

BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, FEBRUARY 1, 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/93585519389?pwd=UDVlbExGY3I2ZHZraW10NEJ0ekFEUT09>

Meeting ID: 935 8551 9389

Passcode: 517172

Dial In via Telephone

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

Meeting ID: 935 8551 9389

Passcode: 517172

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

SWEARING IN POLICE OFFICER

PROCLAMATION

Black History Month

PUBLIC COMMENT PORTION

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

Opened:

Closed:

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.)

- R2022-51 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
(Tabled at January 18, 2022 Meeting)
- R2022-61 Payment of Bills Listed on the January 28, 2022 Bills List
- R2022-62 Payment of Bills Listed on the February 1, 2022 Bills List
- R2022-63 Authorizing the Borough of Keyport Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to enable the Keyport Police Department to Request and Acquire Excess Department of Defense Equipment
- R2022-64 Authorizing Final Payment Estimate and Close out Change Order for Underground Utilities Corporation for Contract for 2019 Road Improvement Program – Contract A
- R2022-65 Appointment of Green Team Members
- R2022-66 Authorizing the Appointment of a Part-Time Senior Center Social Worker – Ann Albano
- R2022-67 Resolution of the Council of the Borough of Keyport in Response to Audit Findings Involving the Keyport Business Improvement District (BID) Inc., a/k/a Keyport Bayfront Business Cooperative

APPROVAL OF RESOLUTIONS

Motion on the Consent Agenda

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

PUBLIC HEARING/ADOPTION OF ORDINANCE

1. Ordinance #2022-1 – 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 Open Public Hearing:

MM: 2nd:

1b. Motion to adopt Ordinance:

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

1c. Motion authorizing the Clerk to publish the Ordinance as adopted:

MM: 2nd: Ayes: Nays:

RESOLUTION #R2022-68
ESTABLISHING WEDDING CEREMONY REGULATIONS

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

INTRODUCTION OF ORDINANCES

1. Ordinance – Amending Personnel Residency Requirements

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 10 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT ENTITLED “PERSONNEL” AT SECTION 10-4 (RESIDENCY REQUIREMENTS)**

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:

2. Ordinance – Amending General Licensing and Business Regulations for Sidewalk Cafes and Restaurants

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 5 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT ENTITLED “GENERAL LICENSING AND BUSINESS REGULATIONS” AT SECTION 5-15 (SIDEWALK CAFES AND RESTAURANTS)**

2a. Motion to introduce:

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

2b. 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. Letter from MidAtlantic Engineering Partners regarding Browns Point Marina and Mariner’s Village at Keyport, LLC, recreational docks and boat slips
2. Recreation Committee Event Calendar for 2022
3. Letter from Keyport High School Baseball Coach regarding advertising on the season schedule

(To Receive and File)

APPROVAL and/or RECEIPT AND FILE OF COMMUNICATIONS

Motion on Communications by Consent

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

APPROVAL OF MINUTES

December 7, 2021 Regular Meeting

MM: 2nd: Ayes: Nays:

NEW BUSINESS

- ### 1. Place-to-Place Transfer of Liquor License

UNFINISHED BUSINESS

1. Flood Damage Prevention Ordinance
2. Cottage Food Law

DAIS UPDATES

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments or questions.

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

Opened: Close:

MM: 2nd: Ayes: Nays:

CLOSED SESSION

R2022-69 Closed Session Resolution

- Contract Negotiations
- Personnel

ADJOURNMENT

Motion to adjourn moved by: 2nd:

Time of adjournment: PM

RESOLUTION #R2022-51

**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 February 1, 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 (1993-2001)
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 (1981-2019)
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
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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
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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

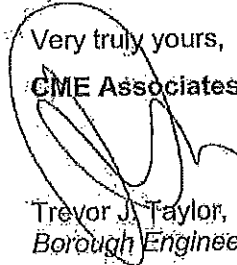
Exceptions:

- 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 FOR THE PAYMENT OF BILLS

1/28/22

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	\$ 178,406.89
	WATER/SEWER ACCT. 2022	\$ 21,319.81
	FEDERAL & STATE GRANTS	\$ 3,300.02
	TRUST OTHER	\$ 5,818.75
		\$
		\$

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

2/1/22

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	\$ 58,465.77
	CURRENT ACCT. 2022	\$ 1,661,192.24
	WATER/SEWER ACCT. 2021	\$ 19,200.51
	WATER/SEWER ACCT. 2022	\$ 37,243.57
	GENRAL CAPITAL FUND	\$ 39,246.71
	LAW ENFORCEMENT TR. FUND	\$ 6,399.00
	BOARD OF RECREATION COMM.	\$ 12,300.00
	OPEN SPACE TRUST FUND	\$ 22,265.70
	WATER/SEWER CAPITAL FUND	\$ 435.00
	DEVELOPER ESCOW FUND	\$ 2,262.30
	ADDITIONS - SEE ATTACHED	\$ 12,390.10

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 #R2022-**AUTHORIZING THE BOROUGH OF KEYPORT POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE KEYPORT POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

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 United States Congress authorized the Defense Logistics Agency (the "**DLA**") Law Enforcement Support Office ("**LESO**") 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and state law enforcement agencies ("**LEAs**"); and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

WHEREAS, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling and upkeep of the property and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the Governing Body of the municipality or county approve, by a majority of the full membership, both enrollment in and acquisition of any property through the 1033 Program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport the Keyport Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31st of the current calendar year.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Keyport Police Department is hereby authorized to acquire items of non-controlled property designated "**DEMIL A**" which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars and any other supplies or equipment of non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Keyport Police Department without restriction.

BE IT FURTHER RESOLVED that the Keyport Police Department is hereby authorized to acquire the following "DEMIL B through Q" property, if it shall become available in the period of time which this resolution authorizes.

BE IT FURTHER RESOLVED that the "DEMIL B through Q" controlled 3-page property list, in its entirety, is hereby approved and hereto attached to this resolution.

BE IT FURTHER RESOLVED that the Keyport Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property.

BE IT FURTHER RESOLVED that the Keyport Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request.

BE IT FURTHER RESOLVED that this resolution shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time which this resolution authorizes; with Program participation and all property request authorization terminating on December 31st of the current calendar year.

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

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 February 1, 2022.

Michele Clark, RMC
Borough Clerk

AIRCRAFT, FIXED WING			1				
AIRCRAFT, ROTARY WING			1				
AIRPLANE, CARGO-TRANSPORT		1					
AIRPLANE, FLIGHT T42A		1					5
AIRPLANE, UTILITY	1	1					
AIRPLANE, UTILITY, T42A		1					
ARMORED SECURITY VEHICLE			1				
ARMORED SECURITY VEHICLE			1	1			
AUTOMOBILE, SEDAN			1				
AUTOMOBILE, WAGON			1				
BATON, KINETIC ENERGY				5			
BODY SHIELD		1					1
BREACH SYSTEM				1			
BREACHING RAM	1						
BREACHING SYSTEM	1						
CAPABILITIES SET NON-LETHAL							1
CAR, ARMORED				1			
CAR, ARMORED, MINE DISPOSAL		7					
CAR, ARMORED, MINE DISPOSAL			2				
CARRIER, AMBULANCE		1					
CARRIER, CARGO		3					
CARRIER, COMMAND POST		1					
CARTRIDGE, 12 GAGE SHOTGUN						2	
CARTRIDGE, 12 GAGE SHOTGUN, NON-LETHAL			1			11	
CARTRIDGE, 40 MILLIMETER		1			1	1	
CHARGE, DIVERSIONARY						1	
CLUB, SELF-PROTECTION							
COMMUN, EQUIP, SOMS-B					1		7
CUTTER HEAD, HYDRAULIC BREACHING AND EXTRICATION TOOL	1						
DEMOLITION KIT, BLASTING							1
DEMOLITION KIT, BLASTING, PRACTICE							1
DEMOLITION KIT, BREACHING SYSTEM, ANTI-PERSONNEL OBSTACLE				2			2
DOOR OPENER, HYDRAULIC BREACHING AND EXTRICATION TOOL	1						
DRONE, TARGET				1			
DRONES			1				
FACESHIELD, MILITARY, RIOT CONTROL	1						

