

BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, JANUARY 18, 2022 – 7:00 P.M.
MUNICIPAL COMPLEX, COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ

Members of the public who wish to participate in the meeting shall use the following dial in information:

Dial In via Computer

The following Link can be accessed from the Public Notice posted at www.keyportonline.com

Link: <https://zoom.us/j/93949682629?pwd=SVBEMWJnZnBrd1psTW1BMFBUTFlaZz09>

Meeting ID: 939 4968 2629

Passcode: 241121

Dial In via Telephone

Dial in Number: +1 646 558 8656 US (New York)

Meeting ID: 939 4968 2629

Passcode: 241121

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

ROLL CALL: ____ Mayor Kennedy ____ Council President McNamara

____ Councilmember Pacheco ____ Councilmember McDermott ____ Councilmember Davidson

____ Councilmember Araneo ____ Councilmember Peperoni

As a courtesy to those around you, please silence your cell phones

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PROCLAMATION

Mayors Wellness Campaign Proclamation

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments on items listed on the Agenda

Opened: Closed:

COMMITTEE REPORTS

(Councilmember is lead or co-lead liaison of Committees in bold)

Councilmember Pacheco: Police/MAC, Redevelopment, Harbor Commission, Board of Health/Registrar, Veterans

Councilmember McDermott: Environmental, KBBC, Fire/First Aid/OEM, NPP, Cultural/Civic

Councilmember Davidson: DPW/Construction/Fire Bureau/Property Maintenance, Planning Board, Recreation/Senior Center, Parking, Mayors Wellness Campaign

Councilmember McNamara: Recreation/Senior Center, Green Team, Finance/Grants, Parking, Cannabis*, Mayors Wellness Campaign

Councilmember Araneo: Finance/Grants, NPP, Parking, Police/MAC, Harbor Commission, Cannabis*, Cultural/Civic

Councilmember Peperoni: Fire/First Aid/OEM, Board of Health/Registrar, Recycling, DPW/Construction/Fire Bureau/Property Maintenance, Redevelopment, Veterans

Mayor Kennedy: Library, Planning Board, KBBC, Green Team, Cultural/Civic, Mayors Wellness Campaign, Veterans

MAYOR'S UPDATES

CONSENT AGENDA

(All resolutions listed hereunder are considered to be routine in nature and will be enacted in one motion. Any person may request that an item be removed for separate consideration.)

R2022-47 Payment of Bills Listed on the January 14, 2022 Bills List

R2022-48 Payment of Bills Listed on the January 18, 2022 Bills List

R2022-49 Resolution Establishing a Cannabis Subcommittee and Authorizing Appointment of Members to Such Committee

R2022-50 Authorizing the Borough of Keyport to Enter into Shared Services Agreement with the Township of Freehold for the Provision of Information Technology Services

R2022-51 Authorizing the Award of a Contract to CME Associates for Permitting and Related Engineering Services for Osprey Nest Relocation

R2022-52 Approving a Five-Year Tax Abatement for Abby Home Builders -128 Luppataong (Block 28, Lot 13)

R2022-53 Appointment of Borough Physician – Immediate Care Medical Walk-in

R2022-54 Appointment of Municipal Conflict Public Defender – Ray Raya, Esq.

R2022-55 Appointment of Court Administrator – Sandra Akes

R2022-56 Appointment of Recreation Secretary – Denise Nellis

R2022-57 Appointment of School Crossing Guards – Jason Miller and Michael Ryan

R2022-58 Appointment of Municipal Alliance Committee Members
R2022-59 Appointment of Recycling Coordinator for the Recycling Committee

APPROVAL OF RESOLUTIONS

Motion on the Consent Agenda

MM: 2nd: Roll Call: Pacheco, McDermott, Davidson, McNamara, Araneo, Peperoni

INTRODUCTION OF ORDINANCES

1. Ordinance – Use of Borough Property for Wedding Ceremonies and Revising Smoking Prohibition in Parks

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 11, ENTITLED “RECREATIONAL FACILITIES” AND CHAPTER 4, ENTITLED “POLICE REGULATIONS” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

1a. Motion to introduce:

MM: 2nd: Roll Call: Pacheco, McDermott, Davidson, McNamara, Araneo, Peperoni

1b. Motion authorizing the Clerk to publish the Ordinance as introduced in the Asbury Park Press for a public hearing

MM: 2nd: Ayes: Nays:

COMMUNICATIONS BY CONSENT

(For Approval)

1. Applications for Use of Borough Property from Keyport Garden Club/Walk requesting use of Waterfront Park Gazebo, Borough Hall Council Chambers, and the Mini Park for the purpose of the Keyport Garden Walk to be held June 4 & 5, 2022.
2. Request from Genevieve Kelly, Jersey Shore Ghost Tours, to begin the Keyport Ghost Tour season on March 19, 2022 and running through November 12, 2022. A schedule of dates and times is included.

(To Receive and File)

3. Letter dated December 15, 2021 from Board of County Commissioners Deputy Director Susan M. Kiley advising the Borough’s 2021 Park Improvement project has been selected to receive grant funding in the amount of \$140,000.
4. Keyport BID, Inc., Independent Auditor’s report (for the two years ended December 31, 2020 and 2019) and supplemental information.

APPROVAL and/or RECEIPT AND FILE OF COMMUNICATIONS

Motion on Communications by Consent

MM: 2nd: Roll Call: Pacheco, McDermott, Davidson, McNamara, Araneo, Peperoni

REPORTS

1. Municipal Clerk's Report for December 2021
2. Tax/Water/Sewer Collector's Report for December 2021
3. Board of Health Treasurer's Report for December 2021
4. Board of Health Treasurer's End of Year Report for 2021
5. Building Department Monthly Report for December 2021
6. Municipal Court Monthly Report for December 2021

MM: 2nd: Ayes: Nays:

NEW BUSINESS

Cottage Food Law

UNFINISHED BUSINESS

DAIS UPDATES

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comment.

Please limit comment to no more than five minutes per person.

Opened: Closed:

CLOSED SESSION

Resolution #R2022-60 Closed Session Resolution

- Council options with respect to the KBBC

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn moved by: 2nd:

Time of Adjournment: PM

RESOLUTION FOR THE PAYMENT OF BILLS

1/14/22

Be it resolved by the Mayor and the Council of the Borough of Keyport, New Jersey that the following numbered vouchers be paid to the person therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers.

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT. 2021	\$ 6,057.20
	CURRENT ACCT. 2022	\$ 224,819.92
	WATER/SEWER ACCT. 2022	\$ 24,106.09
	FEDERAL & STATE GRANTS	\$ 3,287.02
	TRUST OTHER	\$ 3,137.50
		\$
		\$

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR COLLETTE KENNEDY

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, MICHELE CLARK, BOROUGH CLERK HEREBY CERTIFY THIS TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF KEYPORT AT THE _____ MEETING OF

MICHELE CLARK, BOROUGH CLERK

RESOLUTION FOR THE PAYMENT OF BILLS

1/18/22

Be it resolved by the Mayor and the Council of the Borough of Keyport, New Jersey that the following numbered vouchers be paid to the person therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers.

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing	CURRENT ACCT. 2021	\$ 34,648.51
	CURRENT ACCT. 2022	\$ 756,698.30
	WATER/SEWER ACCT. 2021	\$ 22,302.70
	WATER/SEWER ACCT. 2022	\$ 397,684.09
	ANIMAL CONTROL TRUST FUND	\$ 1,400.00
	GENERAL CAPITAL FUND	\$ 9,406.00
	FEDERAL & STATE GRANTS	\$ 1,941.74
	TRUST OTHER	\$ 6,415.76
	REC. BAYFRONT IMPROVEMENT	\$ 1,124.00
	BOARD OF REC. COMM TRUST	\$ 426.71
	DEVELOPER ESCROW	\$ 177.00

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR COLLETTE KENNEDY

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, MICHELE CLARK, BOROUGH CLERK HEREBY CERTIFY THIS TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF KEYPORT AT THE _____ MEETING OF

MICHELE CLARK, BOROUGH CLERK

RESOLUTION #R2202-**RESOLUTION ESTABLISHING A CANNABIS
SUBCOMMITTEE AND AUTHORIZING APPOINTMENT
OF MEMBERS TO SUCH COMMITTEE**

WHEREAS, the Borough of Keyport, County of Monmouth (the "**Borough**") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, pursuant to *N.J.S.A. 40A:60-7(d)*, the Borough Council is authorized to create such advisory councils to the municipality as it may choose; and

WHEREAS, Section 5-17(e) of the Borough Code provides that there shall be a standing cannabis subcommittee (the "**Cannabis Subcommittee**") for the purpose of reviewing all completed submissions for any local cannabis business license and making a recommendation to the Borough's governing body as to whether the license should be granted or denied; and

WHEREAS, Section 5-17(e) of the Borough Code provides that the membership of the Cannabis Subcommittee shall consist of: (i) two (2) members of the Borough Council to be chosen by it; (ii) the Keyport Chief of Police; and (iii) the Business Administrator of the Borough, all of whom shall serve for a term of one (1) year; and

WHEREAS, the Borough Council desires to appoint the following individuals to serve as members of the Cannabis Subcommittee for the year 2022:

- (i) Councilmember _____;
- (ii) Councilmember _____;
- (iii) Police Chief Shannon Torres; and
- (iv) Borough Administrator Jay Delaney.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough Council hereby approves the establishment of the Cannabis Subcommittee and the appointments thereto.
3. This resolution will take effect immediately.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on January 18, 2022.

Michele Clark, RMC
Borough Clerk

RESOLUTION #R2022-

**AUTHORIZING THE BOROUGH OF KEYPORT TO
ENTER INTO SHARED SERVICES AGREEMENT WITH
THE TOWNSHIP OF FREEHOLD FOR THE PROVISION
OF INFORMATION TECHNOLOGY SERVICES**

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, *N.J.S.A.* 40A:65-1 *et seq.* (the "**Act**"), municipalities and other local units within the State of New Jersey are permitted to enter into agreements with other local units to provide or receive any service that each local unit is otherwise empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Borough of Keyport (the "**Borough**") is desirous of receiving certain services, and enter into a shared services agreement with the Township of Freehold ("**Freehold**") with respect to the provision of information technology services to the Borough (the "**Shared Services Agreement**"); and

WHEREAS, it is in the best interests of the Borough to approve and to authorize the Borough Administrator, the Mayor, and other reasonably necessary personnel to enter into a Shared Services Agreement with Freehold, substantially in the form on file with the Borough Clerk, those services delineated therein; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Mayor of the Borough, the Borough Administrator and other reasonably necessary personnel are hereby authorized and directed to enter into the Shared Services Agreement with Freehold consistent with the dictates of that certain proposed Shared Services Agreement, for the provision of information technology services to the Borough, substantially in the form on file with the Borough Clerk, subject to such additions, deletions, modifications or amendments deemed necessary by the Mayor of the Borough in her discretion in consultation with legal counsel, which additions, deletions, modifications or amendments do not alter the substantive rights and obligations of the parties thereto, and to take all other necessary and appropriate action to effectuate the Agreement.
3. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
4. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
5. This Resolution shall take effect as provided by applicable law.

OFFERED:
SECONDED:
AYES:
NAYS:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk

SHARED SERVICES AGREEMENT
BETWEEN
TOWNSHIP OF FREEHOLD AND BOROUGH OF KEYPORT
INFORMATION TECHNOLOGY SERVICES

THIS SHARED SERVICES AGREEMENT is effective the 1st day of February, 2022 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey, 1 Municipal Plaza, Freehold, NJ, hereinafter referred to as "Township" and BOROUGH OF KEYPORT, a municipal corporation of the State of New Jersey, 70 West Front Street, Keyport, NJ, hereinafter referred to as "Borough".

The purpose of this Agreement is for Township to provide information technology services to Borough according to the following terms:

1. This Agreement shall take effect February 1, 2022 and expire January 31, 2023.
2. Township shall provide information technology services to Borough, including its Police Department, according to the terms and conditions set forth below.
3. For this, the second year of the Agreement, Township shall charge Borough for information technology services as follows:
 - a) For Level I and Level II support, as described in Appendix A, a flat fee rate of **\$2,067.00 per month (\$24,804.00 per annum)** excluding work involved with the support of the Borough's phone system and carrier services, which will be billed at the standard hourly rates below;
 - b) The current rate schedule for Level III and Level IV support, on an as needed basis when authorized by Keyport, is as follows:

Director of Information Technology -	\$122.00/\$145.00
Asst. Dir. Information Technology -	\$98.00/\$115.00
Senior Network Technician -	\$53.00/\$65.00
Network Technician -	\$35.00/\$42.00
 - c) Should the Borough decide to engage the Township to perform website work for site maintenance, the hourly rate for this work in accordance with the attached loaded costs would apply. These costs would be billed on an incurred basis.

- d) When, at the request of Borough, Township purchases equipment from a distributor or manufacturer for the sole use by and to be installed in Borough, Township shall add a charge of 15% over the actual cost of such equipment. No such charge will be applied for parts which are supplied by Borough.
4. Township shall provide Borough with itemized monthly billings of all Level III and Level IV costs. Payment shall be due from Borough within thirty (30) days of the date of billing.
 5. On an annual basis, the hourly rates in 3b may be adjusted to account for the actual loaded costs per assigned employee and shall be presented for subsequent renewals of this Shared Services Agreement. Costs shall be adjusted for fluctuating costs of benefits, pension, salary, etc. Should after-hours emergency calls be required, a rate of time and one-half will be applied for onsite hours worked.
 6. No equipment or system repair in excess of \$1,500.00 shall be made by Township unless specifically authorized by the designated Borough Official.
 7. Borough shall designate one (1) person and one (1) backup person to schedule and be responsible for authorization on all Level III and Level IV assistance.
 8. Borough agrees not to hire any Township employee, subcontractor or agent who provides information technology services to Borough in accordance with this Agreement during the term of the Agreement and for one year past the expiration date of the Agreement.

IN WITNESS WHEREOF, parties of this Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

ATTEST: (Affix Seal)

TOWNSHIP OF FREEHOLD

SANABEL ABOUZEINA, Township Clerk

PETER R. VALES, Twp. Admin.

ATTEST: (Affix Seal)

BOROUGH OF KEYPORT

Michele Clark, Borough Clerk

JAY DELANEY, Boro Admin.

