

Harbor Commission Meeting –November 28th, 2022

In Attendance:

Wade Pedersen (WP)–

Chairperson

Nancy Smalling (NS) – Secretary

Kevin Graham (KG) - Commissioner

Al Litwak (AL) - Commissioner

Rose Araneo (RA) – Council Liaison

Jay Delaney (JD) – Keyport Business Administrator

November Meeting rescheduled from November 14th. Meeting was conducted in person in Council Chambers. Brought to order: 7:05PM

OLD BUSINESS

1. Minutes from October Meeting: Motion to approve – KG, Second – AL, All in Favor
2. BRIT Account: Ending balance as of 11/14/22 \$29,422.94 Boat ramp income is approx. \$35K YTD as compared to \$11K for all of 2021 & \$33K for all of 2020.
3. Charter Fishing Boat Lease expires 4/30/23 per Resolution #122-18 signed by the KBC on 4/17/18. Question to JD: Does the license need to go out to bid? Answer: Two different (sometimes conflicting requirements): First, a Green Acres review of anything over a 1 year lease & then the Public Contract Law requirement which currently has a bid threshold of \$6,600 to get more than 1 quote. Over \$40K needs to go out to public bid. May not need to go out to bid but would definitely need to solicit quotes on the Borough Website. If it needs to be put out for bid, it would be advertised in the newspaper. Min 10 days bid/quote period & all need to be approved by the Governing Body. Obviously we want to do the best for the Borough of Keyport & also continue to work with the vendor who has worked hard to build his business here in Keyport. Question to JD: Can we offer an extension? Answer: Technically no since the initial contract had two 2-yr extensions built into it. With this & the other concessions, we are allowing businesses to operate on public land while providing a service for residents/visitors. Looking for a recommendation from KHC on how agreement should be structured. It is appropriate for the KHC to reach out to Victor Hartley to see if he wants to continue to run his Charter Boat out of Keyport & what type of agreement would fit his business plan & we (WP/NS) will do so. Bid would need to go out a minimum of 60 days prior to beginning of rental period. JD will investigate the KHC question about the slip & Borough Riparian rights.
4. Hot Dog Lease: Continue with 1-yr but the Concession Agreement needs to be simplified to eliminate some of the non-enforceable requirements written into the lease. Begin with a review of the old vs new leases. Terms of service, minimum bid, allowable opening date, etc. Last year the concession agreement was awarded at \$1,500. Historically it has been around \$3K. Recommendation is to solicit quotes on the Borough Website & by posting at Borough Hall. Quotes should be solicited in the first qtr of 2023 with a \$2K - \$2.5K minimum. NS/WP/KG – review in 1st qtr. Out by early March.
5. Boathouse: Dan Carroll is interested in continuing to run his business at the Keyport Waterfront & has ideas on expanding his partnership with the Borough. First priority of KHC is to continue with Non-Motorized Vendor. Since the kayak business doesn't really need to use the Boathouse, can we consider having a second vendor in the building? Bait shop? Perhaps an open proposal request? Action: Invite Dan Carroll to 1st mtg in 2023. Winterization of Boathouse is complete.

6. Port-a-potties: Long term plan is a more permanent solution like a container type building. The geography of the Waterfront is a problem as is cost. Per the KHC request the Port-a-potties will be removed on or about 12/1.
7. Boat Ramp Cleanout: The permit is in place & good for 5 years. An underwater survey was completed as part of that process & showed that the little bit of work that was completed before the project was shut down was sufficient for the time being. Disposal of dredge spoils acceptance letter also in place from Monmouth County Landfill. The silt can not be moved from one underwater location to another; it must be moved to the Landfill. Obviously, this will increase future costs.
8. Signage: BA/NS still owe a report on recommended signage, including one on the floating dock limiting access to active boaters. Also, need to confirm ordinances are in place for enforcement.
9. Floating Docks: JD confirms that docks will come out by End of Yr & then inspected by both KHC & DPW to assess repair needs. BA has firehouse on hand for rub rail replacement. In case of a severe
10. No Wake Buoys: NS provided an alternate vendor & JD will investigate. Placement of buoys is a high priority for the 2023 season to continue to reinforce No Wake Zone/Slow Speed requirements throughout Keyport Harbor. NS to reach out to NJ Marine Police to recap 2022 season & plans for 2023.
11. Pump-out Boat: Bayshore Mayor's Meeting on this subject originally scheduled for 6/14/22 was canceled & as far as the KHC is aware, has not been rescheduled. KYC is continuing to work with the NY/NJ Baykeeper on solutions including the possibility of utilizing grant money to install a land/dock- based station. All agree that boat is the best short-term option. Motion by NS that we reconvene our sub-committee with full approval of our council liaisons to investigate options for 2023 & beyond. Second: BA. All in Favor.
12. Kayak Lockers – Lessees have until November 30th to vacate the lockers. Then a review of needed repairs can occur. Thefts were a big problem & need some type of proactive response. Perhaps signage, potential solar motion sensor lights. The lockers are somewhat buffered by vegetation & removing that vegetation would increase safety. All are in agreement that the structure itself is unattractive & needs some tender loving care. The Lease agreements also need to be reviewed so they are ready to
13. Lease Agreement in place between KYC & KHC for the use of moorings on Borough property. JD questions whether there is an actual agreement that should be reviewed rather than just sending out an annual bill for \$800.
14. Bulkhead in Fireman's Park: Original goal of coordinating with Keyport Fishery owners did not come to fruition. Keyport has been awarded \$400K from the Infrastructure Bill but we don't have it yet & it will not make much of a dent in the cost involved. There may be a requirement to spend the money in a certain amount of time.
15. KHC – Need to come up with our 2023 priority list & long term goals.
16. Repairs have been made to fishing pier: Cross-braces were repaired last year & then damaged by a sailboat that broke free early this season.
17. Check Electric Bills – there was a significant charge to upgrade fixtures to LED (much of that is funded by NPP – a state 5 year program which the Borough is trying to expand the area included in the NPP program).
18. Snapper Contest – Need to set date to get it on the Borough Calendar.

Adjournment 8:34 PM