Item	QTY	UNIT	PRICE	TOTAL	REMARKS
FACESHIELD, RIOT CONTROL	1				3
FACESHIELD, RIOT CONTROL	1				
FORCED ENTRY AND RESCUE EQUIPMENT, AIRCRAFT CRASH					
GLIDERS			1		
GOGGLES, PROTECTION, RIOT CONTROL	5				
GRENADE, HAND					
GRENADE, HAND, NON-LETHAL					1
GROUND SENSOR SURVEILLANCE VEHICLE					2
GUN, PORTABLE RIOT CONTROL			1		
HATBOX, RIOT GROWD	2				1
HELICOPTER, FLIGHT TRAINER			1		
HELICOPTER, FLIGHT TRAINER TH55A		1			
HELICOPTER, MEDEVAC			1		
HELICOPTER, OBSERVATION			-3		
HELICOPTER, SEARCH AND RESCUE		2			
HELICOPTER, UTILITY		1	3		
HELMET, POLICE	1				
HELMET, SAFETY	1				
KIT, MECHANICAL 'BREA	2				
KIT, RIOT PROTECTION	1				
LIGHT ARMORED VEHICLE			17	26	
MINE CLEARING VEHICLE				1	
MINE DETECTOR SYSTEM, VEHICLE MOUNTED			3	2	1
MINE RESISTANT VEHICLE			63	3	
MISCELLANEOUS WEAPONS - LOGSALSN		1			
MODIFICATION KIT, GUN, WEAPON				1	
MUNITION, CROWD CONTROL MODULAR, NON-LETHAL					2
No Item Name Available			1		
NON-BALLISTIC BODY SHIELD	1				
NON-LETHAL WEAPONS CAPABILITIES SET		2			1
ONLY COMPLETE COMBAT/ASSAULT/TACTICAL WHEELED VEHICLES				1	
PROTECTIVE SHIELD, T	1				
RAM, BATTERING	1				1
RAM, DOOR, MINI	1				
RIOT CONTROL SHIELD	1				
SECURITY VEHICLE			1		

DESCRIPTION	QTY	UNIT	REMARKS	DATE	BY	REVIEWED	APPROVED
SHIELD, PERSONAL PROTECTIVE							
SHIELD, SELF-PROTECTION							
SHOP EQUIPMENT, CONTACT MAINTENANCE	1						
SHOP SET, CONTACT MAINTENANCE, TRUCK MOUNTED, (ENGINEER)	1						
SHOP SET, CONTACT MAINTENANCE, TRUCK MOUNTED (ORDNANCE)	1						
SIGHT, THERMAL							
SLEDGE HAMMER	1						
TOOL, BREAKER, HINGE	1						
TRAINING KIT, DEMOLITION							
TRUCK TRACTOR	1						
TRUCK, AMBULANCE							
TRUCK, ARMORED							
TRUCK, BOLSTER							
TRUCK, BOMB SERVICE							
TRUCK, CARGO							
TRUCK, CARRYALL							
TRUCK, COMMAND RECONNAISSANCE							
TRUCK, DUMP							
TRUCK, MAINTENANCE							
TRUCK, MATERIALS HANDLING-CONTAINER HOISTING							
TRUCK, PALLETIZED LOADING							
TRUCK, PANEL							
TRUCK, STAKE							
TRUCK, TANK							
TRUCK, UTILITY							
TRUCK, VAN							
TRUCK, WRECKER							
TRUCKS AND TRUCK TRACTORS, DEMIL C							
UNMANNED AIRCRAFT							
UNMANNED VEHICLE							
UP ARMORED NTVS							
UTILITY VEHICLE, OFF ROAD							

RESOLUTION #2022-**AUTHORIZING FINAL PAYMENT AND CLOSE OUT
CHANGE ORDER FOR UNDERGROUND UTILITIES
CORPORATION FOR CONTRACT FOR 2019 ROAD
IMPROVEMENT PROGRAM – CONTRACT A**

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 September 4, 2019, the Borough entered into a contract with Underground Utilities Corporation (“**Underground Utilities**”) for 2019 Road Improvement Program – Contract A (the “**Contract**”); and

WHEREAS, Underground Utilities has completed the road improvement work required under the Contract and issued a two (2) year maintenance bond in the amount of \$360,387.05, which exceeds the bond amount required by the Contract; and

WHEREAS, Underground Utilities has submitted a proposed Final Payment and Closeout Change Order increasing the final cost of the Contract to \$1,444,398.23, representing an increase to the total previously adjusted Contract price by \$15,409.99, which on file with the Office of the Borough Clerk; and

WHEREAS, the Borough must execute the Final Payment and Closeout Change Order to authorize the release of the final payment and confirm the increase in the Contract price, to confirm the completion of the road improvement work required under the Contract.

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 authorizes the release of the final payment for the Contract and the final change order to the Contract confirming the final Contract cost of \$1,444,398.23.
3. The Mayor of the Borough, the Borough Administrator and other reasonably necessary personnel are hereby authorized and directed to execute the Final Payment and Closeout Change Order on file with the Office of the Borough Clerk.
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 offices of the Borough Clerk.

6. 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 February 1, 2022.

Michele Clark, RMC
Borough Clerk



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

TIMOTHY W. GILLEN, PE, PP, CME
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

January 12, 2022

Sent via Electronic (jdelaney@keyportonline.com) and Regular Mail

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

Attn: Jay Delaney – Borough Administrator

**Re: Final Payment Estimate & Close Out Change Order
Underground Utilities Corporation
2019 Road Improvement Program – Contract A
Borough of Keyport, Monmouth County, New Jersey
CME File: HKP00609.01**

Dear Mr. Delaney:

Transmitted herewith please find Final Payment Estimate in the amount of \$31,680.96 for the above-referenced project as approved by this office for your review, approval and further handling. The estimate is for work completed through December 1, 2021. The project is deemed complete at this time including the NJDOT final inspection. Also enclosed please find a signed Borough pay voucher.

The Close Out Change Order reflects increases and decreases in original contract quantities due to additional concrete work completed at Butler Street and supplemental items including additional inlet, and removal of the check valve at East Front Street.

The Close Out Change Order results in an adjustment in the project cost from the previously adjusted contract amount of \$1,428,988.24 to an adjusted contract amount of \$1,444,398.23 for an increase of \$15,409.99. The Close Out Change Order reflects increases and decreases in original contract quantities required to complete the project. The increases in quantities could not, in our opinion, have reasonably been effectuated by a separately bid contract without unduly disrupting work and imposing adverse consequences on the Borough and will provide an improved level of service to residents, motorists, and pedestrians.

Lastly, also enclosed is a two-year maintenance bond in the amount of \$360,387.05, which exceeds the bond amount required by the contract. By copy of the bond to the Borough Attorney, we request that same is reviewed and approved.

S:\Keyport\Project Files\609.01 - 2019 Road Improvement Program\Contract 'A'\Correspondence\22-01-12 - Final Pay Estimate and Close Out CO.doc

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0756

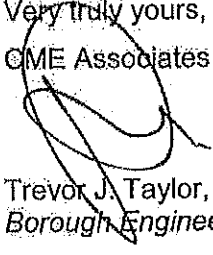


Mayor and Borough Council
Re: Final Pay Estimate and Close Out Change Order
2019 Road Improvement Program 'A'

January 12, 2022
Our File No. HKP00609.01
Page 2

We trust this is the information you require to process payment; however, if there are any questions or comments, please do not hesitate to contact this office.

