



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

LAND USE BOARD RESOLUTION 2025-05

APPOINTING A LAND USE BOARD ENGINEER FOR THE CALENDAR YEAR 2025 AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the Borough of Highlands Land Use Board has a need for professional engineering services to be provided for the calendar year 2025 pursuant to the provisions of N.J.A.S. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications, and said requests for Professional Services – Land Use Board Engineer were received in the Office of the Municipal Clerk.

WHEREAS, certification of the availability of funds is hereby made contingent upon the adoption of the 2025 Municipal Budget as follows:

Account # 5-21-180-000-244

For Engineer Services for the Period of January 1, 2025 through December 31, 2025.

Patrick DeBlasio, CFO

NOW, THEREFORE, BE IT RESOLVED by the Land Use Board of the Borough of Highlands that:

1. Carmela Roberts, PE, CME, of Roberts Engineering Group LLC is hereby appointed as Land Use Board Engineer for the calendar year 2025 and is awarded a professional service contract for professional engineering services provided for the period of January 1, 2025 through December 31, 2025.
2. This contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. The Chairman and Board Secretary are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
4. A copy of the Resolution as well as the contract shall be placed on file with the Board Secretary and the Borough Clerk.
5. The Board Secretary is hereby directed to publish notice of this award as required by law.

Member, Class, and Name	Intro	2nd	Aye	Nay	Abstain	Absent
Class I: Mayor						
Mayor Carolyn Broullon (2025)						
Class II: Official of Borough						
Chief Rob Burton (2025)						
Class III: Council Member (2025)						
Councilmember Jo-Anne Olszewski						
Class IV: Members						
Robert Knox (2026)						
Laurie LaRussa (2027)						
Frank Montecalvo (2028)						
Paul Sayah (2028)						
Annemarie Tierney (2026)						
Mark Zill (2025)						
Alt (in order):						
1 Helen Chang (2025)						
2 Dean Cramer (2026)						
3 Kevin Cody (2025)						
4 Stacy Vickery (2026)						

I, Nancy Tran, certify that this is a true and correct record of the actions of the Borough of Highlands Land Use Board on January 9, 2025.

Nancy Tran
Land Use Board Secretary