



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-100

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE BOROUGH OF ATLANTIC HIGHLANDS FOR PLANNING AND ZONING BOARD SECRETARY

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Highlands has the personnel and capability to provide Planning and Zoning Board Secretary functions and duties to the Borough of Atlantic Highlands; and

WHEREAS, the services to be provided by the Borough of Highlands Land Use Board Secretary would consist of weekly Planning and Zoning secretarial work which include two to four hours, one day per week on-site at Atlantic Highlands Borough Hall to process applications, return calls, emails, meet with applicants, etc., and in addition, attend all Borough of Atlantic Highlands Planning and Zoning Board meetings and perform the duties of the Borough of Atlantic Highlands Planning and Zoning Board Secretary at those meetings; and

WHEREAS, the Borough of Highlands and the Borough of Atlantic Highlands have reached an agreement for which the cost to provide such services to the Borough of Atlantic Highlands will be \$20,000.00 annually, for a duration of twelve (12) months, with payments being made quarterly by the Borough of Atlantic Highlands to the Borough of Highlands; and

WHEREAS, the cost of any supplies, materials, etc. needed for the work that is to be performed for the Planning and Zoning Board Secretary position and function will be set up by Borough of Atlantic Highlands and shall be paid by the Borough of Atlantic Highlands; and

WHEREAS, the Borough of Atlantic Highlands Planning and Zoning Board (joint singular board) meets and convenes the first Thursday of each month at 7:00pm in the Borough of Atlantic Highlands Council room located at 100 First Avenue in Atlantic Highlands, the schedule and location of the meetings may be adjusted at will by the Borough of Atlantic

Highlands Planning and Zoning Board and the Borough of Highlands Land Use Board Secretary will be required to attend these meetings and act as the Borough of Atlantic Highlands Planning and Zoning Board Secretary.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor and Borough Clerk be and are hereby authorized to execute a Shared Services Agreement with the Borough of Atlantic Highlands for a Planning and Zoning Board Secretary for the period of March 31, 2023 through March 31, 2024, and the Borough of Atlantic Highlands will pay the Borough of Highlands for the Planning and Zoning Board Secretary in the amount of \$20,000.00 to be paid quarterly.

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Borough of Highlands Chief Financial Officer, the Borough of Highlands Administrator and the Borough of Atlantic Highlands Administrator.

Motion to Approve R 23-100:

	INTRODUCE	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF VOTE: April 5, 2023

 Nancy Tran, Municipal Clerk
 Borough of Highlands