Very truly yours,
CME Associates


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

Enclosures

TT

cc: Tom Fallon, Borough CFO
Nicole Henn, Finance Department
Leslie London, Esq, Borough Attorney
Underground Utilities Corporation
Inspection File

OWNER: BOROUGH OF KEYPORT
CONTRACTOR: UNDERGROUND UTILITIES CORP.
PURCHASE ORDER NO. _____

FILE: HKP0609.01
PROJECT: 2019 ROAD IMPROVEMENT PROGRAM - CONTRACT 'A'
DATE: DECEMBER 9, 2021

Bld Quantities			Work Completed						
This Estimate			Total to Date						
Quantity	U/M	Unit Price	Total Extension	Previous Quantity	Total Price	Current Quantity	Total Price	Total Quantity	Total Price
BASE BID									
1	LF	\$ 2.00	\$ 800.00	-	\$ -	-	\$ -	-	\$ -
2	UN	\$ 100.00	\$ 2,400.00	20.00	\$ 2,000.00	-	\$ -	20.00	\$ 2,000.00
3	UN	\$ 100.00	\$ 300.00	-	\$ -	-	\$ -	-	\$ -
4	UN	\$ 1.00	\$ 20.00	20.00	\$ 20.00	-	\$ -	20.00	\$ 20.00
5	UN	\$ 1.00	\$ 40.00	40.00	\$ 40.00	-	\$ -	40.00	\$ 40.00
6	UN	\$ 1.00	\$ 80.00	80.00	\$ 80.00	-	\$ -	80.00	\$ 80.00
7	SF	\$ 10.00	\$ 2,000.00	200.00	\$ 2,000.00	-	\$ -	200.00	\$ 2,000.00
8	AL	\$ 75,000.00	\$ 75,000.00	1.408133	\$ 105,610.00	-	\$ -	1.408133	\$ 105,610.00
9	AL	\$ 6,000.00	\$ 6,000.00	(0.23)	\$ (1,378.07)	-	\$ -	(0.23)	\$ (1,378.07)
10	LF	\$ 40,000.00	\$ 40,000.00	2,531.50	\$ 2,531.50	-	\$ -	2,531.50	\$ 2,531.50
11	SF	\$ 1.00	\$ 2,350.00	1,729.90	\$ 1,729.90	-	\$ -	1,729.90	\$ 1,729.90
12	LS	\$ 73,247.34	\$ 73,247.34	1.00	\$ 73,247.34	-	\$ -	1.00	\$ 73,247.34
13	CY	\$ 35.00	\$ 20,125.00	486.00	\$ 17,010.00	-	\$ -	486.00	\$ 17,010.00
14	CY	\$ 200.00	\$ 20,000.00	86.26	\$ 17,252.00	-	\$ -	86.26	\$ 17,252.00
15	CY	\$ 60.00	\$ 3,000.00	-	\$ -	-	\$ -	-	\$ -
16	SY	\$ 20.00	\$ 1,000.00	-	\$ -	-	\$ -	-	\$ -
17	CY	\$ 55.00	\$ 22,000.00	268.00	\$ 14,740.00	-	\$ -	268.00	\$ 14,740.00
18	SY	\$ 4.00	\$ 40,800.00	8,578.20	\$ 34,312.80	-	\$ -	8,578.20	\$ 34,312.80
19	TN	\$ 110.00	\$ 154,000.00	1,432.68	\$ 157,594.80	-	\$ -	1,432.68	\$ 157,594.80
20	TN	\$ 110.00	\$ 24,750.00	120.00	\$ 13,200.00	-	\$ -	120.00	\$ 13,200.00
21	TN	\$ 90.00	\$ 58,500.00	516.21	\$ 46,458.90	-	\$ -	516.21	\$ 46,458.90
22	LF	\$ 120.69	\$ 20,517.30	161.00	\$ 19,431.09	-	\$ -	161.00	\$ 19,431.09
23	LF	\$ 120.69	\$ 113,443.60	866.00	\$ 80,379.54	-	\$ -	866.00	\$ 80,379.54
24	LF	\$ 150.00	\$ 7,500.00	50.00	\$ 7,500.00	-	\$ -	50.00	\$ 7,500.00
25	LF	\$ 1,100.00	\$ 16,500.00	-	\$ -	-	\$ -	-	\$ -
26	LF	\$ 350.00	\$ 35,000.00	-	\$ -	-	\$ -	-	\$ -
27	LF	\$ 50.00	\$ 5,000.00	-	\$ -	-	\$ -	-	\$ -
28	LF	\$ 40.00	\$ 15,000.00	375.00	\$ 15,000.00	-	\$ -	375.00	\$ 15,000.00
29	LF	\$ 200.00	\$ 12,000.00	52.00	\$ 10,400.00	-	\$ -	52.00	\$ 10,400.00
30	LF	\$ 200.00	\$ 6,000.00	22.00	\$ 8,800.00	-	\$ -	22.00	\$ 8,800.00
31	LF	\$ 400.00	\$ 38,500.00	33.00	\$ 36,300.00	-	\$ -	33.00	\$ 36,300.00
32	UN	\$ 1,500.00	\$ 1,500.00	8.00	\$ 4,000.00	-	\$ -	8.00	\$ 4,000.00
33	UN	\$ 500.00	\$ 1,500.00	1.00	\$ 500.00	-	\$ -	1.00	\$ 500.00
34	UN	\$ 2,000.00	\$ 4,000.00	2.00	\$ 4,000.00	-	\$ -	2.00	\$ 4,000.00
35	UN	\$ 7,370.00	\$ 14,740.00	1.00	\$ 7,370.00	-	\$ -	1.00	\$ 7,370.00
36	UN	\$ 7,370.00	\$ 14,740.00	-	\$ -	-	\$ -	-	\$ -
37	UN	\$ 3,500.00	\$ 31,500.00	12.00	\$ 42,000.00	-	\$ -	12.00	\$ 42,000.00
38	UN	\$ 7,370.00	\$ 14,740.00	2.00	\$ 14,740.00	-	\$ -	2.00	\$ 14,740.00
39	UN	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	-	\$ -	1.00	\$ 3,500.00
40	UN	\$ 3,000.00	\$ 12,000.00	4.00	\$ 12,000.00	-	\$ -	4.00	\$ 12,000.00
41	UN	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00	-	\$ -	1.00	\$ 4,000.00
42	UN	\$ 500.00	\$ 6,000.00	7.00	\$ 3,500.00	-	\$ -	7.00	\$ 3,500.00
43	UN	\$ 1,600.00	\$ 4,800.00	5.00	\$ 8,000.00	-	\$ -	5.00	\$ 8,000.00
44	UN	\$ 15,000.00	\$ 16,000.00	1.00	\$ 16,000.00	-	\$ -	1.00	\$ 16,000.00
45	SY	\$ 75.00	\$ 111,000.00	1,521.00	\$ 114,075.00	-	\$ -	1,521.00	\$ 114,075.00
46	SY	\$ 75.00	\$ 20,000.00	15.00	\$ 1,170.00	-	\$ -	15.00	\$ 1,170.00
47	SY	\$ 45.00	\$ 8,550.00	303.47	\$ 13,656.15	-	\$ -	303.47	\$ 13,656.15
48	SY	\$ 85.00	\$ 27,625.00	325.90	\$ 27,701.50	-	\$ -	325.90	\$ 27,701.50
49	SY	\$ 175.00	\$ 4,375.00	32.00	\$ 5,600.00	-	\$ -	32.00	\$ 5,600.00
50	SY	\$ 175.00	\$ 4,375.00	-	\$ -	-	\$ -	-	\$ -