Appendix A

Level I Support

- Setup of new PCs to conform to standards and installation of software applications
- Troubleshoot/repair hardware issues relating to workstations
- Installation of hardware and routine maintenance for desktop workstations
- Troubleshoot and routine repair of printers (i.e. – fusers, rollers, network cards)
- Troubleshoot applications
- Installation of approved, licensed software on workstations
- Help desk support for workstations – including MS Windows, Office, and approved applications.
- Anti-virus updating and scanning of workstations
- Inventory of new hardware and equipment moves
- Relocation of computers and printers as needed for staff moves
- Provide recommendations/quotes for computer replacement program

Level II Support

- Network infrastructure changes, support and maintenance
- Maintain/troubleshoot router to current internet provider
- Maintain/troubleshoot Firebox XTM2 Series 25 Firewall or current firewall and update to policies on Firebox XTM2 Series 25 firewall or current firewall as needed
- Maintain/configure secure VPN connections for remote users
- Daily data backup procedures and configuration changes
- Maintain/troubleshoot connections to remote locations
- Maintain integrity and security of network
 - fire-wall monitoring
 - anti-virus monitoring
 - internet gateway monitoring
 - apply security updates
 - wireless access points
 - spam and web blocker filtering
 - VPN support on existing firewall
 - adherence to Computer Use Policy
 - education for users
- Add/Change user login accts and permissions
- Maintain Group Policies
- Maintain and support hosted e-mail server, e-mail accounts and mailboxes
- Configure network printers
- Assistance with Comcast Voice/Internet or current voice/internet provider
- Assistance with door access system with support as needed from current vendor
- Update phone system auto-attendant
- Diagnose and troubleshoot system problems. Any failures which would require the rebuilding of servers and/or networking equipment would be covered under level IV support.

Appendix B

Level III Support

Level III support includes project planning, design and development for system-wide changes to the network infrastructure.

- Planning, design and development for enhancement and/or replacement of network or system infrastructure.
- Installation and implementation of new core technology hardware (i.e. servers, routers, switches, firewall, data backup hardware).
- Installation and implementation of new or upgraded core technology software (i.e. operating system, data backup software, anti-virus, anti-spam, Virtual Private Network).
- Documentation of any new infrastructure changes implemented.
- Consultation services.

Level IV Support

Level IV support includes services for emergency response and support situations.

- Core technology failures to include but are not limited to:
 - Server operating system
 - Servers (file/print)
- Core network hardware failures to include but are not limited to:
 - internet router
 - firewall
 - network switches
 - network routers
- Support related to a virus outbreak or network security breach.
- Any off-hour call in requests and work completed during off hours.

RESOLUTION #R2022-**AUTHORIZING THE AWARD OF A CONTRACT TO CME ASSOCIATES FOR PERMITTING AND RELATED ENGINEERING SERVICES FOR THE RELOCATION OF AN OSPREY NEST AT FIREMAN'S PARK PARKING LOT**

WHEREAS, the Borough of Keyport, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, on January 1, 2022, the Borough Council adopted Resolution No. 2022-4 appointing CME Associates ("CME") as the Borough Engineering firm; and

WHEREAS, the Borough Administrator has determined a need exists for permitting and related professional engineering services for relocating an osprey nest from Fireman's Park Parking Lot; and

WHEREAS, at the request of the Borough Administrator, CME Associates has submitted a proposal dated December 20, 2021 to provide these services in an amount not to exceed \$6,000.00 (the "Proposal") for the permit phase a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Borough Administrator has recommended CME Associates be authorized to provide these services in accordance with the Proposal; and

WHEREAS, the funds for these services have been certified as available from the Recreation Bayfront Improvement Trust by the Borough's Chief Financial Officer of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Borough Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough Administrator is authorized to execute an agreement with CME Associates or issue a purchase order for the services in accordance with the Proposal, and to execute any other documents necessary to carry out the purpose of this Resolution.
3. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, Borough Engineer, and Chief Financial Officer.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

ABSTAIN:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk

Certification of Funds

I certify that funds are available from: Recreation Bayfront Improvement Trust

Thomas P. Fallon, Chief Financial Officer

EXHIBIT A

Proposal of CME Associates, dated December 20, 2021



JOHN H. ALLGAIER, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

December 20, 2021

Via Electronic & 1st Class Mail

Mayor Kennedy and Borough Council
Borough of Keyport
PO Box 60
70 West Front Street
Keyport, NJ 07735

Attn: Jay Delaney
Borough Administrator

**Re: Estimate of Fees for Professional Engineering Services
Fireman's Park Osprey Nest Relocation
Borough of Keyport, Monmouth County, NJ
Proposal No. 2021-256**

Dear Mr. Delaney:

We are pleased to present our fee estimate for the engineering and permitting services required for the relocation of the existing osprey nest at Fireman's Park. Based on our understanding of the project, during the 2021 breeding season, a pair of ospreys made an active nest on the light pole in the parking lot of Fireman's Park. Ospreys are classified as a threatened species in New Jersey. Due to the threatened status, permits must be obtained in order to relocate the existing nest. Both the US Fish and Wildlife Service and the NJ Fish and Wildlife Service must be consulted prior to conducting relocation activities. Both agencies require the approval of a depredation permit before proceeding with work to move the nest. An application form for each permit must be filled out and signed by a representative of the Borough. Reports must be submitted with the application forms which demonstrate the need for nest relocation as well as the proposed methods of nest relocation. Upon authorization, the depredations permits will have a list of criteria to comply with during depredation activities. USFWS depredation permits are valid for one year, and NJFWS depredation permits are valid until December 31st of the year the permit was authorized.

Neither the USFWS nor NJFWS are likely to issue an authorization to relocate the nest during the active nesting season, which is April 1st through August 31st. The only instance where a nest can be relocated during the nesting season is if the nest is shown to be inactive for the season. Written confirmation must be obtained from the Endangered and Nongame Species Program and/or USDA -Wildlife Services in order to prove inactive status. Due to these restrictions, the nest can most easily be relocated during the non-breeding season, September 1st through March 31st.

S:\Keyport\Proposals\21-12-20 B Osprey Nest Relocation.docx

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0766



Mayor Kennedy and Borough Council
Keyport Borough
Re: Fireman's Park Osprey Nest Relocation

Reissued December 20, 2021
Proposal No. 2021-256
Page 2

When relocating an osprey nest, the NJFWS offers specific guidelines for location selection and platform construction. These guidelines include but are not limited to:

1. The nest structure should be placed at least 25' to 50' feet from the water's edge to avoid erosion, if being placed on land.
2. The nest can only be relocated a maximum of 300' from the original location, and must be in view of the original location.
3. The new nest platform should be as tall as or taller than the original nest location.
4. The new nest location should be in an open area, away from trees, powerlines, and potential human disturbance.
5. A deterrent should be placed on the original nest location to prevent the creation of new nests in the future.
6. Installation of a predator guard on the nest platform shaft, if placed on land.

The NJFWS provides an example list of materials and cost analysis (as of 2015) for the construction of new osprey nest platforms in their "Osprey Nest Guidance" PDF. This information, as well as a full explanation of osprey nest relocation guidelines can be found in this PDF and on the NJFWS website. It is our understanding that the Borough wishes to discuss the construction of the nest with Save Coastal Wildlife. However, it is anticipated that the construction must follow the local public contracts law and three quotes will be required if the construction costs exceeds \$6,600.00.

We recommend installing the new nest within the water either inside of or as part of the existing timber breakwater on the water side of Fireman's Park. The installation of the nest on land would add restrictions to activities to the area around the nest as the following is a standard condition on NJDEP Land Use Regulation Permits within proximity of known osprey nests:

To protect sensitive habitat for the State-listed Osprey, the permittee shall adhere to a seasonal restriction on the use of heavy construction equipment/machinery within 300 meters of any active osprey nest along the project limit from April 1 through August 31 of each calendar year. The initiation and implementation of work which generates disturbance (e.g. sound levels, visual interruption) that is out of character with what currently exists at or surrounding the anticipated work area during the restricted time period recommended above may result in the permittee being in violation of the "take" clauses with State of New Jersey (Endangered and Nongame Species Conservation Act, NJSA 23:2A-1) and federal (Migratory Bird Treaty Act, 16 USC 703-712) statutes.



Mayor Kennedy and Borough Council
Keyport Borough
Re: Fireman's Park Osprey Nest Relocation

Reissued December 20, 2021
Proposal No. 2021-256
Page 3

With this being said, our office anticipates the following scope of work:

A. Permit Phase Services

Work in this phase will include securing the necessary permits for the construction of the new nest and will include the following:

- Depredation permit from the US Fish and Wildlife Service
- Depredation permit from the NJ Fish and Wildlife Service
- NJDEP Coastal Permit 18 – Avian Nesting Structures

Since the new nest support pole will be located within the State-owned tidal waters, the area of occupancy where the pole is in the water may have to be conveyed to the Borough through a NJ Tidelands grant or lease. As part of these services, we will research the requirement and report to the Borough.

B. Bid Phase Services

It is anticipated that the construction of the osprey nest will be under the bid threshold but will require three quotes for the construction of same. This phase will include the following services to publicly bid the project in accordance with the Local Public Contracts Law:

1. Provide Construction Plan and Details to Prospective Bidders, as needed;
2. Review the submitted quotes;
3. Analyze Responsible Bids and Recommend Contract Award; and
4. Coordinate with the Borough, as needed.

C. Construction Administration Phase Services

Our office will provide full time observation of the site improvements for the anticipated contract time including the following services:

1. Attend pre-construction meeting;
2. Coordinate with the contractor to ensure compliance with the construction plans and permit conditions;
3. Provide construction observation services (3 site visits anticipated), prepare contractor punch lists and review and prepare pay estimates.



Mayor Kennedy and Borough Council
Keyport Borough
Re: Fireman's Park Osprey Nest Relocation

Reissued December 20, 2021
Proposal No. 2021-256
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Summary of Fee Estimates

A. Permit Phase Services.....	\$6,000.00
B. Bid Phase Services.....	\$2,000.00
C. Construction Phase Services.....	\$3,000.00
Total Fee Estimate.....	\$11,000.00

Exceptions:

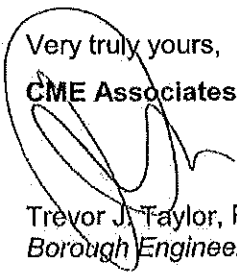
- Any work not specified as listed in the above phases shall be considered additional services and will be invoiced at the time said work is authorized by the Borough.
- Application fees are considered extra and will be requested at time of submission.
- Any work related to the NJ Tidelands Bureau.

The above fee estimates are based on information provided to us by the Borough. Should the scope of the project change requiring additional professional fees, we will detail same in writing and seek authorization prior to proceeding.

Should you accept our fee estimate, kindly provide a purchase order or professional services Resolution authorizing same. We trust this is the information you require at this time. Should you have any questions or wish to discuss the above further, please do not hesitate to contact this office.

Very truly yours,

CME Associates


Trevor J. Taylor, PE, PP, CME
Borough Engineer's Office

TT

RESOLUTION #R2202-

**APPROVING A FIVE-YEAR TAX ABATEMENT FOR
ABBY HOME BUILDERS**

WHEREAS, the Borough of Keyport, County of Monmouth (the "**Borough**") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the State of New Jersey enacted the Five-Year Exemption and Abatement Law, N.J.S.A. 40A:21-1 et seq., which authorizes municipalities in the state of New Jersey to adopt ordinances which would allow for tax exemption or abatement for improvement, conversion or construction of a multiple-dwelling, commercial or industrial structure located within an area in need of rehabilitation; and

WHEREAS, Chapter 12, Section 8 of the Borough's Municipal Code establishes the Borough's program and procedures for application for tax exemption or tax abatement for properties within the Borough; and

WHEREAS, Abby Home Builders ("**AHB**") is the owner of the property at Block 28, Lot 13 on the Borough's tax map, commonly known as 128 Luppataong Avenue (the "**Property**"); and

WHEREAS, AHB has completed construction of a single-family home on the Property and applied for a tax abatement with the Borough for the property; and

WHEREAS, the Borough Tax Assessor has reviewed AHB's application confirming that the application was timely filed and meets the requirements for approval; and

WHEREAS, the Borough Tax Assessor recommends a thirty percent (30%) tax abatement for the improvement value of the single-family home for a duration of five (5) years as of December 1, 2021; and

WHEREAS, the Borough Tax Assessor has estimated that the tax abatement will result in a difference of \$2,781 per year for a total tax difference of \$13,907 for the Property for all five (5) years; and

WHEREAS, based on the recommendation and estimates provided by the Borough Tax Assessor, the Borough seeks to grant the application for a five (5) year tax abatement pursuant to the Five-Year Exemption and Abatement Law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.

2. The Borough hereby grants AHB's application for a tax abatement and grants a thirty percent (30%) abatement for the improvements on the Property for a total of five (5) years.

3. The Mayor, the Borough Administrator, and/or the Borough Chief Financial Officer is authorized to effectuate the tax abatement granted by this resolution and in furtherance of this resolution.

4. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.

5. A copy of this Resolution shall be available for public inspection at the Office of the Borough Clerk.

6. This Resolution shall take effect as provided by applicable law.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk

December 14, 2021

RE: 128 Luppataong Avenue Abatement Application

Mr. Delaney,

I have reviewed the abatement application for the following parcel:

Block 28 Lot 13, also known as 128 Luppataong Avenue.

The application is timely filed and meets the requirement for approval from the Tax Assessor's office.

The tax relief offered through the five-year abatement would amount to approximately **\$13,907** in total.

I have included a five-year tax impact worksheet to be considered while the application is reviewed.

I would recommend to the Borough Council that the application be approved for a duration of five years and in the amount equal to the sum total of 30 percent abated annually from the improvement value.

If approved, the term of the abatement would commence on **12/1/2021** and end **11/30/2026**.

Please let me know if there are any questions regarding the matter.

Thank you.

Michael Del Re, CTA



Borough of Keyport

mdelre@keyportonline.com

908-675-5776

Form E/A-1 (Rev. 8/2015)

APPLICATION FOR FIVE-YEAR EXEMPTION AND/OR ABATEMENTPursuant to N.J.S.A. 40A:21-1 et seq.; P.L. 1991, c. 441, as amended by P.L. 2007, c. 268
AND AS AUTHORIZED BY MUNICIPAL ORDINANCEApplications must be filed with municipal assessors within 30 days (including Saturdays & Sundays) of completion of construction, improvements, conversion, conversion alteration. Late applications will be denied.COUNTY: Monmouth MUNICIPALITY: Keyport**I. IDENTIFICATION**Applicant Name: Abby Home Builders Name of Officer (if corporate owner): John BiancoPhone Number: (732) 824-8558 Email Address: jabbuilder@verizon.netMailing Address/Corporate Headquarters: 36 Depot StreetCity: Verona State: NJ ZIP: 07044Property Location (Street Address): 128 Luppatafong AveBlock: 28 Lot: 13 Qualifier: =**II. PROJECT INFORMATION**This Application is for ☐ tax exemption ☒ tax abatement ☐ both.

A. The subject property is a one or two family dwelling upon which claimant has completed:

- ☒ New Construction;
☐ Conversion or alteration of a building or structure into a dwelling;
☐ Improvement of an existing dwelling. Indicate age of dwelling: _____

B. The subject property is a multiple dwelling, commercial or industrial structure upon which claimant has completed:

- ☐ Construction of a multiple dwelling under a tax agreement;
☐ Construction of a commercial or industrial structure under a tax agreement;
☐ Improvement to a multiple dwelling;
☐ Improvement to a commercial or industrial building or structure;
☐ Conversion or alteration of a building or structure to a multiple dwelling.

