask Mr. Carpenter to follow up on the matter.

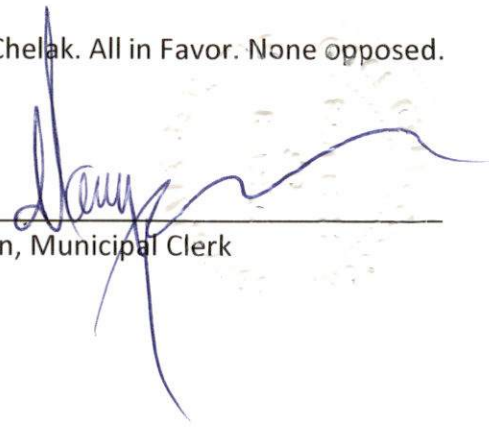
With no further comments from the public, Mayor Broullon closed public portion.

Mayor Broullon shared that she attended the high school graduation before the meeting and wanted to give a shout out to the graduating seniors. She will give more details of high school seniors' achievements at the next meeting.

ADJOURNMENT:

Offered by Mayor Broullon and seconded by Councilmember Chelak. All in Favor. None opposed. Meeting adjourned at 8:10pm.

Approve: 
Carolyn Broullon, Mayor

Attest: 
Nancy Tran, Municipal Clerk