FINAL PAYMENT ESTIMATE & CLOSE OUT CHANGE ORDER

OWNER: BOROUGH OF KEYPORT
CONTRACTOR: UNDERGROUND UTILITIES CORP.
PURCHASE ORDER NO. _____

FILE: HKP00609.01
PROJECT: 2019 ROAD IMPROVEMENT PROGRAM - CONTRACT 'A'
DATE: DECEMBER 9, 2021

Item Description		Bid Quantities				Previous Estimate(s)		Work Completed This Estimate		Total to Date	
		Quantity	UOM	Unit Price	Total Extension	Previous Quantity	Total Price	Current Quantity	Total Price	Total Quantity	Total Price
51	Concrete Valley Gutter	40	SY	\$ 100.00	\$ 4,000.00	37.20	\$ 3,720.00	-	\$ -	37.20	\$ 3,720.00
52	9" X 18" Concrete Vertical Curb	2,330	LF	\$ 30.00	\$ 69,900.00	2,572.00	\$ 77,160.00	-	\$ -	2,572.00	\$ 77,160.00
53	9" X 18" Concrete Vertical Curb with Gutter	80	LF	\$ 55.00	\$ 4,400.00	337.00	\$ 18,535.00	-	\$ -	337.00	\$ 18,535.00
54	9" X 20" Concrete Vertical Curb	40	LF	\$ 30.00	\$ 1,200.00	-	\$ -	-	\$ -	-	\$ -
55	Traffic Stripes, 4" Wide, Thermoplastic	1,350	LF	\$ 1.00	\$ 1,350.00	2,992.00	\$ 2,992.00	-	\$ -	2,992.00	\$ 2,992.00
56	Traffic Markings, 4" Wide, Thermoplastic	1,175	SF	\$ 6.00	\$ 7,050.00	2,183.00	\$ 13,098.00	-	\$ -	2,183.00	\$ 13,098.00
57	Curb Markings, Oil Based	300	LF	\$ 7.00	\$ 2,100.00	392.00	\$ 2,744.00	-	\$ -	392.00	\$ 2,744.00
58	Regulatory and Warning Sign	140	SF	\$ 45.00	\$ 6,300.00	106.00	\$ 4,770.00	-	\$ -	106.00	\$ 4,770.00
59	Reset Sign, New Breakaway Supports	45	UN	\$ 100.00	\$ 4,500.00	7.00	\$ 700.00	-	\$ -	7.00	\$ 700.00
60	Reset Water Valve Box	15	UN	\$ 250.00	\$ 3,750.00	16.00	\$ 4,000.00	-	\$ -	16.00	\$ 4,000.00
61	8" Ductile Iron Class 56 Sanitary Sewer Pipe	160	LF	\$ 150.00	\$ 24,000.00	160.00	\$ 24,000.00	-	\$ -	160.00	\$ 24,000.00
62	8" PVC SDR-35 Sanitary Sewer Pipe	560	LF	\$ 105.00	\$ 58,800.00	494.00	\$ 51,870.00	-	\$ -	494.00	\$ 51,870.00
63	4" Diameter Manhole, Sanitary Sewer	4	UN	\$ 4,500.00	\$ 18,000.00	3.00	\$ 13,500.00	-	\$ -	3.00	\$ 13,500.00
64	Reconstruct Manhole, Sanitary Sewer, Using Existing Casting	3	UN	\$ 1,500.00	\$ 4,500.00	3.00	\$ 4,500.00	-	\$ -	3.00	\$ 4,500.00
65	Reset Manhole, Sanitary Sewer, Using Existing Casting	14	UN	\$ 500.00	\$ 7,000.00	1.00	\$ 500.00	-	\$ -	1.00	\$ 500.00
66	Sanitary Sewer As-Built Plan	1	UN	\$ 25,000.00	\$ 25,000.00	1.00	\$ 25,000.00	-	\$ -	1.00	\$ 25,000.00
67	Sanitary Sewer Service Connection and Cleanout	8	UN	\$ 2,000.00	\$ 16,000.00	10.00	\$ 20,000.00	-	\$ -	10.00	\$ 20,000.00
68	Sanitary Sewer Lateral, Additional Length (if and Where Directed)	50	LF	\$ 35.00	\$ 1,750.00	50.00	\$ 1,750.00	-	\$ -	50.00	\$ 1,750.00
69	Topsoiling, 4" Thick	150	SY	\$ 6.00	\$ 900.00	150.00	\$ 900.00	-	\$ -	150.00	\$ 900.00
70	Fertilizing and Seeding, Type 'G'	150	SY	\$ 1.00	\$ 150.00	150.00	\$ 150.00	-	\$ -	150.00	\$ 150.00
71	Straw Mulching	150	SY	\$ 1.00	\$ 150.00	-	\$ -	-	\$ -	-	\$ -
Base Bid Total					\$ 1,350,473.24	\$ 1,212,010.97		\$ -		\$ 1,212,010.97	

FINAL PAYMENT ESTIMATE & CLOSE OUT CHANGE ORDER

OWNER: BOROUGH OF KEYPORT
CONTRACTOR: UNDERGROUND UTILITIES CORP.
PURCHASE ORDER NO. _____

FILE: HKP00609.01
PROJECT: 2019 ROAD IMPROVEMENT PROGRAM - CONTRACT 'A'
DATE: DECEMBER 9, 2021

Item Description	Bid Quantities				Work Completed			
	Previous Estimate(s)		This Estimate		Current		Total to Date	
	Quantity	UOM	Unit Price	Total Extension	Previous Quantity	Total Price	Current Quantity	Total Price
ADDITION ITEM 'A' - KEARNEY STREET								
A-1 Maintenance and Protection of Traffic	1.00	LS	\$ 1,500.00	\$ 1,500.00	1.00	\$ 1,500.00	-	\$ -
A-2 Traffic Director, Municipal Police Allowance	1.00	AL	\$ 5,000.00	\$ 5,000.00	-	\$ -	-	\$ -
A-3 Removal of Curb	200.00	LF	\$ 3.00	\$ 600.00	260.00	\$ 780.00	-	\$ -
A-4 Removal of Walks	75.00	SY	\$ 1.00	\$ 75.00	49.00	\$ 49.00	-	\$ -
A-5 Clearing Site	1.00	LS	\$ 1,500.00	\$ 1,500.00	1.00	\$ 1,500.00	-	\$ -
A-6 Excavation, Unclassified	20.00	CY	\$ 35.00	\$ 700.00	-	\$ -	-	\$ -
A-7 Dense-Graded Aggregate, Base Course, 6" Thick	10.00	CY	\$ 55.00	\$ 550.00	-	\$ -	-	\$ -
A-8 HMA Milling, 3" or Less	1,600.00	SY	\$ 4.00	\$ 6,400.00	1,527.00	\$ 6,108.00	-	\$ -
A-9 Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	200.00	TN	\$ 110.00	\$ 22,000.00	252.86	\$ 27,814.60	-	\$ -
A-10 Hot Mix Asphalt 9.5M64 Base Course, Variable Thickness	25.00	TN	\$ 110.00	\$ 2,750.00	-	\$ -	-	\$ -
A-11 Concrete Driveway, 6" Thick, Reinforced	75.00	SY	\$ 85.00	\$ 6,375.00	42.10	\$ 3,578.50	-	\$ -
A-12 9" X 18" Concrete Vertical Curb	625.00	LF	\$ 28.00	\$ 17,500.00	820.00	\$ 22,960.00	-	\$ -
A-13 Traffic Stripes, 4" Wide, Thermoplastic	100.00	LF	\$ 1.00	\$ 100.00	-	\$ -	-	\$ -
A-14 Traffic Markings, Thermoplastic	35.00	SF	\$ 20.00	\$ 700.00	-	\$ -	-	\$ -
A-15 Regulatory and Warning Sign	7.00	SF	\$ 45.00	\$ 315.00	-	\$ -	-	\$ -
A-16 Reset Water Valve Box	1.00	UN	\$ 250.00	\$ 250.00	1.00	\$ 250.00	-	\$ -
A-17 Reset Manhole, Sanitary Sewer, Using Existing Casting	2.00	UN	\$ 500.00	\$ 1,000.00	1.00	\$ 500.00	-	\$ -
A-18 Topsoiling, 4" Thick	150.00	SY	\$ 8.00	\$ 900.00	150.00	\$ 900.00	-	\$ -
A-19 Fertilizing and Seeding, Type 'G'	150.00	SY	\$ 1.00	\$ 150.00	150.00	\$ 150.00	-	\$ -
A-20 Straw Mulching	150.00	SY	\$ 1.00	\$ 150.00	150.00	\$ 150.00	-	\$ -
Addition Item 'A' Total				\$ 68,515.00	\$	66,240.10	\$	\$ 66,240.10
Contract Total:				\$ 1,428,988.24	\$	1,278,251.07	\$	\$ 1,278,251.07