If increasing the volume of an existing multiple dwelling, commercial or industrial structure, please indicate the percentage of volume increased: _____%

C. Project DetailsI. Date of completion of new construction, conversion, or improvement: 11.29, 2021.II. Total cost of project: \$ 420,000 including handIII. Brief description of the nature and type of construction, conversion, or improvement.
New single home**D. Other Information**

1. Were prior five-year exemptions/abatements granted on this property? ☐ No ☐ Yes, amount: \$ _____
 2. Are there delinquent property taxes or nonpayment tax penalties due on the property? ☒ No ☐ Yes
 3. Attach all required documentary proofs. (Assessor may require copy of ordinance, copy of executed tax agreement between applicant and municipal governing body, project descriptions, plans, drawings, cost estimates, etc.)

III. Certification

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature: John A. BiancoTitle (If Applicable): Pres.Date: 11.29.21

☒ APPROVED	☐ DISAPPROVED
--	--------------------------------------

This form is prescribed by the Director, Division of Taxation, as required by law. It may be reproduced for distribution, but may not be altered without prior approval.

Block	Lot	Q	Location	Start	End	Land	Impr	Total	30% Abatement Value	Total Assessment after Abatement	Taxes at Full Assessment (2021 rate of 2.524)	Taxes after Abatement	Difference Regular/Abated Taxes
28	13		128 Luppataatong	12/1/2021	11/30/2026	\$146,600	\$367,300	\$513,900	(Improvement \$110,200	\$403,700	\$12,971	\$10,189	\$2,781
Total Annually											\$12,971	\$10,189	\$2,781
5 Year total=												\$50,945	\$13,907

RESOLUTION #R2202-**APPOINTMENT OF A BOROUGH PHYSICIAN***Immediate Care Medical Walk-In*

WHEREAS, the Mayor and Borough Council of the Borough of Keyport, Monmouth County, New Jersey have the need for a Borough Physician to send employees for medical services when necessary; and

WHEREAS, proposals were solicited through a fair and open process to publicly solicit proposals or qualifications of persons interested in being appointed as Borough Physician; and

WHEREAS, funds are or will be available for that purpose.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.

2. That the Mayor and Borough Council of the Borough of Keyport hereby appoint Immediate Care Medical Walk-In, located in Airport Plaza at 1376 NJ-36, Hazlet, NJ 07730, consistent with its proposed list of service rates and fees, but at a cost not to exceed a total of \$5,000.00 and for one (1) year, effective January 1, 2022 and concluding December 31, 2022 in accordance with N.J.S.A. 40A:11-1 et seq.

3. That a notice in accordance with this resolution and the Local Public Contracts Law shall be published in the official newspaper or newspapers of the Borough.

4. That an approved and executed copy of the contract between the Borough and the various appointees, and a copy of this resolution be placed on file in the Office of the Borough Clerk and be available for public inspection in accordance with the law.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk



IMMEDIATE CARE MEDICAL WALK-IN
1376 STATE ROUTE 36
HAZLET, NJ 07730

MEDICAL SERVICES – BOROUGH PHYSICIAN RFP

ATTENTION: MICHELE CLARK, RMC
BOROUGH CLERK
BOROUGH OF KEYPORT
70 WEST FRONT STREET
KEYPORT, NJ 07735

Questions? Please contact William Schuler, Business Development,
Immediate Care Medical Walk-In of Hazlet, at 908-216-0784 or
wschuler@immcare.com.

** Immediate Care Medical Walk-In Management, LLC and its affiliates are each a medical management service company, which provides management and administrative services to primary care and urgent care medical practices. The health care providers of the medical practices have complete and sole authority regarding patient care and medical decision making.*

Corporate Office 46 Newman Springs Rd East, Red Bank, New Jersey 07701
phone 732.224.0400 | **fax** 732.224.0410
www.immcare.com



AUTHORIZED OCCUPATIONAL HEALTH & WELLNESS SERVICES AND FEE
Borough of Keyport, NJ

Physicals	Service Fee
Comprehensive Physical Exam/Employment Physical Height/weight, vital signs, standard physical examination, review medical history form, vision screen (acuity @ 20 ft, peripheral vision), Ishihara visual color deficiency test, urine dip w/o microscopy	\$100
DOT (Department of Transportation) Physical Exam Height/weight, vital signs, standard physical exam examination, review medical history form, vision screen, visual color deficiency test, urine dip w/o microscopy, whisper test, DOT form review and data entry of exam results on DOT website	\$100
Vision Screening Test Only	\$20
Color Vision Screening Only	\$20
Whisper Test Only	\$20
Test	Service Fee
Qualitative Respiratory Fit Test	\$95
Lift Test (need required poundage to lift)	\$65
Fit For Duty (need job description)	\$150
PPD Implant and Reading (TB Screening Questionnaire)	\$30
PPD 2 Step	\$60
TB Screening Questionnaire Only	\$15
Chest X-Ray (1 view)	\$45
Chest X-Ray (2 view)	\$60
EKG	\$50
Pulmonary Function Test (PFT)	\$60
Labs	Service Fee
Rubella Titer	\$55
Rubeola Titer	\$40
MMR Titer	\$100
Hepatitis B Titer AB	\$75
Vaccinations	Service Fee
TD and Pertussis (TDAP Vaccination)	\$90
Flu Vaccine (Seasonal)	\$35
Hepatitis B Vaccination Series	\$300
Tetanus/Diphtheria (TD Vaccination)	\$100



AUTHORIZED OCCUPATIONAL HEALTH & WELLNESS SERVICES AND FEE
Borough of Keyport, NJ

MMR Vaccination	\$125
Varicella Vaccination	\$145
Drug Tests	Service Fee
Urine Alcohol Rapid Dip Test	\$15
Urine Drug Screen (Instacup) 14 PANEL SCREENING FOR: Methamphetamine (MET), Cocaine (COC), Morphine (MOP), Marijuana (THC), Benzodiazepine (BZO), Oxycodone (OXY), Amphetamine (AMP), Barbiturates (BAR), Buprenorphine (BUP), Methadone (MTD), Methylenedioxymethamphetamine (MDMA) (Ecstasy), Propoxyphene (PPX), Phencyclidine (PCP), Tricyclic Antidepressants (TCA), 2-Ethylidine-1, 5- dimethyl-3, 3-diphenylpyrrolidine (EDDP)	\$25
Urine Drug Screen with Lab Confirmation	\$50
Urine Drug Screen with MRO Review	\$75
K-2 Screen (Synthetic Marijuana)	\$35

RESOLUTION #R2202-**APPOINTMENT OF MUNICIPAL COURT
CONFLICT PUBLIC DEFENDER***Ray Raya, Esq.*

WHEREAS the Borough of Keyport (the "**Borough**"), pursuant to N.J.S.A. 2B:24-4a, may employ an attorney-at-law as the Borough's Municipal Court Conflict Public Defender for the term of one (1) year from the date of appointment; and

WHEREAS, Ray Raya, Esq., has the necessary experience and qualifications to perform the duties of Borough Municipal Court Conflict Public Defender, and the Mayor so nominates, and the Borough Council so advises and consents, to the appointment of Ray Raya, Esq., as the Borough's Municipal Court Conflict Public Defender for a one (1) year term; and

WHEREAS, funds are or will be available for that purpose.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. That the Mayor and Borough Council of the Borough of Keyport hereby appoint Ray Raya, Esq., as the Borough's Municipal Court Conflict Public Defender for a one (1) year term, beginning on January 1, 2022 and concluding December 31, 2022 in accordance with N.J.S.A. 2B:24-4.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on January 18, 2022.

Michele Clark, RMC
Borough Clerk

RAY RAYA, ESQ.
ATTORNEY AT LAW
55 CORNELL COURT
FREEHOLD, NEW JERSEY 07728
email: rraya@rayalaw.com

PHONE: (732) 845-3203

FACSIMILE: (732) 845-3205

December 14, 2021

Michele Clark, RMC
Borough Clerk
Borough of Keyport
70 West Front Street
P.O. Box 60
Keyport, NJ 07735



BY:

RE: Public Defender Appointment

Dear Members of the Township Committee:

With this letter, I am notifying the committee that I am still interested in the position as Keyport's Borough Municipal Public Defender. Please use my original sealed proposal submitted via hand delivery on November 17, 2021. I am aware Municipal Court sessions for the year 2022 are being changed to Tuesdays beginning at 11:00 AM.

If you need to speak to me further regarding any questions you may have, please do not hesitate to contact me.

Very truly yours,

Ray Raya

Ray Raya, Esq.

RESOLUTION**AUTHORIZING APPOINTMENT OF SANDRA AKES AS
MUNICIPAL COURT ADMINISTRATOR**

WHEREAS, the Borough of Keyport, County of Monmouth (the “**Borough**”) is a public body corporate and politic of the State of New Jersey; and

WHEREAS, Section 2-4 of the Borough Code provides for the establishment of the Municipal Court of the Borough of Keyport and the appointment of a Municipal Court Administrator; and

WHEREAS, Sandra Akes was appointed as Deputy Court Administrator in November 2019 and has served as Acting Court Administrator since May, 2020; and

WHEREAS, the Borough Administrator has recommended the appointment of Sandra Akes to the unclassified position of Municipal Court Administrator, effective retroactively to January 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The appointment of Sandra Akes to serve as Municipal Court Administrator, effective retroactively to January 1, 2021, is hereby approved.
3. The Municipal Court Administrator shall be compensated at the annual salary of \$70,000.00 for the year 2021 and shall receive additional compensation in the amount of \$50.00 for each emergency call out service, subject to review and approval by the Borough Administrator. The Municipal Court Administrator shall receive compensatory time on a straight-time (hour-for-hour basis), subject to review and approved by the Borough Administrator, for attendance at Municipal Court sessions which do not occur during established Court office hours.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk

RESOLUTION #R2202-**APPOINTMENT OF RECREATION SECRETARY***Denise Nellis*

WHEREAS, the Borough of Keyport, County of Monmouth (the "**Borough**") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Borough provides a series of recreational events and activities for the residents of the Borough; and

WHEREAS, the Borough requires a Recreation Secretary to provide administrative and secretarial support for these recreational events and activities; and

WHEREAS, the Borough seeks to appoint Denise Nellis as the Recreation Secretary to serve at the pleasure of the governing body; and

WHEREAS, the position of Recreation Secretary is to be compensated with a stipend of \$3,000.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby authorizes the appointment of Denise Nellis as the Recreation Secretary to serve at the pleasure of the governing body.
3. The Borough hereby authorizes the payment of a stipend of \$3,000 to Denise Nellis for the appointment as Recreation Secretary.
4. The Mayor of the Borough, the Borough Administrator and other reasonably necessary personnel are hereby authorized to complete and execute all necessary forms and materials needed for the appointment of Denise Nellis as the Recreation Secretary.
5. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
6. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
7. This Resolution shall take effect as provided by law.

OFFERED:
SECONDED:
AYES:
NAYS:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of January 18, 2022.

Michele Clark, RMC
Borough Clerk

RESOLUTION #R2202-**AUTHORIZING APPOINTMENT OF SCHOOL CROSSING GUARDS***Jason Miller and Michael Ryan*

WHEREAS, N.J.S.A. 40A:9-154.1 authorizes the appointment of school crossing guards to serve under the supervision and direction of the Chief of Police for terms not exceeding one (1) year; and

WHEREAS, the Chief of Police has recommended the appointment of Jason Miller and Michael Ryan to serve as school crossing guards; and

WHEREAS, in accordance with the recommendation of the Chief of Police, it is the desire of the Mayor and Borough Council to confirm these appointments.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport as follows:

1. Jason Miller is hereby appointed as a school crossing guard to serve for the remainder of the 2022 school year for a term that shall expire July 31, 2022.
2. Michael Ryan is hereby appointed as a school crossing guard to serve for the remainder of the 2022 school year for a term that shall expire July 31, 2022.
3. Individuals serving as school crossing guards are classified as part-time employees regularly scheduled to work not more than 25 hours per week and shall be compensated at a rate not to exceed \$15.00 per hour as may be authorized by the Borough Administrator.
4. The Borough Administrator is authorized to execute all documents necessary to effectuate these appointments.
5. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator and to the Chief of Police for distribution to the appointed individuals.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting of January 18, 2022.

Michele Clark, RMC
Municipal Clerk

RESOLUTION #R2022-**APPOINTMENT OF MUNICIPAL ALLIANCE COMMITTEE MEMBERS**

WHEREAS, Resolution No. R2022-21 was adopted on January 1, 2022 providing for the appointment of members of the Municipal Alliance Committee as provided in Borough Code section 2-7.9 (b); and

WHEREAS, the resolution included the appointment of Casandra Aumack as a representative of a public prevention organization in error and the Borough Administrator has recommended the previously adopted Resolution No. R2022-21 be rescinded to correct this error and that a revised resolution be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The following nominations are hereby confirmed for appointment as volunteer members of the Keyport Municipal Alliance Committee:
 - Dr. Lisa Savoia (School District Superintendent) 1-year term expires December 31, 2022
 - Joe Palumbo (School District School Counselor) 1-year term expires December 31, 2022
 - Kenneth Krohe (Health Service Agency) 3-year term expires December 31, 2024
 - Sophia Lamberson (Parent member) 3-year term expires December 31, 2024
 - Christopher Johnston (Private Citizen member) 3-year term expires December 31, 2024

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at a Regular Meeting held on January 18, 2022.

Michele Clark, RMC
Borough Clerk

R2022-59

PLACEHOLDER

R2022-

**APPOINTMENT OF RECYCLING COORDINATOR
FOR THE RECYCLING COMMITTEE**

ORDINANCE #2022-

**ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF
MONMOUTH, NEW JERSEY, AMENDING CHAPTER 11,
ENTITLED "RECREATIONAL FACILITIES" AND CHAPTER 4,
ENTITLED "POLICE REGULATIONS" OF THE REVISED
GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

WHEREAS, Chapter 11 of the Revised General Ordinances of the Borough of Keyport (the "**Borough**") regulates the use of Borough Parks and Recreational Facilities of the Borough; and

WHEREAS, the Borough Administrator has recommended amendments to Chapter 11 to formalize the process for the use of designated parks and recreational areas for wedding ceremonies and to prohibit smoking in all parks, recreation areas and beaches to conform with the provisions of N.J.S.A. 26:3D-55, the New Jersey Smoke-Free Air Act.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council that the Revised General Ordinances of the Borough of Keyport, Chapter 11, entitled Recreational Facilities is hereby amended as follows:

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

**§ 11-8 USE OF RECREATIONAL FACILITIES FOR WEDDING
CEREMONIES.**

§ 11-8.1 Approval for Use of Recreational Facilities for Wedding Ceremonies. The Borough Clerk is authorized to approve applications for use of the Waterfront Park Gazebo and portions of Benjamin Terry Park for wedding ceremonies, provided attendance is limited to not more than 50 people, on such dates and at such times as the Borough Clerk shall determine and subject to the rules and regulations as may be adopted by resolution of the Borough Council governing the use of these facilities for this purpose. The Borough Clerk shall prepare such forms and establish procedures to implement this section.

