

**Highlands Business Partnership
 District Management Corporation
 Highlands Business Improvement District
 PO Box 375, 140 Bay Ave, Highlands, NJ 07732
 732-291-4713 F/732-872-1031 www.highlandsnj.com
 Annual Meeting – March 18, 2019**

Meeting Attendance: P = Present A = Absent	
Carla Cefalo-Braswell - P	Nikki Berzinskis - P
Jay Cosgrove - P	Staci Gilchrist - A
Rafaella Lee - P	Doug Lentz - P
Kim Slate - P	Garrett Newcomb - P
Jack Bevins- A	Sue Kinsella - A
Nancy Burton - P	Anna Little - A
Leo Cervantes - P	Andrew Stockton – Planning Board Liaison - A
Craig Bahrs - A	Mayor Rick O’Neil (Council Liaison) - P

Also in attendance were David Baker, Baker’s Marina By the Bay, Donica Basinger, Feed & Seed, Luke Bollerman, Sandy Hook Bay Developers, Councilman Ken Braswell, ShoreGrafx, Councilwoman Carolyn Broullon, Feed & Seed, John Caruso, commercial property owner, Bill Iler, commercial property owner.

1. Meeting was called to order at 7:30PM and the public meeting notice was read, followed by the Pledge of Allegiance, Role call was taken with a quorum of 10 board members being present – Carla Cefalo
2. Review of January 21, 2019 Minutes, and proposal to change format of minutes – Carla Cefalo
 - a. Doug Lentz nominated to change the format of minutes to a streamline format.
 - b. Second by Kim Slate
 - c. All in Favor
 - d. Motion was made to accept the January 21st meeting minutes – Kim Slate
 - e. Second – Doug Lentz
 - f. All in Favor
3. Treasurer’s Report – Rafaella Lee
 - a. \$6,073.63, less outstanding checks of \$776.80, leaving a balance of \$5,296.83
 - b. Motion to Approve – Doug Lentz
 - c. Second – Kim Slate
4. Annual Report
 - a. Annual Report was completed and sent to members via email and is available online. At the previous recommendation of Nancy Burton the annual reports are now accessible on the home page of www.highlandsnj.com.
5. Election
 - a. Petitions were mailed out and Nancy Burton informed the board that she would no longer seek re-election for her seat. Second announcement was mailed; a business owner who originally said she would run decided she could not due to workload with her second business after the mailing was sent out.
 - b. Second call for nomination was required
 - i. Nomination could be decided by board
 - ii. Second call with a second mailing or via email
 - iii. Vote for someone on the floor that expresses an interest
 - c. Motion was made to nominate someone from the floor – Nikki Berzinskis
 - d. Second – Garret Newcomb
 - e. David Baker expressed an interest in sitting on the board

**Highlands Business Partnership
District Management Corporation
Highlands Business Improvement District
PO Box 375, 140 Bay Ave, Highlands, NJ 07732
732-291-4713 F/732-872-1031 www.highlandsnj.com**

- f. Motion was made to nominate to David Baker, Baker's Marina on the Bay, Seafarer, and property owner – Jay Cosgrove
 - g. Second – Doug Lentz
 - h. Carla read the role call and David Baker was voted in.
 - i. Election was uncontested and Nancy Burton tallied the ballots
6. By-Laws Amendment
- a. Discussed forming a by-laws committee, 3-5 people to make by-law amendments. Asked for people to volunteer to sit on the committee, Jay Cosgrove and Rafaella Lee volunteered.
7. Executive
- a. Carla Cefalo read her summary of accomplishments in order to pass the torch to Jay Cosgrove. Carla will continue to serve on the board in her role as the volunteer Executive Director.
 - b. Effective February 25th, 2019, Jay Cosgrove, Bahrs Landing, serving as President and Doug Lentz, Inlet Café, serving as Vice President.
 - c. Carla welcomed new board members, resident Kat Walsh and Dave Baker, Baker's Marina on the Bay.
8. Public
- a. No comments were made
9. Adjourn
- a. Motion was made at 8:55PM – Jay Cosgrove
 - b. Second – Kim Slate
 - c. All in Favor

Submitted by Diane McIlwaine