FINAL PAYMENT ESTIMATE & CLOSE OUT CHANGE ORDER

OWNER: BOROUGH OF KEYPORT
CONTRACTOR: UNDERGROUND UTILITIES CORP.
PURCHASE ORDER NO. _____

FILE: HKP00609.01
PROJECT: 2019 ROAD IMPROVEMENT PROGRAM - CONTRACT 'A'
DATE: DECEMBER 9, 2021

Item Description	Bid Quantities				Previous Estimate(s)		Work Completed This Estimate		Total to Date	
	Quantity	U/M	Unit Price	Total Extension	Previous Quantity	Total Price	Current Quantity	Total Price	Total Quantity	Total Price
CHANGE ORDER NO. 1 - JANUARY 23, 2020										
CO-23 12" Reinforced Concrete Pipe, Class V	(9.00)	LF	\$ 120.89	\$ (1,086.21)	-	\$ -	-	\$ -	-	\$ -
CO-24 15" Reinforced Concrete Pipe, Class V	(274.00)	LF	\$ 120.89	\$ (33,089.06)	-	\$ -	-	\$ -	-	\$ -
CO-25 18" Reinforced Concrete Pipe, Class V	155.00	LF	\$ 150.00	\$ 23,250.00	155.00	\$ 23,250.00	-	\$ -	155.00	\$ 23,250.00
CO-26 36" Reinforced Concrete Pipe, Class V	(15.00)	LF	\$ 1,100.00	\$ (16,500.00)	-	\$ -	-	\$ -	-	\$ -
CO-27 48" Reinforced Concrete Pipe, Class V (if and where Directed)	(100.00)	LF	\$ 350.00	\$ (35,000.00)	-	\$ -	-	\$ -	-	\$ -
CO-28 6" High Density Polyethylene Pipe	(100.00)	LF	\$ 50.00	\$ (5,000.00)	-	\$ -	-	\$ -	-	\$ -
CO-30 20" Ductile Iron Pipe, Class 56	(8.00)	LF	\$ 200.00	\$ (1,600.00)	-	\$ -	-	\$ -	-	\$ -
CO-31 30" Ductile Iron Pipe, Class 56	7.00	LF	\$ 400.00	\$ 2,800.00	-	\$ -	-	\$ -	-	\$ -
CO-32 36" Ductile Iron Pipe, Class 56	(2.00)	LF	\$ 1,100.00	\$ (2,200.00)	-	\$ -	-	\$ -	-	\$ -
CO-33 Reconstruct Leader Drain	3.00	UN	\$ 500.00	\$ 1,500.00	-	\$ -	-	\$ -	-	\$ -
CO-34 Reconstruct Connection to Collection System	(2.00)	UN	\$ 500.00	\$ (1,000.00)	-	\$ -	-	\$ -	-	\$ -
CO-36 Special Inlet, Type B	(1.00)	UN	\$ 7,370.00	\$ (7,370.00)	-	\$ -	-	\$ -	-	\$ -
CO-37 Special Inlet, Type B Modified	(2.00)	UN	\$ 7,370.00	\$ (14,740.00)	-	\$ -	-	\$ -	-	\$ -
CO-38 Inlet, Type B	9.00	UN	\$ 3,500.00	\$ 31,500.00	4.00	\$ 14,000.00	-	\$ -	4.00	\$ 14,000.00
CO-40 Inlet, Type E	3.00	UN	\$ 3,500.00	\$ 10,500.00	3.00	\$ 10,500.00	-	\$ -	3.00	\$ 10,500.00
CO-62 8" PVC SDR-35 Sanitary Sewer Pipe	(66.00)	LF	\$ 105.00	\$ (6,930.00)	-	\$ -	-	\$ -	-	\$ -
CO-63 4" Diameter Manhole, Sanitary Sewer	(1.00)	UN	\$ 4,500.00	\$ (4,500.00)	-	\$ -	-	\$ -	-	\$ -
CO-64 Reconstruct Manhole, Sanitary Sewer, Using Existing Casting	(1.00)	UN	\$ 1,500.00	\$ (1,500.00)	-	\$ -	-	\$ -	-	\$ -
CO-67 Sanitary Sewer Service Connection and Cleanout	2.00	UN	\$ 2,000.00	\$ 4,000.00	1.00	\$ 2,000.00	-	\$ -	1.00	\$ 2,000.00
CO-A3 Removal of Curb	60.00	LF	\$ 3.00	\$ 180.00	-	\$ -	-	\$ -	-	\$ -
CO-A9 Hot Mix Asphalt 9.5MB4 Surface Course, 2" Thick	52.88	TN	\$ 110.00	\$ 5,814.60	-	\$ -	-	\$ -	-	\$ -
CO-A12 9" X 18" Concrete Vertical Curb	195.00	LF	\$ 28.00	\$ 5,460.00	-	\$ -	-	\$ -	-	\$ -
SUP-1 Storm Connection at E. Front/Division Street to Existing Brick Culverts	1.00	LS	\$ 440.00	\$ 440.00	1.00	\$ 440.00	-	\$ -	1.00	\$ 440.00
SUP-2 Sanitary Sewer Lateral, Emergency Connection - 17 Third St	1.00	LS	\$ 3,849.00	\$ 3,849.00	1.00	\$ 3,849.00	-	\$ -	1.00	\$ 3,849.00
SUP-3 6" PVC Sdr. 80 Storm Sewer	120.00	LF	\$ 53.00	\$ 6,360.00	120.00	\$ 6,360.00	-	\$ -	120.00	\$ 6,360.00
SUP-4 10" Ductile Iron Pipe Storm Sewer	115.00	LF	\$ 136.00	\$ 15,640.00	115.00	\$ 15,640.00	-	\$ -	115.00	\$ 15,640.00
SUP-5 12" Ductile Iron Pipe Storm Sewer	30.00	LF	\$ 153.00	\$ 4,590.00	43.89	\$ 6,715.00	-	\$ -	43.89	\$ 6,715.00
SUP-6 14" Ductile Iron Pipe Storm Sewer	20.00	LF	\$ 178.00	\$ 3,560.00	20.00	\$ 3,560.00	-	\$ -	20.00	\$ 3,560.00
SUP-7 Reconstruct Storm Manhole on E. 3rd St.	1.00	LS	\$ 2,350.00	\$ 2,350.00	1.00	\$ 2,350.00	-	\$ -	1.00	\$ 2,350.00
SUP-8 1" Water Service Connection - 53 Division St	1.00	LS	\$ 2,425.00	\$ 2,425.00	1.00	\$ 2,425.00	-	\$ -	1.00	\$ 2,425.00
SUP-9 2" Water Service Connection - 41 Division St	1.00	LS	\$ 3,555.00	\$ 3,555.00	1.00	\$ 3,555.00	-	\$ -	1.00	\$ 3,555.00
SUP-10 Cut and Cap Existing 4" Water Main on Division St.	1.00	LS	\$ 1,750.00	\$ 1,750.00	1.00	\$ 1,750.00	-	\$ -	1.00	\$ 1,750.00
SUP-11 Allowance for Work Not Specified (only if and where directed)	1.00	AL	\$ 971.67	\$ 971.67	-	\$ -	-	\$ -	-	\$ -
Change Order 1 Total:				\$ 0.00		\$ 96,394.00		\$ -		\$ 96,394.00
Adjusted Contract Total:				\$ 1,428,988.24		\$ 1,374,645.07		\$ -		\$ 1,374,645.07

1. The first part of the document is a letter from the President of the United States to the Secretary of the Navy, dated 18th March 1899. The letter is signed by William McKinley and is addressed to John D. Long. The letter discusses the appointment of a new Secretary of the Navy and the importance of the position.