§ 11-8.2 Fee for Use of Recreational Facilities for Wedding Ceremonies. The fee for the use of designated recreational facilities for wedding ceremonies is \$100.00 for a maximum period of one (1) hour which shall be paid prior to approval by the Borough Clerk.

Section 3. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

§ 11-9 SMOKING PROHIBITED AT ALL PARKS AND BEACHES.

§ 11-9.1 Smoking Prohibited. In accordance with the provisions of the New Jersey Smoke-Free Air Act, N.J.S.A. 24:3D-55, no person shall smoke any cigarettes, cigars or other tobacco products including electronic smoking devices at any public park or beach within the Borough of Keyport at any time, which includes all piers, docks, walkways, promenades, playgrounds and fields, but does not include any parking lot that is adjacent to a recreation facility.

§ 11-9.2 Violations and Penalties. The penalty for violation of this section is subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.

Section 4. Chapter 4 (Police Regulations) is hereby amended to delete Section 4-28 (Smoking Prohibited at Waterfront Park).

Section 5. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 6. Each section, subsection, sentence, clause and phrase of this ordinance is declared to be an independent section, subsection, sentence, clause and phrase and the finding or holding of any such portion of this ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this ordinance.

Section 7. Except as amended by this ordinance, all other provision of the Borough's Revised General Ordinances shall remain in full force and effect.

Section 8. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 9. This ordinance shall be in full force and effect from and after its adoption and publication according to law.

Introduced:
Public Hearing:
Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport



Borough of Keyport
70 West Front Street
Keyport NJ 07735

Clerks Office: 732-739-5124
Fax Number: 732-739-8738
mclark@keyportonline.com

APPLICATION & PERMIT FOR USE OF BOROUGH PROPERTY

RECEIVED
OCT 14 2021

Date Received _____ Date of Response _____

Property requested **BY: Borough Hall**

Organization Name/Purpose **Keyport Garden Club/Keyport Garden Walk
2022/Keyport Garden Talks**

Name **Terry Burns (Vice President, Keyport Garden Club)**

Address **[REDACTED] Keyport NJ 07735**

Telephone Number: **[REDACTED]** Fax Number: **732.264.9474**

Email Address: **[REDACTED]**

Type of Event **2022 Keyport Garden Walk/Borough Hall for use with daily
Garden Talks**

Date of Event **Saturday June 4, Sunday June 5**

Time of Event **9:30 – 11 (requesting facility from 9 – 11:30, to accommodate setup,
Garden Talk welcome, and cleanup)**

No of People Attending **estimate 50 per day**

Fee Schedule

Borough Property	Minimum 3 Hours	Additional Per Hour
Senior Center	\$23.00	\$5.75
Borough Hall Council Room	\$23.00	\$5.75
OTHER		
Waterfront Pavilion/Promenade	\$100.00	
Pictures at Pavilion/Promenade	\$100.00	

Cedar Park Turf Fields (check to be made to Recreation Trust) \$250.00 PER SEASON PER LEAGUE

Mail Check or Money Order Payable to:
Borough of Keyport, 70 West Front St., Keyport, NJ 07735



Borough of Keyport
70 West Front Street
Keyport NJ 07735

Clerks Office: 732-739-5124
Fax Number: 732-739-8738
mclark@keyportonline.com

**APPLICATION & PERMIT FOR
USE OF BOROUGH PROPERTY**

RECEIVED
OCT 14 2021

Date Received _____ Date of Response _____

Property requested **BY: Mini Park**

Organization Name/Purpose **Keyport Garden Club/Keyport Garden Walk
2022**

Name **Terry Burns (Vice President, Keyport Garden Club)**

Address [REDACTED] **Keyport NJ 07735**

Telephone Number: [REDACTED] Fax Number: **732.264.9474**

Email Address: [REDACTED]

Type of Event **2022 Keyport Garden Walk/MiniPark for Musicians**

Date of Event **Saturday June 4, Sunday June 5**

Time of Event **10 - 6 (requesting access to the MiniPark from 9 - 7 to accommodate
setup, Garden Walk overflow, keeping people in town to patronize businesses, and
cleanup)**

No of People Attending **estimate 1000-1500 per day**

Fee Schedule

Borough Property	Minimum 3 Hours	Additional Per Hour
Senior Center	\$23.00	\$5.75
Borough Hall Council Room	\$23.00	\$5.75
OTHER		
Waterfront Pavilion/Promenade	\$100.00	
Pictures at Pavilion/Promenade	\$100.00	

Cedar Park Turf Fields (check to be made to Recreation Trust) **\$250.00 PER SEASON PER LEAGUE**

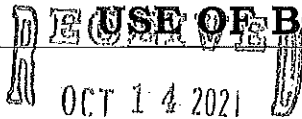
Mail Check or Money Order Payable to:
Borough of Keyport, 70 West Front St., Keyport, NJ 07735



Borough of Keyport
70 West Front Street
Keyport NJ 07735

Clerks Office: 732-739-5124
Fax Number: 732-739-8738
mclark@keyportonline.com

APPLICATION & PERMIT FOR



USE OF BOROUGH PROPERTY

Date Received _____ Date of Response _____

BY: _____
Property requested **Waterfront Pavilion**

Organization Name/Purpose **Keyport Garden Club/Keyport Garden Walk
2022**

Name **Terry Burns (Vice President, Keyport Garden Club)**

Address _____ **Keyport NJ 07735**

Telephone Number: _____ Fax Number: **732.264.9474**

Email Address: _____

Type of Event **2022 Keyport Garden Walk/Pavilion as Welcome Center**

Date of Event **Saturday June 4, Sunday June 5**

Time of Event **11 - 3 (requesting facility from 9 - 4, to accommodate setup, Garden
Talk overflow, and cleanup)**

No of People Attending **estimate 1000-1500 per day**

Note: we would also like to set up a few tents or tables around the Pavilion to provide
information on Keyport, the Club, the Green Team, etc.

Fee Schedule

Borough Property

Senior Center

Borough Hall Council Room

Minimum
3 Hours

\$23.00

\$23.00

Additional
Per Hour

\$5.75

\$5.75

OTHER

Waterfront Pavilion/Promenade

Pictures at Pavilion/Promenade

\$100.00

\$100.00

Cedar Park Turf Fields (check to be made to Recreation Trust) \$250.00 PER SEASON PER LEAGUE

Mail Check or Money Order Payable to:
Borough of Keyport, 70 West Front St., Keyport, NJ 07735



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
4000 Midlantic Drive Suite 200
Mount Laurel NJ 08054

License#: BR-724491
GARDCLU-01

CONTACT
NAME:
PHONE
(A/C No. Ext): 888-273-8155
FAX
(A/C No.): 856-273-3663
E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Twin City Fire Insurance Company

29459

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
The Garden Club of New Jersey
Attn: Treasurer
126 Ryders Lane
East Brunswick NJ 08816-1331

COVERAGES

CERTIFICATE NUMBER: 1158320041

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		13SBAN22197	6/30/2021	6/30/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$ \$ \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is Insured under this policy with respect to their liability for Garden Club of New Jersey activities or activities they perform on Garden Club of New Jersey's behalf.

The Borough of Keyport is included as Additional Insured in regards to the General Liability when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Keyport Garden Club
PO Box 604
Keyport NJ 07735

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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RECEIVED
NOV 05 2021

BY:

Hi.

Thank you for your patience – wanted to ensure I had input from all the experienced Clubbers. If you have any additional questions or insights, please let me know. I will drop this addendum (attached as a file here, as well as the signed applications, later today.

Warm thanks,

Terry

1. Are you requesting a waiver of fees for the use of Borough Property? YES
2. Do you have a rain date? NO
3. When is the registration deadline? No registration for guests/visitors is required for this free event; but we will have the gardens scheduled in April, and request pre registration for the talks to better assess attendance.
4. When will the tour map be completed? The map will be completed in May. However, we do not post it until the evening before the event, to respect gardener privacy. That said, we can share the map with the borough in early May (sooner if useful, although there may be some slight changes). As we did in the last "live" Garden walk year, we will also plan to reproduce the map and post it (large) for reference and planning by the visitors.

Borough Hall

1. What are you requesting to use specifically in Borough Hall and what area?
 - As we have done in past, we would like to use Council chambers for GardenTalks. We also would like to set up coffee and light refreshments, and the waiting room has been a terrific location for that, enabling guests to mill about then take their seats. The club brings in the table and refreshments. After the event, we clean Borough chambers and move tables and chairs back to their original positions.
 - We would like to use the AV /screen/projector/microphone – as we have in past. As the event draws closer, we will talk that through to better understand capabilities, and whether – eg – a thumb drive with presentation works, or we need to provide additional materials. We work around the needs of the speaker, but they usually bring their own laptop. This will be known and confirmed when contracts are signed (usually by March latest).
 - The day before the talks (Friday June 3rd), someone goes to Denise upstairs and gets the key to access the microphone in Chambers, and she provides the projector. In past, the GardenTalks committee set up Friday - the AV screen and just check out placement of tables etc. to gauge the set up for Saturday. If that's possible, we'd appreciate that access again.
 - In addition, we'd like a couple of tables for literature and – potentially – displays of materials from the speaker each day. We'll know more as things get closer.
2. Are you requesting DPW to assist with clean up/setup? If so, what specific responsibilities are you requesting from them?
 - We'd like to have a nearby parking space blocked briefly (starting at 9 am) for the each day's speaker to facilitate setup, if possible. Otherwise, no assistance needed.

Waterfront Pavilion

1. Are you requesting DPW to assist with clean up/setup? If so, what specific responsibilities are you requesting from them?

- At this time, we anticipate that our team will handle all cleanup and setup, with the exception of the trash pickup.
- 2. Is the Garden Club providing their own tables?
 - The tables we use in the tent are provided by the Club. We stored them in a nearby yard overnight (Saturday) for convenient setup Sunday morning.
- 3. How many tents will be set up and will they be on the grass or concrete? (They may request a diagram of the setup)
 - In past, there have been two or three tents at the Waterfront/near the pavillion with literature (staffed by master gardeners, green team, KBBC). They have provided their own tents and tables. We can recommend setup as you direct, but ideally, they should be near the walkways.

Mini Park

1. Are you requesting DPW to assist with cleanup/setup? If so, what specific responsibilities are you requesting from them?
 - Our team and the Musicians on a Mission will handle all cleanup and setup, with the exception of the trash pickup.
2. Are you requesting to use the stage? NO

Additional notes:

We will work with Tom Gallo to arrange support by the Explorers (and provide a donation).

We may ask – as the event comes closer – for support for the signs on the highway, and perhaps a banner in town to announce the event. Advice on approach, expense, and schedule is most welcome!

JERSEY SHORE GHOST TOURS**31 OSBORN STREET, KEYPORT, NEW JERSEY 07735****RECEIVED**
JAN 10 2022

January 10, 2022

BY:

Mayor Collette Kennedy and Council
Keyport Borough
70 West Front Street
Keyport, New Jersey 07735

Dear Mayor Kennedy and Council:

With careful planning and consideration for the health and safety of our guides and guests, we would like to start the Keyport Ghost Tour season with several monthly tours starting in March, and continuing through August. Our weekly tour season will start in September. Several health and safety measures will be implemented, and we will continue to follow CDC and state guidelines throughout the 2022 tour season.

OBJECTIVE

Offer visitors a walking tour of Keyport, noting historic buildings, haunted tales and exciting stories about this charming small town.

- Although group *public* tours will be offered monthly from March to August, , the weekly tour schedule will begin on Saturday, September 10, 2022. Tour dates are listed below.
- *Private* tours would be available anytime, weather permitting.
- Public tours would take place on Saturdays.
- If demand requires, additional evenings may be added.

PROCEDURES

Visitors will be encouraged to park in the Fireman's Park municipal lot. Visitors will then meet in the Mini Park, across from Keyport Pizza. Tours will travel through town utilizing sidewalks at all times, social distancing will be maintained. Masks will be recommended. This year's tour route will be selected based on areas that are well-lit and have well-maintained sidewalks.

Please note that insurance has been purchased for the protection of visitors as well as this business owner and also the borough of Keyport.

RESPONSIBILITIES

This project demands minimal responsibility from the town. Although the tour guides will take every precaution to make sure their guests travel safely, the police will want to be aware that the tours are taking place. Please see the attached schedule for proposed tour dates. I would like to request use of the Mini Park as the location for the tours to meet. Additionally, since there is no identifiable landmark at the park, I would like to be permitted to again place a sign at the Mini Park. I will maintain the sign and its upkeep so that there is no additional maintenance for the borough.

SAFETY GUIDELINES

- Tours will operate outdoors. All local, state and CDC guidelines for outdoor gatherings will be followed.
- Guest lists will be maintained in the event that contact information is required for contact tracing.
- Hand sanitizer will be available for all guests.
- Social distancing guidelines will be followed-with the exception of those living in the same households.
- A maximum of 20 guests will be permitted per tour.
- To accommodate demand, we may operate two staggered tours, each capped at a maximum of 20 guests.
- Online registration and payment will be required, to limit contact between individuals.
- Private tours will be available but not to exceed 20 guests.
- Should guidelines from local or federal government, or CDC change, we will modify or cancel tours to adhere to the new guidelines.

I would like to thank you for your support of this business since 2006. I look forward to working closely with you to continue to provide a safe, fun experience for visitors and to promote the beauty and history of this great town!