FINAL PAYMENT ESTIMATE & CLOSE OUT CHANGE ORDER

OWNER: BOROUGH OF KEYPORT
CONTRACTOR: UNDERGROUND UTILITIES CORP.
PURCHASE ORDER NO.

FILE: HKP06009.01
PROJECT: 2019 ROAD IMPROVEMENT PROGRAM - CONTRACT 'A'
DATE: DECEMBER 9, 2021

Item Description	BID Quantities				Previous Estimate(s)		Work Completed This Estimate		Total to Date	
	Quantity	Unit	Unit Price	Total Extension	Previous Quantity	Total Price	Current Quantity	Total Price	Total Quantity	Total Price
SUP-11 Allowance for Work Not Specified (only if and where directed)	(0.22)	AL	\$ 971.67	\$ (211.58)	-	\$ -	-	\$ -	-	\$ -
SUP-12 3rd St Water Main Repair - Excavation for DPW Repair	1.00	LS	\$ 4,224.88	\$ 4,224.88	1.00	\$ 4,224.88	-	\$ -	1.00	\$ 4,224.88
SUP-13 Emergency Sewer Lateral Repair 43 E. Front Street (Mr. Green Test)	1.00	LS	\$ 3,544.68	\$ 3,544.68	1.00	\$ 3,544.68	-	\$ -	1.00	\$ 3,544.68
SUP-14 Mobilize - Butler St Concrete at Main St Park	1.00	LS	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	-	\$ -	1.00	\$ 3,500.00
SUP-15 Site Cleaning & Protection of Traffic - Butler St Concrete at Main St Park	1.00	LS	\$ 16,500.00	\$ 16,500.00	1.00	\$ 16,500.00	-	\$ -	1.00	\$ 16,500.00
SUP-16 Mobilize - Butler St Concrete at Main St Park	1.00	LS	\$ 9,890.10	\$ 9,890.10	1.00	\$ 9,890.10	-	\$ -	1.00	\$ 9,890.10
SUP-17 Pipe Cleaning and Inspection - Butler St Concrete at Main St Park	1.00	LS	\$ 5,964.00	\$ 5,964.00	1.00	\$ 5,964.00	-	\$ -	1.00	\$ 5,964.00
SUP-18 Mobilize - Green Grove Concrete between Warren St & 2nd St	1.00	LS	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	-	\$ -	1.00	\$ 3,500.00
SUP-19 Site Cleaning & Protection of Traffic - Green Grove Concrete between Warren St & 2nd St	1.00	LS	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00	-	\$ -	1.00	\$ 5,000.00
SUP-20 Mobilize - Green Grove Concrete between Warren St & 2nd St	1.00	LS	\$ 3,459.50	\$ 3,459.50	1.00	\$ 3,459.50	-	\$ -	1.00	\$ 3,459.50
SUP-21 Maintenance & Protection of Traffic - Green Grove Concrete between Warren St & 2nd St	1.00	LS	\$ 3,459.50	\$ 3,459.50	1.00	\$ 3,459.50	-	\$ -	1.00	\$ 3,459.50
Change Order 2 Total:			\$ 0.00	\$ 0.00		\$ 55,583.16		\$ -		\$ 55,583.16
Adjusted Contract Total:			\$ 1,428,388.24	\$ 1,428,388.24		\$ 1,430,228.23		\$ -		\$ 1,430,228.23

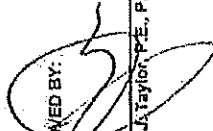
CLOSE OUT CHANGE ORDER										
CO-8 Traffic Director: Municipal Police Allowance	1.00	LS	\$ 770.00	\$ 770.00	-	\$ -	1.00	\$ 770.00	1.00	\$ 770.00
CO-46 Concrete Sidewalk, 4" Thick	38	SY	\$ 75.00	\$ 2,850.00	-	\$ -	38.00	\$ 2,850.00	38.00	\$ 2,850.00
CO-87 Sanitary Sewer Service Connection and Cleanout	1.00	LN	\$ 2,000.00	\$ 2,000.00	-	\$ -	-	\$ -	-	\$ -
SUP-11 Allowance for Work Not Specified	(0.78)	AL	\$ 971.67	\$ (758.91)	-	\$ -	-	\$ -	-	\$ -
SUP-21 Additional Inlet on Warren St	1.00	LS	\$ 3,250.00	\$ 3,250.00	-	\$ -	1.00	\$ 3,250.00	1.00	\$ 3,250.00
SUP-22 Remove 30" Check Valve from Storm Pipe on E. Front Street	1.00	LS	\$ 7,300.00	\$ 7,300.00	-	\$ -	1.00	\$ 7,300.00	1.00	\$ 7,300.00
Change Order 3 Total:			\$ 15,409.99	\$ 15,409.99		\$ -		\$ 14,170.00		\$ 14,170.00
Adjusted Contract Total:			\$ 1,444,398.23	\$ 1,444,398.23		\$ 1,430,228.23		\$ 14,170.00		\$ 1,444,398.23

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from Owner on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by Prior Payment Estimates; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the Payment Estimate will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as covered by Bond acceptable to OWNER).

PREPARED BY:


Underground Utilities Corp.

APPROVED BY:



Trevor J. Taylor, P.E., P.P., C.M.E.

CURRENT TO DATE TOTAL \$ 1,444,398.23
LESS 2% RETAINAGE \$ -
LESS PREVIOUS PAYMENTS \$ 1,412,717.27
BALANCE DUE \$ 31,680.96

BOROUGH OF KEYPORT
70 WEST FRONT STREET • KEYPORT, NJ 07735
TEL (732) 739-3900 • FAX (732) 739-4701

PURCHASE ORDER THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.
No. _____

SHIP TO	
VENDOR	Underground Utilities Corp. 711 Commerce Road Linden, NJ 07036

THIS ORDER IS TAX EXEMPT PER N.J.S.A. 54:32B-9(a)(1) TAX EXEMPT I.D. NO. 21-6000776

PLEASE NOTE - Please sign and return for payment. Meetings are held on the third Tuesday of each month for payment of bills. Bills must be received 10 days prior to ensure payment.

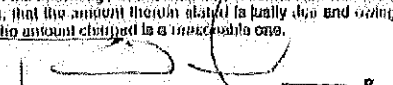
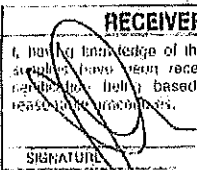
2019 Road Improvement Program – Contract 'A'

Final Payment Estimate and Close Out Change Order

Completed to Date Total:	\$ 1,444,398.23
Less 2% Retainage:	\$ 0.00
Less Previous Payments:	\$ 1,412,717.27

Total Due This Estimate: \$ 31,680.96

VENDORS REQUIRED TO SUPPLY A COPY OF THEIR N.J. BUSINESS REGISTRATION CERTIFICATE

CLAIMANT'S CERTIFICATION & DECLARATION I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is truly due and owing; and that the amount claimed is a just and valid one.  X _____ VENDOR SIGNATURE President 12/9/21 OFFICIAL POSITION DATE 22-3281416 TAX ID NO. OR SOCIAL SECURITY NO.	RECEIVER'S CERTIFICATION I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certificate being based on signed delivery slips or other reasonable documents.  _____ SIGNATURE APPROVED FOR PAYMENT 12/2/21 _____ TITLE	DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW CERTIFICATION OF FUNDS I hereby certify that funds are available as encumbered. _____ CHIEF FINANCIAL OFFICER _____ DATE _____ PAID BY DATE _____ CITY CLERK
--	--	---

FOR PAYMENT - PLEASE SIGN AND RETURN WITH YOUR INVOICE

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Hartford, Connecticut 06183

MAINTENANCE BOND

Bond No.: 107085700M

KNOWN ALL BY THESE PRESENTS: That we Underground Utilities Corp., as Principal, and Travelers Casualty and Surety Company of America, a corporation organized and existing under the Laws of the State of Connecticut, as Surety, are held and firmly bound unto Borough of Keyport, as Oblige, in the total sum of Three Hundred Sixty Thousand Three Hundred Eighty Seven and 05/100 U.S. Dollars (\$360,387.05) for the payment whereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, the Principal entered into a contract with the Oblige dated September 4th, 2019 for 2019 Road Improvement Program - Contract A ("Work").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall maintain and remedy said Work free from defects in materials and workmanship for a period of Two year(s) commencing on 06/30/20 (the "Maintenance Period"), then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that any suit under this bond shall be commenced no later than one (1) year from the expiration date of the Maintenance Period; provided, however, that if this limitation is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law, and said period of limitation shall be deemed to have accrued and shall commence to run on the expiration date of the Maintenance Period.

SIGNED this 16th day of December, 2020.

Underground Utilities Corp.

(Principal)

By: TW [Signature]

Travelers Casualty and Surety Company of America

By: [Signature]

David H. Page, Attorney-in-Fact

SURETY ACKNOWLEDGMENT

State of New Jersey

County of Morris

On this 16th day of December 2020, before me personally came David H. Page to me known, who, being by me duly sworn, did depose and say that he/she is an attorney-in-fact of Travelers Casualty and Surety Company of America the corporation described in and which executed the within instrument; that he/she knows the corporate seal of said corporation; that the seal affixed to the within instrument is such corporate seal, and that he/she signed the said instrument and affixed the said seal as Attorney-in-Fact by authority of the Board of Directors of said corporation and by authority of this office under the Standing Resolution thereof.

Christina G. VanLenten
Notary Public
Christina G. VanLenten
Notary Public
New Jersey
My Commission Expires 03-23-2021
No. 2406132

My commission expires

TRAVELERS

**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **David H. Page of Cedar Knolls, New Jersey**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut



City of Hartford ss



By: Robert L. Raney
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal

My Commission expires the 30th day of June, 2021



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect

Dated this 16th day of December, 2020.



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

HARTFORD, CONNECTICUT 06183

FINANCIAL STATEMENT AS OF DECEMBER 31, 2019

AS FILED IN THE STATE OF NEW JERSEY

CAPITAL STOCK \$ 6,480,000

ASSETS		LIABILITIES & SURPLUS	
CASH AND INVESTED CASH	\$ 90,238,215	UNEARNED PREMIUMS	\$ 1,079,715,557
BONDS	3,590,884,327	LOSSES	772,047,572
STOCKS	297,933,044	LOSS ADJUSTMENT EXPENSES	174,714,888
INVESTMENT INCOME DUE AND ACCRUED	37,250,410	COMMISSIONS	48,970,487
OTHER INVESTED ASSETS	3,988,514	TAXES, LICENSES AND FEES	14,720,588
PREMIUM BALANCES	283,364,263	OTHER EXPENSES	43,134,646
NET DEFERRED TAX ASSET	52,134,926	CURRENT FEDERAL AND FOREIGN INCOME TAXES	12,874,197
REINSURANCE RECOVERABLE	31,203,529	REMITTANCES AND ITEMS NOT ALLOCATED	17,884,746
SECURITIES LENDING REINVESTED COLLATERAL ASSETS	3,732,602	AMOUNTS WITHHELD / RETAINED BY COMPANY FOR OTHERS	26,565,278
RECEIVABLES FROM PARENT, SUBSIDIARIES AND AFFILIATES	11,831,826	RETROACTIVE REINSURANCE RESERVE ASSUMED	828,255
ASSUMED REINSURANCE RECEIVABLE AND PAYABLE	567,398	POLICYHOLDER DIVIDENDS	11,482,845
OTHER ASSETS	3,574,868	PROVISION FOR REINSURANCE	9,837,205
		ADVANCE PREMIUM	2,140,883
		PAYABLE FOR SECURITIES LENDING	3,732,602
		CEDED REINSURANCE NET PREMIUMS PAYABLE	46,059,812
		OTHER ACCRUED EXPENSES AND LIABILITIES	421,937
		TOTAL LIABILITIES	\$ 2,293,017,456
		CAPITAL STOCK	\$ 6,480,000
		PAID IN SURPLUS	433,803,760
		OTHER SURPLUS	1,083,400,804
		TOTAL SURPLUS TO POLICYHOLDERS	\$ 2,123,684,564
TOTAL ASSETS	\$ 4,386,702,020	TOTAL LIABILITIES & SURPLUS	\$ 4,386,702,020

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) SS
CITY OF HARTFORD)

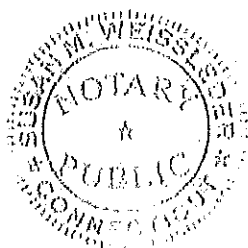
MICHAEL J. DOODY, BEING DULY SWORN, SAYS THAT HE IS VICE PRESIDENT - FINANCE, OF TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, AND THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF, THE FOREGOING IS A TRUE AND CORRECT STATEMENT OF THE FINANCIAL CONDITION OF SAID COMPANY AS OF THE 31ST DAY OF DECEMBER, 2019.

Michael J. Doody
VICE PRESIDENT - FINANCE

SUBSCRIBED AND SWORN TO BEFORE ME THIS
16TH DAY OF MARCH, 2020

NOTARY PUBLIC

SUSAN M. WEISSELEDER
Notary Public
My Commission Expires November 30, 2022



RESOLUTION #R2022-**APPOINTMENT OF GREEN TEAM MEMBERS**

WHEREAS, Resolution #108-09, establishing a volunteer Green Team for the Borough of Keyport, was adopted by the Borough Council on April 7, 2009; and

WHEREAS, Resolution No. R2022-20 was adopted on January 1, 2022 providing for the appointment of members of the Green Team for the year 2022; and

WHEREAS, the resolution included the appointment of Public Works Superintendent Robert Kutschman in error and the Borough Administrator has recommended the previously adopted Resolution No. R2022-20 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 Borough residents, governing body members, and representatives of designated boards, commissions, and members of other community organizations are hereby confirmed for appointment as volunteer members of the Borough of Keyport Green Team for the year 2022:

Mayor (or designee).....	Mayor Kennedy
Recycling Committee.....	Laura Callow
Environmental Commission.....	Kenneth DeGroat
Environmental Commission.....	Michael Palmisano
School Board.....	Joseph Stahley
Garden Club	Sue Kleinberg
Arts Society of Keyport	Michelle Knox
Resident.....	Todd Buurstra
Resident	Shauna Burlew

3. The Borough Clerk is directed to forward copies of this resolution to the appointees.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

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 Meeting held on February 1, 2022.

Michele Clark, RMC
Borough Clerk

RESOLUTION #R2022-**AUTHORIZING THE APPOINTMENT OF A PART-TIME SENIOR
CENTER SOCIAL WORKER— *Ann Albano***

WHEREAS, the Senior Center Director and Borough Administrator have recommended the appointment of Ann Albano to fill the vacant part-time Senior Center Social Worker position.

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. Ann Albano is hereby appointed to the position of part-time Senior Center Social Worker effective February 1, 2022 subject to the satisfactory completion of all pre-employment requirements and shall be compensated at the rate of \$25.00 per hour.
2. The part-time Senior Center Social Worker shall be regularly scheduled to work a maximum of four (4) hours per week in accordance with a schedule as may be recommended by the Senior Center Director and approved by the Borough Administrator.
3. The Borough Administrator is hereby authorized to execute all documents necessary to effectuate this appointment.
4. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, the Senior Center Director, and the Payroll Supervisor.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

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 February 1, 2022.