Sincerely,



Genevieve Kelly
Jersey Shore Ghost Tours, Owner

2022 Keyport Ghost Tour Schedule

March 19, 8:30 PM

April 16, 8:30 PM

May 21, 8:30 PM

June 18, 8:30 PM

July 16, Public tour, 8:30 PM

August 20, Public tour, 8:30PM

September 10-Public tour, 7PM and 8:30PM

September 17-Public tour, 7PM and 8:30PM

September 24-Public tour, 7pm and 8:30PM

October 1-Public tour, 7PM and 8:30PM

October 8- Public tour, 7PM and 8:30PM

October 15- Public tour, 7PM and 8:30PM

October 22- Public tour, 7PM and 8:30PM, Witch Walk Special Event, 9:45 PM

October 29-Public tour, 7PM

November 5-Public tour, 7PM and 8:30PM

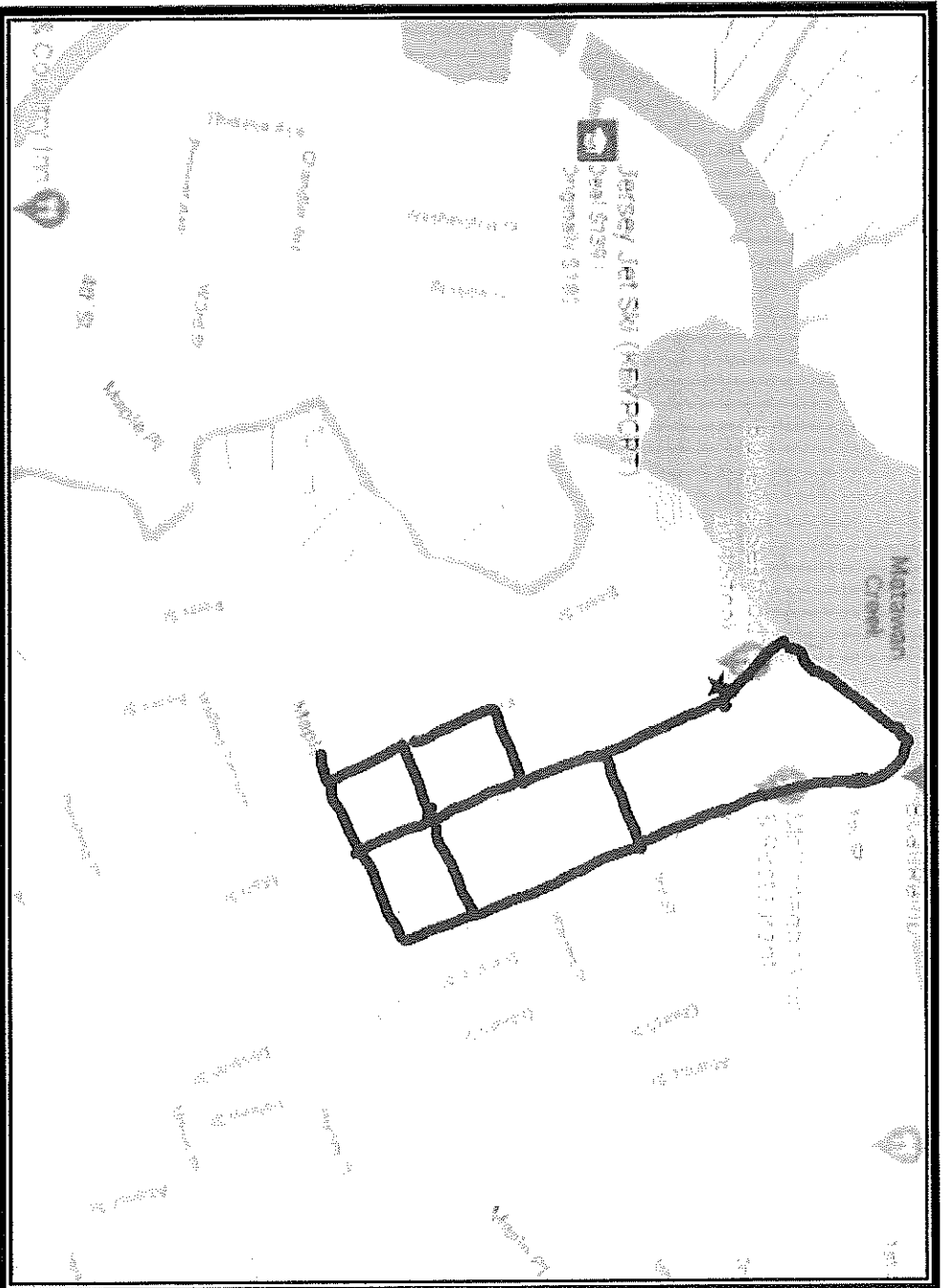
November 12-Public tour, 7PM and 8:30PM

Cheers and Fears, Holiday Special Event Tours

Dec 3 7pm

Dec 10 7pm

Dec 17 7pm



★Start and End Points

Tour leaves from the Minipark

Walks to the Waterfront Promenade

Walk the length of the promenade to
Broad St

We walk up Broad St to West 3rd St

Walk West 3rd St to Main St

Take Main St to Stout St

Walk Stout St to Kearney St

Take Kearney St to Maple Pl

Walk to the 3rd house in on Maple Pl

Take Maple Pl to Main St

Walk on Main St to the Minipark

****Some tours may not go to the
furthest point on Maple Pl**

These tours travel down Elizabeth St
between Kearney St and Main St.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306		CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 E-MAIL ADDRESS: support@nextfirstinsurance.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: State National Insurance Company, Inc.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 6377223 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	X		NXTPZJG869-00-GL	06/16/2021	06/16/2022	EACH OCCURRENCE \$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00						
	MED EXP (Any one person) \$15,000.00						
	PERSONAL & ADV INJURY \$1,000,000.00						
GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC							GENERAL AGGREGATE \$2,000,000.00
OTHER:							PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS-MADE						AGGREGATE \$
DED RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

Borough of Keyport
70 W Front St
Keyport, NJ 07735

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Comm#3

**MONMOUTH COUNTY
BOARD OF COUNTY COMMISSIONERS**

THOMAS A. ARNONE
DIRECTOR

SUSAN M. KILEY
DEPUTY DIRECTOR

LILLIAN G. BURRY
NICK DIROCCO
ROSS F. LICITRA



RECEIVED
DEC 28 2021

HALL OF RECORDS
1 EAST MAIN STREET
FREEHOLD, NEW JERSEY 07728
TELEPHONE: 732-431-7000

December 15, 2021

Jay Delaney, Borough Administrator
Borough of Keyport
70 West Front Street
Keyport, NJ 07735

**RE: MUNICIPAL OPEN SPACE GRANT PROGRAM – APPLICATION
#21-12 – 2021 PARK IMPROVEMENTS PROJECT – BOROUGH OF KEYPORT**

Dear Mr. Delaney:

Thank you for nominating the 2021 Park Improvements project for a 2021 Monmouth County Municipal Open Space Grant. I am pleased to inform you that the project has been selected by the Monmouth County Board of County Commissioners to receive grant funding in the amount of \$140,000.

Program Administrator Amanda Brockwell will be contacting you shortly regarding the execution of a grant agreement. County grant funds are payable on a reimbursable basis. The final award shall not exceed the above grant amount or 50% of the actual eligible project costs, whichever is less.

Any questions and correspondence should be addressed to the Monmouth County Park System, Acquisition and Design Office, Attn: Municipal Open Space Grant Program, 805 Newman Springs Road, Lincroft, NJ 07738 or by telephone at 732-842-4000.

Congratulations!

Sincerely,

Susan M. Kiley, Deputy Director
Board of County Commissioners

pc: Ross F. Licitra, County Commissioner Liaison
Collette J. Kennedy, Borough Mayor

"SEPTEMBER 2d, 1609 THIS IS A VERY GOOD LAND TO FALL IN WITH AND PLEASANT LAND TO SEE."

Entry in the log of Henry Hudson's Ship Half Moon made after the Dutch Explorer became
the first European to come ashore in what later was known as Monmouth County

Comm#4

KEYPORT BID, INC.

Keyport, New Jersey

Financial Statements
And Supplementary Information
For the Two Years Ended
December 31, 2020 and 2019

KEYPORT BID, INC.

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Polcari & Co.

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Keyport BID, Inc.
Keyport, New Jersey

Report on the Financial Statements

We have audited the accompanying financial statements of Keyport BID, Inc. (a nonprofit organization), which comprise the statements of assets, liabilities, and net assets – modified cash basis as of December 31, 2020, and the related statements of revenues, expenses and changes in net assets and functional expenses – modified cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 2; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Basis for Qualified Opinion

We did not receive invoices to support a material amount of Keyport BID, Inc.'s. operating expenses because the computer containing electronic copies of the invoices was not functioning. We were unable to obtain sufficient appropriate audit evidence about the fair presentation of operating expenses by other auditing procedures.

Qualified Opinion

In our opinion, except for the possible effect of the matter discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and net assets of Keyport BID, Inc. as of December 31, 2020, and its revenues and expenses and cash flows for the year then ended in accordance with the modified cash basis of accounting as described in Note 2.

Prior Period Financial Statements

The financial statements of Keyport BID, Inc. as of December 31, 2019, were audited by other auditors whose report dated March 6, 2021 expressed an unmodified opinion on those statements.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

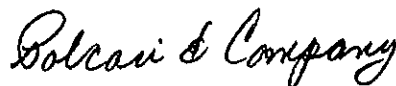
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of budget versus actual revenue and expenses – modified cash basis, which is the responsibility of management is presented for purposes of additional analysis and is not a required part of the financial statements. Such information, except for that portion marked "unaudited", was derived from, and relates directly to the underlying accounting and other records used to prepare the financial statements. That information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, that information is fairly stated, in all material respects, in relation to the financial statements as a whole. The information marked "unaudited" has not been subjected to the auditing procedures applied in the audits of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2021 on our consideration of Keyport BID, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Keyport BID, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Keyport BID, Inc.'s internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS

Wayne, New Jersey
December 20, 2021

2035 HAMBURG TURNPIKE, UNIT H • WAYNE, NEW JERSEY 07470
TEL: (973) 831-6969 • FAX: (973) 831-6972 • EMAIL: POLCARICO@OPTONLINE.NET

KEYPORT BID, INC.

Statements of Assets, Liabilities and Net Assets - Modified Cash Basis
December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Assets		
Cash	<u>\$ 141,640</u>	<u>\$ 67,457</u>
Total Assets	<u><u>\$ 141,640</u></u>	<u><u>\$ 67,457</u></u>
Liabilities		
	<u>\$ -</u>	<u>\$ -</u>
Net Assets without Donor Restrictions	<u><u>\$ 141,640</u></u>	<u><u>\$ 67,457</u></u>
Total Liabilities and Net Assets	<u><u>\$ 141,640</u></u>	<u><u>\$ 67,457</u></u>

KEYPORT BID, INC.

Statements of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis
December 31, 2020 and 2019

	2020	2019
	Without Donor Restrictions	Without Donor Restrictions
Revenue and Support		
Assessment revenue	\$ 171,500	\$ 171,500
Event Revenue	-	17,753
Sponsorships	3,000	5,400
In-kind revenue	6,000	6,000
Total Revenue and Support	<u>180,500</u>	<u>200,653</u>
Expenses		
Program services	71,646	159,161
General and administrative	34,671	28,983
Total Expenses	<u>106,317</u>	<u>188,144</u>
Changes in Net Assets	74,183	12,509
Net Assets - Beginning of Year	<u>67,457</u>	<u>54,948</u>
Net Assets - End of Year	<u>\$ 141,640</u>	<u>\$ 67,457</u>

KEYPORT BID, INC.

Statements of Functional Expenses - Modified Cash Basis
December 31, 2020 and 2019

	2020			2019		
	Program Services	General and Administrative	Total	Program Services	General and Administrative	Total
Event expenses	\$ 5,443	\$ -	\$ 5,443	\$ 79,241	\$ -	\$ 79,241
Visual improvements	13,264	-	13,264	15,976	-	15,976
Marketing	18,076	-	18,076	50,652	-	50,652
Personnel costs	34,863	11,621	46,484	13,292	3,894	17,186
Professional and consulting	-	8,837	8,837	-	9,588	9,588
Board elections	-	-	-	-	372	372
Insurance	-	1,122	1,122	-	546	546
Office expenses	-	6,914	6,914	-	6,581	6,581
Other administrative costs	-	177	177	-	2,002	2,002
In-kind expense	-	6,000	6,000	-	6,000	6,000
Total Functional Expenses	\$ 71,646	\$ 34,671	\$ 106,317	\$ 159,161	\$ 28,983	\$ 188,144

KEYPORT BID, INC.

Notes to Financial Statements – Modified Cash Basis December 31, 2020 and 2019

Note 1 – Nature of Activities

Keyport Business Improvement District, Inc. ("Keyport BID") was incorporated in the State of New Jersey on November 11, 2011. The Keyport BID serves as the district management corporation for the business improvement district for the Borough of Keyport. The purpose of Keyport BID is to foster the economic development and revitalization of the business community and strengthen its contributions to the residents and property owners within the Borough of Keyport.

Note 2 – Summary of Significant Accounting Policies

Adoption of New Accounting Standard

The FASB issued ASU 2016-01, Financial Instruments – *Recognition and Measurement of Financial Assets and Liabilities*. The update addresses certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. The Organization has adjusted the presentation of these statements accordingly.

The FASB issued ASU 2018-08, Not-for-Profit Entities (Topic 958) – *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The update is designed to assist in the (1) evaluating whether transactions should be accounted for as contributions within the scope of Topic 958, Not-for-Profit Entities, or as exchange transactions subject to other guidance and (2) determining whether a contribution is conditional.

The Organization adopted the requirements of the new guidance as of January 1, 2019, utilizing the modified retrospective method of transition. The adoption of the new guidance did not have a material impact on the Organization's financial statements.

Basis of Accounting

The financial statements of Keyport BID have been prepared on the modified basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles. The primary difference between this basis and generally accepted accounting principles is that certain support and revenue is recognized when received rather than when earned and certain expenses are recognized when cash is disbursed rather than when the obligation is incurred. The presentation has been modified to reflect donations in kind.

Net Asset Classifications

The Organization reports information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions – Net assets that are not imposed to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Organization considers all unspent net assets to be restricted until spent under an approved budget.

KEYPORT BID, INC.

Notes to Financial Statements – Modified Cash Basis (Continued)
December 31, 2020 and 2019

Note 2 – Summary of Significant Accounting Policies (Continued)

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of revenue, expenses and changes in net assets – modified cash basis.

Concentration of Credit Risk

Financial instruments that potentially subject Keyport BID to concentrations of credit risk are cash arising from its normal business activities. Keyport BID places its cash with high credit quality financial institutions. The amount on deposit in any one institution that exceeds federally insured limits is subject to credit risk. At December 31, 2020 and 2019, Keyport BID had no deposits in excess of FDIC insured limits.

Assessment Revenue

Commercial properties within the geographic boundaries of the District subject to assessment by the Borough are designated as either Downtown Zone or Highway Zone properties and are assessed by the Borough at the rates based on property locations.

Concentration of Revenue

Commercial assessments provided 85% of total revenue for the years ended December 31, 2020 and 2019.

Use of Estimates

The preparation of financial statements using the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Income Taxes

Keyport BID, Inc. is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision or liability for income taxes has been reported in the financial statements.

Advertising

Keyport BID expenses the cost of advertising as paid. For the years ended December 31, 2020 and 2019, the cost of advertising was \$21,800 and \$38,415, respectively.

KEYPORT BID, INC.

Notes to Financial Statements – Modified Cash Basis (Continued)
December 31, 2020 and 2019

Note 2 – Summary of Significant Accounting Policies (Continued)

Functional Expenses

The costs of program and supporting service activities have been summarized on a functional basis in the statement of revenue, expenses and changes in net assets – modified cash basis. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

The expenses that are allocated include the flowing:

<u>Expense</u>	<u>Method of Allocation</u>
Event expense	Budgeted allocation
Visual improvements	Budgeted allocation
Personnel	Budgeted allocation
Consultant	Budgeted allocation
Marketing	Budgeted allocation
Board elections	Budgeted allocation
Professional and consulting	Budgeted allocation
Insurance	Budgeted allocation
Office expense	Budgeted allocation
Other administrative costs	Budgeted allocation
In-kind expense	Budgeted allocation

Note 3 – Donated Services and Use of Facilities

Keyport BID receives the use of office space from the Borough of Keyport and reports this as a donation in kind. The value of the use of office space for the years ended December 31, 2020 and 2019 was \$6,000 per year.

Note 4 – Liquidity

The Organization strives to maintain liquid financial assets sufficient to cover six months of general expenditures. The following table reflects the Organization's financial assets as of December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Financial assets at year-end		
Cash	<u>\$141,640</u>	<u>\$67,457</u>
TOTAL FINANCIAL ASSETS	<u>\$141,640</u>	<u>\$67,457</u>

KEYPORT BID, INC.

Notes to Financial Statements – Modified Cash Basis (Continued)
December 31, 2020 and 2019

Note 5 – Subsequent Events

The Organization evaluated subsequent events through December 20, 2021, the date which the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition or disclosure in the financial statements or notes, except as described below.

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the "COVID-19 outbreak") and the risks to the international community as the virus spread globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition, liquidity and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce.

Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2021.

SUPPLEMENTARY INFORMATION

KEYPORT BID, INC.

Schedule of Budget Versus Actual Revenue and Expenses - Modified Cash Basis
December 31, 2020 and 2019

	2020			2019		
	(Unaudited) Budget	Actual	Variance	(Unaudited) Budget	Actual	Variance
Revenue						
Commercial property assessments	\$ 171,500	\$ 171,500	\$ -	\$ 171,500	\$ 171,500	\$ -
Program revenue	-	-	-	18,500	17,753	(747)
Sponsorships	15,000	3,000	(12,000)	12,000	5,400	(6,600)
Grants	19,000	-	(19,000)	5,000	-	(5,000)
In kind contribution	-	6,000	6,000	-	6,000	6,000
Carryforward from prior years	34,500	-	(34,500)	29,500	-	(29,500)
Total Revenue	240,000	180,500	(59,500)	236,500	200,653	(35,847)
Expenses						
Program Expenses						
Visual improvements	43,000	13,264	(29,736)	43,000	15,976	(27,024)
Marketing	70,500	18,076	(52,424)	63,500	50,652	(12,848)
Events	62,000	5,443	(56,557)	66,500	79,241	12,741
Personnel costs	-	34,863	34,863	36,000	13,292	(22,708)
Administrative Expenses						
Professional services	8,300	8,837	537	7,300	9,588	2,288
Insurance	1,200	1,122	(78)	1,200	546	(654)
Stakeholder meetings	1,000	-	(1,000)	2,500	372	(2,128)
Office operations	4,500	6,914	2,414	2,000	6,581	4,581
Other administrative costs	1,500	177	(1,323)	2,500	2,002	(498)
Personnel costs	48,000	11,621	(36,379)	12,000	3,894	(8,106)
In kind contribution	-	6,000	6,000	-	6,000	6,000
Total Expenses	240,000	108,317	(133,683)	236,500	188,144	(48,356)
Net Revenue and Expenses	\$ -	\$ 74,183	\$ 74,183	\$ -	\$ 12,509	\$ 12,509



Polcari & Co.

CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report on Internal Control over Financial
Reporting and on Compliance and Other Matters Based on
An Audit of Financial Statements Performed
In Accordance with Government Auditing Standards

Board of Directors
Keyport BID, Inc.
Keyport, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Keyport BID, Inc. (a nonprofit organization) (the Organization), which comprise the statement of assets, liabilities and net assets – modified cash basis as of December 31, 2020, and the related statements of revenues, expenses and changes in net assets and functional expenses – modified cash basis for the year then ended and the related notes to the financial statements, and have issued our report thereon dated December 20, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Keyport BID, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Keyport BID, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain significant deficiencies in internal control, described in the accompanying Schedule of Audit Findings as items 2020-001, 2020-002, 2020-003 2020-004 and 2020-005.

Independent Auditor's Report on Internal Control over Financial
Reporting and on Compliance and Other Matters Based on
An Audit of Financial Statements Performed
In Accordance with Government Auditing Standards
(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Keyport BID, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and questioned costs as items 2020-002, and 2020-003.

Auditee's Response to Findings

The Auditee's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures app

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



POLCARI & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Wayne, New Jersey
December 20, 2021

KEYPORT BID, INC.

**Schedule of Findings
December 31, 2020 and 2019**

PRIOR AUDIT FINDINGS

The prior audit for the year ended December 31, 2019 contained no findings.

CURRENT AUDIT FINDINGS

Finding 2020-001

Criteria: Management of the Corporation by its Board of Directors under N.J.S.A. 15A:6-1. As prescribed by this statute, "the activities of corporation shall be managed by its board".

Condition: Based on our review of Board of Director minutes for all meetings taking place in 2020, there is no evidence that the Corporation's bills were presented to the Board of Directors for review and approval.

Context: Although the minutes sometimes made reference to specific bills that were being discussed, a formal bill list was never presented to the entire Board.

Cause: As noted in the minutes of the November 2020 Board of Directors meeting, it was the former Executive Director's opinion that "individual expenses do not to be motioned and approved as long as they are within the approved budget".

Effect: Without the ability to review the organization's bills on a monthly basis, the Board of Directors was unable to effectively meet its responsibility to manage the activities of the Corporation as prescribed by N.J.S.A. 15A:6-1.

Recommendation: We recommend that the organization establish procedures requiring the presentation of bills to the Board of Directors monthly for review and approval. Such a procedure would significantly approve internal control over Keyport BID's accounts payable and cash disbursements transactions.

Management's Response: We have established procedures requiring the presentation of bills to the Board of Directors monthly for its review and formal approval.

Finding 2020-002

Criteria: New Jersey Local Public Contracts applies to all contracting units as defined in statute N.J.S.A. 40A:11-2(1). The law requires all contracts exceeding the bid threshold of \$17,500 (N.J.S.A. 40A:11-3) be awarded only by resolution of the governing body after publicly advertising the procurement. Contracts awarded below the bid threshold must also be approved by the Board, unless the Board has appointed a contracting agent or otherwise delegated the authority to award the contract. As per N.J.S.A. 40A:11-6.1, for all contracts that in the aggregate are less than the bid threshold but greater than \$2,625, the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award shall be made to a vendor whose response is most advantageous, price and other factors considered.

Condition: Based on our review of Board of Director minutes for all meetings taking place in 2020, we found no evidence that the Corporation's contract awards were approved by the Board of

KEYPORT BID, INC.

**Schedule of Findings
December 31, 2020 and 2019**

Finding 2020-002 (Continued)

Directors, nor did we see evidence that the Board appointed a contracting agent or otherwise delegated the authority to award these contracts.

Context: No contracts over the bid threshold were awarded during the audit period; however, procurement transactions above the small purchase limit of \$2,625 were not supported by evidence that competitive quotations were received and evaluated as required by New Jersey Local Public Contracts law. The office of the New Jersey Deputy Attorney General (DAG) has not rendered an opinion on the question of whether or not all or some District Management Corporations, such as Keyport BID, Inc., should be considered public or private. Absent that determination, the New Jersey Department of Community Affairs recommends that Keyport BID, Inc. "seek to meet the spirit of public entity policies such as the Open Public Records Act (OPRA) and Open Public Meetings Act (OPMA). In other words, the DMC should expect that others will seek to hold it accountable as a public entity and prepare accordingly" (https://www.nj.gov/dca/divisions/dhcr/faq/idp_faq.html#16).

Additionally, per N.J.S.A. 40:56-86 "a municipality may by ordinance, delegate to the district management corporation the contracting of work to be done on any street or streets, or other municipal property, or on other municipal property included in the special improvement district. The corporation shall be a "contracting unit" within the meaning of "Local Public Contracts Law".

Cause: Discussions with Board of Director members and the former Executive Director disclosed that the Board and former Executive Director believed Keyport BID, Inc. was a not-for-profit organization and not a public entity. Therefore, they believed the organization was not subject to New Jersey Local Public Contracts Law.

Effect: Keyport BID, Inc. was not in compliance with New Jersey Local Public Contracts Law with regard to its procurement activities. Further, contracts were awarded and procurement transactions significant to the Organization's activities were consummated without supporting evidence that competitive quotations were received for the goods and services procured. Coupled with the lack of a formal bill approval process as discussed in Finding 2020-001, this condition represents a significant deficiency in internal control over the procurement, accounts payable and cash disbursement transactions.

Recommendation: We recommend that the organization establish policies and procedures requiring compliance with New Jersey Local Public Contracts Law as recommended by the State of New Jersey Department of Community Affairs.

Management's Response: Although prior management and some prior Directors did not follow New Jersey DCA's recommendation to meet the spirit of public entity policies, the current Board agrees that the Corporation should hold itself accountable as a public entity. Therefore, we will adopt a Financial Policy which states "All purchases of goods and/or services shall be made in compliance with the New Jersey Local Public Contracts Law and any regulations and/or Local Finance Notices implemented pursuant thereto".

KEYPORT BID, INC.

Schedule of Findings December 31, 2020 and 2019

Finding 2020-003

Criteria: Use of Debit and Credit Cards

New Jersey Local Public Contracts Law prohibits the use of debit or credit cards (N.J.A.C. 5:30-9A.2). This prohibition is specifically addressed in New Jersey Local Finance Notice AU-98-1. Also, N.J.S.A. 40A:5-16.5 prohibits a local government agency from making payments by electronic means without a policy adopted by its Board of Directors.

Condition: Based on our review of cash disbursement transactions the organization regularly used a debit card to purchase goods and services and made numerous payments to vendors via ACH.

Context: During the year ended December 31, 2020 Keyport BID, Inc.'s former Executive Director made purchases using a debit card totaling approximately \$8,600 and made payments to vendors by ACH transfers totaling approximately \$5,200. The office of the New Jersey Deputy Attorney General (DAG) has not rendered an opinion on the question of whether or not all or some District Management Corporations, such as Keyport BID, Inc., should be considered public or private. Absent that determination, the New Jersey Department of Community Affairs recommends that Keyport BID, Inc. "seek to meet the spirit of public entity polices such as the Open Public Records Act (OPRA) and Open Public Meetings Act (OPMA). In other words, the DMC should expect that others will seek to hold it accountable as a public entity and prepare accordingly" (https://www.nj.gov/dca/divisions/dhcr/faq/idp_faq.html#16).

Additionally, per N.J.S.A. 40:56-86 "a municipality may by ordinance, delegate to the district management corporation the contracting of work to be done on any street or streets, or other municipal property, or on other municipal property included in the special improvement district. The corporation shall be a "contracting unit" within the meaning of "Local Public Contracts Law".

Cause: Discussions with Board of Director members and the former Executive Director disclosed that the Board and former Executive Director believed Keyport BID, Inc. was a not-for-profit organization and not a public entity. Therefore, they believed the organization was not subject to New Jersey Local Public Contracts Law.

Effect: Keyport BID, Inc. was not in compliance with New Jersey Local Public Contracts Law with regard to its procurement activities. Further, goods and services acquired and paid for using debit cards or ACH transfers do not allow the full Board of Directors to review and approve these transactions prior to consummation.

Recommendation: We recommend that the organization discontinue the use of its debit card immediately and adopt a policy consistent with 40A:5-16.5 if it deems that the payment of invoices by the ACH electronic payment system is appropriate. Such a policy must specify which electronic means of payment will be used and designate the chief financial officer as being responsible for the oversight of the policy. In addition, the chief financial officer must "document and implement internal controls sufficient to ensure safe and proper use of the system and mitigate the potential for fraud and abuse.

KEYPORT BID, INC.

**Schedule of Findings
December 31, 2020 and 2019**

Finding 2020-003 (Continued)

Management's Response: Although prior management and some prior Directors did not follow New Jersey DCA's recommendation to meet the spirit of public entity policies, the current Board agrees that the Corporation should hold itself accountable as a public entity. Therefore, we will adopt a Financial Policy which states prohibits the use of debit cards and imposes rules for ACH transactions.

Finding 2020-004

Criteria: The corporation's bylaws (Article V, Section 1(A)) requires that "all checks, drafts and orders for the payment of money, notes and other evidence of indebtedness, issued in the name of the corporation, shall be signed by two officers". Article III, Section 2 defines the officers of the organization to be: it's President, Vice President, Secretary and Treasurer.

Condition: None of the checks returned with the Corporation's 2020 bank statements were signed in accordance with the requirements of its bylaws.

Context: A review of the cancelled check copies returned with the Corporation's Valley Bank account statements for the twelve months of 2020 revealed that none of the checks were signed by two officer of the Corporation. Of the 122 canceled check copies examined, 71 were signed by the Corporation's former Executive Director and 51 were signed by both the former Executive and the former Board President, who used the letter "Z" as her signature. The Executive Director was not an officer of the Corporation. Thus, none of the 122 checks examined were executed in accordance with the Corporation's bylaws.

Cause: Board members were not aware of this requirement and the Corporation's Executive Director did not act according to its bylaws while processing payments.

Effect: Failing to follow the corporation's bylaws puts the board and Keyport BID, Inc., at legal risk. It may also put the Executive Director and each director at individual at legal risk, which Directors' and Officers' insurance will not cover.

Recommendation: We recommend that the organization establish procedures requiring checks to be signed in accordance with the organization's bylaws.

Management's Response: We will change authorized check signers for our valley Bank account to abide by Keyport BID, Inc.'s bylaws.

Finding 2020-005

Criteria: Management is responsible for the design, implementation and maintenance of internal control relevant to the fair presentation of financial statements

KEYPORT BID, INC.

**Schedule of Findings
December 31, 2020 and 2019**

Finding 2020-005 (Continued)

Condition: Sufficient evidence to support a material amount of the Corporation's operating expenses was not available. Thus, we were unable to ascertain whether operating expenses as presented in the Organization's financial statements for the year ended December 31, 2020 were fairly presented

Context: A sample of forty-four (44) cash disbursement transactions selected for testing revealed that invoices or other documentation supporting twenty-three (23) of the transactions selected could not be located. The total dollar amount of these unsupported expenditures was \$23,434. When management was informed that these documents were unavailable, the Corporation's former Executive Director stated that electronic copies of the invoices were available on the organization's laptop computer that he used while an employee. The former Executive Director gave that computer to one of Keyport BID, Inc's. Board members upon his termination of employment, and that Board member ultimately returned the computer to the Organization's attorney. It was determined that the computer was not functional when it was received by the Organization's attorney and the Corporation no longer has access to the cloud storage facility to retrieve copies of the missing documents.

Cause: The internal control system in place did not provide for the maintenance of invoices and other accounts payable documentation in a central location at the organization's office where it could be reviewed by the members of the Board of Directors, auditors and other interested parties. Hard copies of invoices and other documents to support expenses were not maintained in an organized filing system, nor were they maintained at the Organization's principal place of business.

Effect: This deficiency coupled with the lack of a formal system of monthly Board approval of invoices and failure to have checks signed by two officers as required by the organization's bylaws results in situation where all aspects of disbursements were controlled by the former Executive Director.

Recommendation: We recommend that the organization establish procedures requiring that all vendor invoices and other documentation supporting disbursement transactions be maintained in a locked file at its office.

Management's Response: We will implement a system of internal control that requires all documentation supporting disbursement transactions to be maintained in an appropriate locked file at the Organization's office.



November 16, 2021

Ms. Ann Boyce
Keyport BID, Inc. ("KBID")
70 West Front Street
Keyport, New Jersey 07735

Dear Ms. Boyce:

In response to the agreement for fee accounting services dated April 15, 2021 under the services to item J, *Establish QuickBooks and other books and records; Reconstruct, handle and reconcile the past 24 (2019 and 2020) months of financial records; Guide and train KBID staff with regard to financial records.* Geltrude performed the following:

1. Reviewed general ledger, profit and loss, balance sheet and bank reconciliations prepared in the company's Quickbook online accounting system for 2019 and 2020.
2. Reviewed the 2019 and 2020 bank statements and agreed activity to the general ledger activity in Quickbooks.
3. Items noted:
 - a. The organization began processing payroll through Paychex (payroll provider) as of September 25, 2019 through December 23, 2020.
 - b. Beginning with check# 2942 dated March 30, 2020 through the end of 2020, there was only one signature on checks. The organization's policy requires two signatures on all checks. It appears any check in excess of \$1,000 had two signatures during the same period. There were only approximately 4 checks which exceeded \$1,000 during the period noted. There were also approximately 3 direct/debit payments (not including the payroll processed) which exceed \$1,000.

If you require any additional information please contact us.

Very Truly Yours,

GELTRUDE & COMPANY, LLC

KEYPORT BOROUGH CLERK'S OFFICE

DATE: 1/1/2022
 TO: MAYOR & COUNCIL
 FROM: MICHELE CLARK, BOROUGH CLERK
 RE: CASH RECEIPTS FOR DECEMBER 2021

WATER/SEWER ACCOUNT

OTHER: DEMOLITION		0.00
TOTAL WATER/SEWER	\$	0.00

CURRENT ACCOUNT

BINGO LICENSE	\$	0.00
LIMO LICENSES		0.00
PHOTOCOPIES		0.00
POSTAGE		0.00
RAFFLE LICENSE		0.00
TAXI DRIVER		0.00
TAXI OWNER		0.00
TOW TRUCK OPERATOR APPLICATION		1,350.00
FLEET FEE/TOW OWNER		0.00
SEARCHES		0.00
VENDING/PEDDLER LICENSE		0.00
VENDING MACHINE		0.00
LIQUOR LICENSE		0.00
STREET OPENING		225.00
RECYCLING PERMITS		0.00
PARKING PERMITS		0.00
AUCTION FEES		0.00
PD- ACC RPTS		0.00
SIDEWALK/STREET CAFÉ		0.00
FILM PERMIT APPLICATION		0.00
OTHER: RETURNED CHECK CHARGE		0.00
NSF FEE		0.00
SUBPOENA		0.00
TOTAL CURRENT		\$1,575.00

ESCROW ACCOUNT

SEASONAL BUSINESS	\$	0.00
ESCROW	\$	54.00
TOTAL ESCROW	\$	54.00

TOTAL RECEIPTS	\$1,629.00
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STREET OPENING CASH REPAIR ESCROW BREAKDOWN

APPLICANT	PERMIT NUMBER	AMOUNT	Additional Escrow
		\$ -	
NJNG	3444	\$ 27.00	
NJNG	3458	\$ 27.00	
	TOTAL:	\$ 54.00	

TAX COLLECTORS / UTILITY COLLECTOR'S MONTHLY REPORT 2021

TRASURERS REPORT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOVEMBER	DECEMBER	TOTALS
2022 TAXES													
2021 TAXES	\$997,381.78	\$3,665,006.08	\$269,528.63	\$1,383,950.52	\$3,181,048.53	\$137,283.21	\$210,120.85	\$4,980,301.76	\$264,223.96	\$1,345,569.86	\$48,478.63	\$41,180.41	\$185,125.49
2020 TAXES	\$72,870.07	\$48,823.13	\$21,969.45	\$20,773.54	\$83,162.64	\$24,088.00	\$38,428.92	\$29,015.15	\$64,370.62	\$19,988.53	\$3,637,093.66	\$136,246.55	\$20,187,705.39
2019 AND PREVIOUS YEARS TAXES													\$420,490.05
INTEREST AND COSTS	\$4,978.12	\$4,272.33	\$6,141.05	\$2,308.10	\$15,405.80	\$5,571.32	\$6,829.75	\$7,510.60	\$19,051.47	\$5,611.24	\$4,359.27	\$6,281.01	\$88,620.06
6% YEAR END PENALTY	\$1,882.87		\$1,010.07		\$3,842.84				\$3,575.14				\$10,310.72
NSF FEES	\$60.00		\$60.00			\$20.00			\$60.00				\$260.00
OFFICIAL TAX SEARCH FEE													\$0.00
ADMIN. FEES/POLICE VEHICLES				\$15,496.25			\$7,597.50		\$25,620.00				\$72,213.75
UNIFORM FIRE SAFETY	\$12,569.00	\$12,970.00	\$4,241.00	\$13,070.06	\$4,842.00	\$4,107.00	\$20,740.24	\$13,999.42	\$3,531.00	\$21,269.60	\$3,336.00	\$4,662.00	\$119,337.32
LANDLORD REGISTRATION	\$550.00	\$350.00	\$500.00	\$8,280.00	\$22,410.00	\$9,250.00	\$1,680.00	\$4,090.00	\$5,520.00	\$5,520.00	\$2,550.00	\$1,380.00	\$62,440.00
MUNICIPAL PERMIT FEES	\$1,360.00	\$5,415.00	\$2,355.00	\$1,000.00	\$1,520.00	\$360.00	\$700.00	\$555.00	\$580.00	\$790.00	\$240.00	\$225.00	\$14,900.00
MUNICIPAL LICENSES FEES	\$803.00	\$279.00	\$283.00	\$135.00	\$18,601.00	\$12,814.00	\$15.00	\$255.00	\$52.00	\$21.00	\$971.00	\$1,389.00	\$35,589.00
MUNICIPAL COURT FEES	\$5,978.40	\$4,347.10	\$6,039.39	\$8,606.97	\$9,929.40	\$9,926.14	\$7,832.96	\$29,787.18	\$8,686.75	\$7,636.06	\$9,800.58	\$6,779.19	\$92,350.10
MUNIFORM CONSTRUCTION FEES	\$10,769.00	\$13,987.00	\$9,050.00	\$13,070.00	\$9,625.00	\$16,173.00	\$23,553.00	\$29,946.00	\$11,552.00	\$15,200.00	\$12,630.00	\$8,180.00	\$173,835.00
MRNA - UCC	\$735.00	\$1,940.00	\$1,455.00	\$1,150.00	\$2,029.50	\$3,065.00	\$1,473.00	\$1,655.00	\$1,403.00	\$1,992.00	\$1,182.00	\$4,039.00	\$22,118.50
PLANNING BOARD APPLICATION			\$1,025.00	\$575.00	\$50.00	\$450.00		\$1,100.00	\$350.00	\$200.00		\$1,200.00	\$4,950.00
VACANT PROPERTY REGISTRATION FEES	\$3,500.00	\$75,000.00				\$500.00						\$1,000.00	\$80,000.00
PROPERTY MAINTENANCE FEES						\$350.00							\$350.00
HEALTH INSURANCE CO-PAY	\$14,045.74	\$9,546.64	\$9,531.40	\$9,553.31	\$9,595.22	\$9,502.88	\$14,512.53	\$9,934.04	\$10,154.96	\$10,154.96	\$10,203.97	\$15,695.70	\$132,441.35
WORKER'S COMPENSATION								\$2,500.00					\$2,500.00
REIMB. POLICE/FIRE/DEM CAR ACCDNTS								\$19,370.00	\$19,370.00	\$19,370.00	\$19,370.00		\$248,720.00
BETHANY MANOR (PILOT)	\$35,650.00	\$19,370.00	\$19,370.00	\$19,370.00	\$38,740.00	\$19,370.00	\$19,370.00						\$15,610.35
OYSTER BAY LEGION (PILOT)	\$19,333.98						\$25.00			\$15,060.35	\$16,423.50		\$67,428.08
POLICE INCIDENT REPORTS		\$475.00	\$355.00	\$25.00	\$290.00	\$290.00	\$325.00			\$330.00			\$2,945.00
POLICE TOW/STORE - IMPRLS	\$245.00	\$235.00	\$245.00	\$175.00	\$245.00	\$140.00	\$140.00	\$210.00	\$245.00	\$105.00	\$210.00		\$2,330.00
POST OFFICE LAND RENT	\$1,650.00												\$1,650.00
OUTDOOR MEDIA						\$9,740.53							\$9,740.53
BIRTH/DEATH/MARRGE - BOH FEES	\$1,160.00	\$1,560.00	\$1,840.00	\$2,210.00	\$1,930.00	\$1,450.00	\$1,440.00	\$2,530.00	\$2,460.00	\$1,620.00	\$900.00	\$1,370.00	\$20,470.00
RECREATION FEES					\$50.00	\$3,300.00	\$675.00	\$3,428.17	\$1,990.00	\$5,215.00	\$2,368.83		\$17,027.00
DMV INSPECTION FEES		\$401.38									\$100.00		\$501.38
CEDAR PARK FEES			\$500.00		\$750.00			\$1,400.00	\$400.00				\$3,050.00
RECYCLE - METAL / TIRES		\$157.20			\$420.00							\$1,162.80	\$1,740.00
ALCOHOL ED. AND REHAB GRANT						\$6,381.57							\$6,381.57
MUNICIPAL DRUG ALLIANCE GRANT		\$1,830.01				\$1,830.01			\$1,829.98				\$5,490.00
OFFICE ON AGING GRANT			\$52,466.00										\$52,466.00
BODY ARMOUR GRANT			\$1,789.04										\$1,789.04
CLEAN COMMUNITIES GRANT													\$14,986.21
DISTRACTED DRIVING GRANT								\$7,500.00					\$7,500.00
DWI SAT PATROL GRANT										\$8,100.00			\$8,100.00
RECYCLING TONAGE GRANT			\$5,770.57									\$5,100.00	\$13,200.00
SUSTAINABLE JERSEY GRANT													\$0.00
NPP GRANT/COVID 19 GRANT						\$78,068.80	\$16,901.20			\$112,500.00			\$207,470.00
AMERICAN RESCUE PLAN							\$365,136.25		\$101,000.00				\$365,136.25
MON CNTY OPEN SP-VETERANS PARK		\$60,311.00											\$60,311.00
CABLEVISION FEES													\$38,421.19
VERIZON FIOS FEES	\$38,421.19												\$38,421.19
SENIOR CENTER TRIP MONEY													\$60,311.00
SENIOR CENTER MEMBER FEES	\$50.00		\$50.00	\$50.00			\$150.00	\$200.00	\$250.00	\$360.00	\$1,835.00	\$495.00	\$2,690.00
SENIOR CENTER TRIP SURCHARGE										\$150.00	\$265.00	\$450.00	\$1,615.00
SENIOR CENTER BEQUEST													\$0.00
INTERFUND FOR OTHER ACCOUNTS	\$204.00		\$54.00	\$720.00									\$0.00
JIF DIVIDEND													\$0.00
CMPTRA - STATE AID						\$27.00		\$27.00	\$54.00	\$46,909.65		\$54.00	\$48,049.65
FALL ENERGY RCPTS - STATE AID										\$5,813.39		\$36,304.00	\$42,117.39
SPRING ENERGY RCPTS - STATE AID								\$506.25	\$337.50	\$168.75	\$56.25	\$56.25	\$1,125.00
LIBRARY STATE AID							\$12,076.00	\$315,572.40	\$210,381.60	\$105,190.80	\$35,063.60	\$35,063.60	\$701,272.00
SNR CITIVET DEDUCT REIMBURSMT										\$3,973.00			\$12,076.00
SNV ADMIN FEE / HOMESTEAD ADMIN FEE											\$33,342.47		\$33,342.47
HOMESTEAD REBATE - STATE PAYMNT						\$246.00					\$676.85		\$922.85
UNION BEACH INTERLOCAL FEES						\$202,683.40		\$6,000.00					\$202,683.40
INTERFUND POLICE IN SCHOOLS										\$41,000.00			\$41,000.00
POLING LOCATION RENTS												\$1,600.00	\$1,600.00
SALE OF MUNICIPAL ASSETS													\$0.00
MUNICIPAL LIEN REDEMPTION FEES													\$0.00
COUNTY REIMBURSEMENT - COVID19	\$81,768.68												\$81,768.68
MISCELLANEOUS REVENUE	\$134.00	\$169.00	\$2,877.51	\$615.88	\$501.40	\$325.00	\$27.35	\$725.00	\$104.15	\$1,657.55	\$588.91	\$222.10	\$7,957.85
TOTAL CURRENT RECEIPTS	\$1,306,099.53	\$3,926,444.87	\$366,038.11	\$1,553,610.63	\$3,383,988.33	\$572,349.07	\$762,454.47	\$5,501,611.89	\$777,221.06	\$1,809,514.40	\$3,841,005.62	\$349,365.96	\$24,149,703.84

Report # 2

TAX COLLECTOR'S / UTILITY COLLECTOR'S MONTHLY REPORT 2021

TRASURERS REPORT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOVEMBER	DECEMBER	TOTALS
WATER/SEWER RENTS	\$434,237.51	\$66,620.60	\$336,742.22	\$347,860.65	\$52,087.29	\$298,319.97	\$382,749.37	\$56,738.55	\$312,983.15	\$395,308.84	\$57,977.12	\$294,793.08	\$3,038,418.35
INTEREST AND COSTS	\$824.25	\$819.19	\$733.46	\$1,105.45	\$1,372.73	\$987.85	\$704.06	\$727.92	\$633.56	\$729.19	\$957.02	\$1,931.13	\$11,525.81
WATER CONNECTION FEES			\$1,830.00	\$1,830.00									\$3,660.00
SEWER CONNECTION FEES			\$1,262.00	\$1,262.00									\$2,524.00
POOL FILL PERMIT FEES				\$15.00	\$45.00	\$30.00	\$30.00	\$15.00			\$15.00		\$150.00
TURN ON / TURN OFF FEES													\$0.00
NEW METER/ANTENNA W/ INSTALL FEES									\$340.00	\$40.00	\$175.00		\$555.00
HYDRANT SERVICE FEES	\$62.50		\$112.50	\$37.50		\$225.00	\$200.00		\$100.00	\$62.50	\$12.50	\$50.00	\$862.50
FIRE SERVICE FEES	\$250.00		\$450.00	\$150.00		\$4,700.00	\$4,100.00		\$400.00	\$250.00	\$50.00	\$200.00	\$10,550.00
MANUAL METER READ FEE	\$336.92	\$300.65	\$200.00	\$300.00		\$300.00	\$200.00		\$100.00	\$300.00	\$366.01	\$100.00	\$2,503.58
NSF FEES	\$40.00				\$20.00		\$20.00		\$20.00	\$20.00			\$120.00
METER TEST FEE										\$89.20			\$89.20
REINSTALL METER FEES									\$100.00				\$100.00
DEMO PERMITS													\$0.00
T-MOBILE CELL TOWER LEASE	\$5,857.17	\$5,857.17	\$11,714.34		\$5,857.17	\$15,446.76		\$9,589.59	\$19,179.18		\$9,589.59	\$19,179.18	\$102,270.15
VERIZON CELL TOWER LEASE	\$3,750.00	\$3,750.00	\$3,750.00		\$7,500.00	\$3,750.00	\$3,750.00		\$7,500.00	\$3,750.00		\$3,750.00	\$45,000.00
SPRINT CELL TOWER LEASE	\$3,732.42		\$7,464.84	\$3,732.42		\$3,732.42							\$18,662.10
CONSTRUCTION METER & USAGE FEES											\$708.00		\$708.00
LIQUIDATE INTERFUND													\$0.00
MRWA - MISC													\$0.00
REFUND - BRSA			\$42,623.43										\$42,623.43
BUDGET REIMBURSEMENT													\$0.00
TOTAL WATER/SEWER RECEIPTS	\$449,090.77	\$77,347.61	\$406,882.79	\$356,293.02	\$66,882.19	\$327,492.00	\$391,753.43	\$67,071.06	\$341,355.89	\$400,549.73	\$73,600.24	\$320,003.39	\$3,278,322.12

TREASURERS REPORT FOR THE MONTH OF DECEMBER 2021

<u>TOTAL COLLECTED IN THE BOARD OF HEALTH OFFICE.....</u>	<u>\$3335.00</u>
DOG LICENSES.....	\$-0-
CAT LICENSES.....	\$-0-
MARRIAGE & CIVIL UNION LICENSES.....	\$-0-
MARRIAGE & CIVIL UNION LICENSES TRUST.....	\$-0-
DOMESTIC PARTNERSHIP AFFIDAVITS.....	\$-0-
BURIAL PERMITS TRUST.....	\$-0-
DEATH CERTIFICATES.....	\$-0-
DEATH CERTIFICATES EFT**	\$1440.00
MARRIAGE CERTIFICATES.....	\$120.00
BIRTH CERTIFICATES.....	\$-0-
TATTOO PARLOR.....	\$-0-
PLAN REVIEW.....	\$-0-
FOOD HANDLERS.....	\$1775.00
MISCELLANEOUS.....	\$-0-

DISBURSEMENTS –

Check #372	- Boro of Keyport Misc. Acct.	- \$1895.00
Check #	- Boro of Keyport Trust Acct.	- \$-0-
Check #	- Boro of Keyport Dog Acct.	- \$-0-
Check #	- NJ State Dept. of Health	- \$-0-

****STATE ELECTRONIC FUNDS TRANSFER-\$1440.00**

Treasurers Report
Page Two

Respectfully submitted,

Board of Health Secretary

Cc: Borough Clerk
Treasurer w/checks

TREASURERS REPORT FOR THE END OF YEAR 2021

<u>TOTAL COLLECTED IN THE BOARD OF HEALTH OFFICE.....</u>	<u>\$38105.40</u>
DOG LICENSES.....	\$2737.60
CAT LICENSES.....	\$278.80
MARRIAGE & CIVIL UNION LICENSES.....	\$144.00
MARRIAGE & CIVIL UNION LICENSES TRUST.....	\$1200.00
DOMESTIC PARTNERSHIP AFFIDAVITS.....	\$-0-
BURIAL PERMITS TRUST.....	\$-0-
DEATH CERTIFICATES.....	\$250.00
DEATH CERTIFICATES EFT**	\$16860.00
MARRIAGE CERTIFICATES.....	\$1430.00
BIRTH CERTIFICATES.....	\$30.00
TATTOO PARLOR.....	\$900.00
PLAN REVIEW.....	\$1300.00
FOOD HANDLERS.....	\$12855.00
MISCELLANEOUS.....	\$100.00
(chicken permit) (returned check)	\$20.00

DISBURSEMENTS –

Check #	- Boro of Keyport Misc. Acct.	- \$17029.00
Check #	- Boro of Keyport Trust Acct.	- \$1200.00
Check #	- Boro of Keyport Dog Acct.	- \$2490.80
Check #	- NJ State Dept. of Health	- \$525.60

****STATE ELECTRONIC FUNDS TRANSFER-\$16860.00**

Treasurers Report
Page Two

Respectfully submitted,

Board of Health Secretary

Cc: Borough Clerk
Treasurer w/checks

PLACEHOLDER

**BUILDING DEPARTMENT MONTHLY REPORT
FOR DECEMBER 2021**

**MUNICIPAL COURT
BOROUGH OF KEYPORT**

P O Box 60
70 West Front St
Keyport, NJ 07735

Frank J. LaRocca, JMC
Municipal Court Judge

Phone: (732)739-5155
Fax: (732)739-2133

Sandra M. Akes, Acting CMCA
Acting Court Administrator

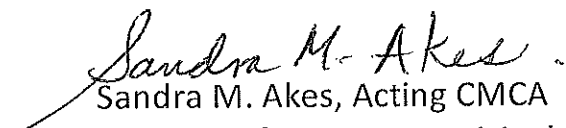
January 12, 2022

Jay Delaney, Borough Administrator
BOROUGH OF KEYPORT

Dear Mr. Delaney,

The Municipal Court met three times in the month of November. There were 102 new cases added and 146 cases disposed of. Enclosed are check #10280 in the amount of \$6,642.69 for all fines collected and check #10281 in the amount of \$12.00 for POAA fees collected. There was no Public Defender fee collected.

Sincerely,


Sandra M. Akes, Acting CMCA

Borough of Keyport Municipal Court

KEYPORT MUNICIPAL COURT
DISTRIBUTION OF MONIES DECEMBER 2021
GENERAL CASH BOOK

AGENCY	FROM 12/01/2021 TO 12/31/2021
ATS	390.00
DE	00.00
SL	00.00
SN	75.00
WB	162.51
VCCB	00.00
DMV	1,225.56
COUNTY	2,896.75
MUNICIPAL	6,642.69
PUBLIC DEFENDER	00.00
POAA	12.00
CM	00.00
RT	50.00
FG	200.00
TOTAL DISBURSED	11,654.51

REPORT ID: TFC01610-0
 RUN DATE: 01/01/2022
 RUN TIME: 19:54

NEW JERSEY AUTOMATED TRAFFIC SYSTEM
 AOC REPORT-TRAFFIC SECTION
 KEYPORT BORO MUNICIPAL COURT
 FROM 12/01/2021 TO 12/31/2021

IX. TOTAL CHARGES PENDING-BEGINNING OF MONTH

	DWI	ALL OTHER	PK ONLY
X. CHARGES ADDED			
A NEWLY FILED IN THIS M. C.	3	37	3
B REMANDED BY COUNTY PROSECUTOR			
C RECEIVED FROM ALL OTHER COURTS		3	2
D REINSTATED (PREVIOUSLY DISPOSED)		40	5
E TOTAL CHARGES ADDED	3	40	5

5 = 48 + 54 = 102

XI. CHARGES DISPOSED BY:

	DWI	ALL OTHER	PK ONLY
A REFERRAL TO COUNTY PROSECUTOR			
B REFERRAL TO ALL OTHER COURTS		27	7
C VIOLATIONS BUREAU (R. 7:12-4)			
D CLOSED PER R. 7:8-9	1	12	
E ENTRY OF GUILTY PLEA			
F A FINDING OF GUILT AFTER TRIAL		1	6
G A FINDING OF NOT GUILTY AFTER TRIAL		36	0 **
H DISMISSAL		16	
I OTHER FORMS OF ADJUDICATION	0 *	*	
J TOTAL CHARGES DISPOSED	1	92	13

{ * = AMENDED / MERGED
 ** = AMENDED / MERGED / DSUS / RSUS }

13 = 106 + 40 = 146

XII. CHARGES PENDING-END OF MONTH
 (BY AGE FROM DATE OF COMPLAINT)

	5	6	58	5
A PENDING FOR 0 TO 60 DAYS:				
1 OPEN, ACTIVE (WARRANT NOT ISSUED)				
2 WARRANT ISSUED				
B FOR 61 DAYS OR LONGER:				
1 OPEN, ACTIVE (WARRANT NOT ISSUED)				
2 WARRANT ISSUED				
C TOTAL CHARGES PENDING - END OF MONTH	23	211	312	91

XIII. SENTENCES IMPOSED ON EACH CHARGE

	1	1	28
A JAIL SENTENCE			
B REVOCATION/SUSPENSION OF MV LICENSE			
C PROBATION (R. 7:9-1(c))			
D COMMUNITY SERVICE			
E FINE IMPOSED	1		

XIV. DEFENDANTS SENTENCED AND COMMITTED TO JAIL

XV. MONIES ASSESSED OR FORFEITED:
 (VIOLATIONS BUREAU AND OPEN COURT)

	682.00	8,287.38	239.28
A TOTAL FINES, PENALTIES, AND SURCHARGES			
B TOTAL COURT COSTS IMPOSED			
C TOTAL CASH BAIL FORFEITURES (- REINSTATEMENTS)	33.00	1,692.00	203.00
(PK INCLUDED IN ALL OTHER)			

XVI. DISTRIBUTION OF MONIES

	ATS	VCCB	DMV	COUNTY	MUNICIPAL	OTHER	TOTAL
A GENERAL CASH BOOK		0.00	1,225.56	2,896.75	6,642.69	FG 200.00	14,654.51
B BAIL BOOK						RT 50.00	

MS 390
 DE 0
 SL 0
 SN 75
 WB 162.31

PA 12.00

REPORT ID: TFC01610-0
RUN DATE: 01/01/2022
RUN TIME: 19:54

NU. AUTOMATED TRAFFIC SYSTEM
AOC REPORT-TRAFFIC SECTION
KEYPORT BORO MUNICIPAL COURT
FROM 12/01/2021 TO 12/31/2021

XVII. COURT PERSONNEL TIME

B JUDICIAL STAFF

CASE RELATED HOURS

1 CASE RELATED HOURS

A TOTAL BENCH TIME

B TOTAL CASE RELATED NON-BENCH TIME

TRAFFIC/PARKING

MATTERS

0.00

0.00

END OF TRAFFIC SECTION - AOC STATISTICAL REPORT

REPORT ID: CMCI610
RUN DATE : 01/01/2022
RUN TIME : 16:08

NU AUTOMATED COMPLAINT SYSTEM
AOC STATISTICAL REPORT - CRIMINAL SECTION
KEYPORT BORO MUNICIPAL COURT

PAGE: 1
RUN : MONTHLY

(FROM 12/01/2021 TO 12/31/2021)

	INDICTABLE OFFENSES	D.P. & P.D.P. OFFENSES	ALL OTHER NON-TRAFFIC
I. TOTAL CHARGES PENDING - BEGINNING OF MONTH			
II. CHARGES ADDED			
A. NEWLY FILED IN THIS MUNICIPAL COURT	4	8	24
B. REMANDED BY COUNTY PROSECUTOR		14	
C. RECEIVED FROM ALL OTHER COURTS		2	
D. REINSTATE (E.G., CD FAILURES)	4	2	24
E. TOTAL CHARGES ADDED	269	26	54
III. CHARGES DISPOSED BY			
A. REFERRAL TO COUNTY PROSECUTOR	4	3	
B. REFERRAL TO ALL OTHER COURTS		3	
C. VIOLATIONS BUREAU (R. 7:7)		6	11
D. ENTRY OF GUILTY PLEA			
E. A FINDING OF GUILTY AFTER TRIAL			
F. A FINDING OF NOT GUILTY AFTER TRIAL		3	9
G. DISMISSAL			
H. PLACEMENT IN A DIVERSIONARY PROGRAM			
I. CLOSED PER R. 7:8-9.	4	15	21
J. TOTAL CHARGES DISPOSED			40
IV. TOTAL CHARGES PENDING END OF MONTH (BY AGE FROM DATE OF COMPLAINT) ----			
A. FROM 0 TO 60 DAYS			
1. OPEN, ACTIVE (NON-FUGITIVE)		25	24
2. OPEN, WARRANT ISSUED (FUGITIVE)		73	118
B. FOR 61 DAYS OR LONGER			
1. OPEN, ACTIVE (NON-FUGITIVE)		37	57
2. OPEN, WARRANT ISSUED (FUGITIVE)		137	83
C. TOTAL CHARGES PENDING - END OF MONTH		272	282
V. SENTENCES IMPOSED ON EACH CHARGE			
A. JAIL SENTENCE			
B. CONDITIONAL DISCHARGE			
C. REVOCATION/SUSPENSION OF NY LICENSE			
D. PROBATION (R. 3:21-7)			
E. COMMUNITY SERVICE			
F. FINE IMPOSED		6	11
G. CONDITIONAL DISMISSAL			
VI. DEFENDANTS SENTENCED AND COMMITTED TO JAIL			
VII. COMPLAINTS AND NOTICES FILED			
A. NUMBER OF COMPLAINTS SUMMONES (CDR-1)		6	
B. NUMBER OF COMPLAINTS WARRANTS (CDR-2)	2	1	
C. NOTICE IN LIEU OF			
VIII. MONIES ASSESSED OR FORFEITED (VIOLATIONS BUREAU AND OPEN COURT)			
A. TOTAL FINES IMPOSED		3830.00	2935.00
B. TOTAL VCCB PENALTIES ASSESSED		200.00	.00
C. TOTAL COURT COST IMPOSED		168.00	327.00
D. TOTAL CASH BAIL FORFEITURES		.00	.00

R2022-60
CLOSED
SESSION

RESOLUTION #2022-

**RESOLUTION OF THE BOROUGH OF KEYPORT,
COUNTY OF MONMOUTH, NEW JERSEY AUTHORIZING
A MEETING NOT OPEN TO THE PUBLIC IN
ACCORDANCE WITH THE PROVISIONS OF THE NEW
JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12.**

WHEREAS, the Borough of Keyport, County of Monmouth (the “**Borough**”), a public body corporate and politic of the State of New Jersey, is subject to certain requirements of the Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.* (the “**Act**”), and

WHEREAS, *N.J.S.A. 10:4-12* provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by resolution; and

WHEREAS, it is necessary for the Borough to discuss, in a session not open to the public, attorney-client privileged issues related to Council options with respect to the KBBC pursuant to *N.J.S.A. 10:4-12(b) (7)*.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Mayor and Council assembled in public session on January 18, 2022 and determined that an Executive Session closed to the public shall be held on January 18, 2022 at approximately 7:00 P.M. at the Borough Hall located at 70 West Front Street, Keyport, New Jersey, for the discussion of matters relating to the specific items designated above.
3. This resolution will take effect immediately.

OFFERED:
SECONDED:
AYES:
NAYS:
ABSTAIN:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on January 18, 2022.

Michele Clark, RMC
Borough Clerk