Michele Clark, RMC
Borough Clerk

RESOLUTION #R2022-

**RESOLUTION OF THE COUNCIL OF THE BOROUGH OF
KEYPORT IN RESPONSE TO AUDIT FINDINGS
INVOLVING THE KEYPORT BUSINESS IMPROVEMENT
DISTRICT (BID), INC aka KEYPORT BAYFRONT
BUSINESS COOPERATIVE, INC.**

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

WHEREAS, the Borough established the Keyport Business Improvement District (the "**District**") pursuant to *N.J.S.A. 40:56-65 et seq.* by Borough Ordinance No. 25-99, as amended by Borough Ordinance No. 6-02; and

WHEREAS, by Borough Ordinance No. 15-13, the Borough designated the non-profit corporation Keyport BID, Inc. (also known as the Keyport Bayfront Business Cooperative, Inc., and hereinafter referred to as the "**KBBC**"), incorporated pursuant to *N.J.S.A. 15A:1-1 et seq.*, as the District Management Corporation for the District; and

WHEREAS, Section 21-11 of the Borough Code and Article V, Section 2 of the KBBC Bylaws provide that the KBBC shall cause an annual audit consistent with government accounting standards of its books, accounts and financial transactions to be made and filed with the Mayor and Council, which audit shall be certified by an independent Certified Public Accountant of the State; and

WHEREAS, the Borough Code and KBBC Bylaws further provide that the annual audit shall be completed and filed with the Mayor and Council within four (4) months after the close of the KBBC's fiscal year, and that a certified duplicate copy of the audit shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs within five (5) days of the filing of the audit with the Mayor and Council; and

WHEREAS, an audit was conducted for the fiscal years 2019 and 2020 by Polcari & Co., Certified Public Accountants, and an Independent Auditor's Report of the KBBC's financial statements and internal controls over financial reporting and compliance (the "**Audit Report**") was issued, dated December 20, 2021; and

WHEREAS, the Report was subsequently issued to the Borough Council on December 23, 2021;

WHEREAS, in accordance with the Borough Code and the KBBC Bylaws, an Independent Auditor's Report for the fiscal year 2019 was required to be submitted to Borough Council prior to May 1, 2020, and consequently the Independent Auditor's Report for such fiscal year was not timely submitted to Council; and

WHEREAS, in accordance with the Borough Code and the KBBC Bylaws, an Independent Auditor's Report for the fiscal year 2020 was required to be submitted to Borough Council prior to May 1, 2021, and consequently the Independent Auditor's Report for such fiscal year was not timely submitted to Council; and

WHEREAS, the Audit Report sets forth the criteria that was applied during the audit, and sets forth several significant findings and recommendations regarding such findings for the fiscal year of the KBBC which ended December 31, 2020, at pages 13-17 as follows:

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.

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.

Finding 2020-002

Criteria: New Jersey Local Public Contracts [Law] 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 Directors, nor did we see evidence that the Board appointed a contracting agent or otherwise delegated the authority to award these contracts.

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.

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.

Recommendation: We recommend that the organization discontinue the use of its debit card immediately and adopt a policy consistent with [N.J.S.A.] 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.”

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: its 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.

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

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.

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.

WHEREAS, the Audit Report also sets forth KBBC Management's response and proposed action(s) they propose to take in response to each of the above audit findings; and

WHEREAS, the Borough Council, based on a review of the audit findings as detailed by the Audit Report, hereby expresses its concern with respect to the nature of the findings, particularly with respect to those audit findings involving a failure by the KBBC to abide by stated provisions of the Local Public Contracts Law; 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, in response to the Audit Report, the Borough Council has established a subcommittee to further review the Audit Report's findings in the context of the Borough Code and KBBC Bylaws, to determine the need for potential revisions to the Borough Code and KBBC policies and procedures, in order to ensure compliance with the recommendations set forth in the Audit Report and to ensure the prevention of such audit findings in the future; and

WHEREAS, taking actions to rectify against any further findings and following Borough Code and KBBC Bylaws are needed to enable Keyport BID to remain in good standing for the betterment of the Borough of Keyport community, property owners, businesses, and state/federal regulations; and

WHEREAS, a copy of this resolution shall be submitted to the Executive Board of the KBBC.

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 directs that a copy of this resolution be submitted by the Borough Clerk to the Executive Board of the KBBC and to the Department of Community Affairs.
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 February 1, 2022.

Michele Clark, RMC
Borough Clerk

ORDINANCE #2022-1

**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-56, 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. 26:3D-56, 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: January 18, 2022
Public Hearing: February 1, 2022
Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport

RESOLUTION #R2022-**ESTABLISHING WEDDING CEREMONY REGULATIONS**

WHEREAS, Ordinance No. 2022-1, amending Chapter 11 of the Borough Code (Recreational Facilities), has been adopted; and

WHEREAS, section 2 of this ordinance amended Borough Code §11-8.1 to authorize the Borough Clerk to approve applications for the use of designated recreational facilities subject to rules and regulations as may be adopted by resolution of the Borough Council; and

WHEREAS, it is the desire of the Borough Council to adopted such rules and regulations upon approval of Ordinance No. 2022-1 by the Mayor and its effective date on date of publication of the required notice.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey, in accordance with the provision of Borough Code §11-8.1 the following rules and regulations are hereby adopted for the approval of applications by the Borough Clerk for use of designated Borough recreational facilities for wedding ceremonies where attendance is limited to no more than fifty (50) people:

1. Applications shall be submitted not less than seven (7) days prior to any requested date.
2. In the event of inclement weather a wedding ceremony may be rescheduled within the same calendar year. No refunds will be given.
3. In the event of cancellation, notification to the Borough Clerk must be made not less than 24 hours prior to the event. Events scheduled on a weekend must be cancelled no later than 11:00 AM on the preceding Friday.
4. The use of chairs, tents, rugs and/or runners are not permitted.
5. Amplification for music or other purposes is not permitted.
6. Throwing of rice, birdseed, flowers and confetti, and the release of balloons or lighted lanterns are prohibited.
7. Smoking and the consumption of alcoholic beverages are prohibited and no activity prohibited by Borough ordinance or State law are permitted.
8. Wedding participants and attendees are required to obey all posted parking regulations.
9. All directives and safety precautions required by Borough Police and other authorized officials must be followed.
10. Approval may be revoked if deemed necessary for the health and public safety by the Chief of Police.
11. A copy of the approved application must be available and presented upon request to Borough Police and other authorized officials.

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 February 1, 2022.

Michele Clark, RMC
Borough Clerk

ORDINANCE #2022-

**ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF
MONMOUTH, NEW JERSEY, AMENDING CHAPTER 10 OF THE
REVISED GENERAL ORDINANCES OF THE BOROUGH OF
KEYPORT ENTITLED "PERSONNEL" AT SECTION 10-4
(RESIDENCY REQUIREMENTS)**

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

WHEREAS, the Borough Council has determined to amend Chapter 10 (Personnel) at Section 10-4 (Residency Requirements) to eliminate residency requirements for officers and employees employed by the Borough.

NOW THEREFORE, BE IT ORDAINED by the Borough Council that Chapter 10 of the Revised General Ordinances of the Borough of Keyport is amended and as follows:

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

Section 2. Chapter 10 of the Revised General Ordinances of the Borough of Keyport is hereby amended to delete Section 10-4 entitled "Residency Requirements" in its entirety, including subsections 10.4.1 through 10-4.6, and replaced with the following:

§ 10-4 RESIDENCY REQUIREMENT.

Unless otherwise provided by law, no officer or employee of the Borough shall be required to be a resident of the Borough of Keyport.

Section 3. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 4. 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 5. Except as amended by this ordinance, all other provision of the Borough's Revised General Ordinances shall remain in full force and effect.

Section 6. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 7. This ordinance shall be in full force and effect from and after its adoption and any publication according to law.

Introduced: February 1, 2022

Public Hearing:

Adopted:

Michele Clark, RMC
Borough Clerk

Collette J. Kennedy, Mayor

ORDINANCE #2022-

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 5 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT ENTITLED "GENERAL LICENSING AND BUSINESS REGULATIONS" AT SECTION 5-15 (SIDEWALK CAFES AND RESTAURANTS)

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

WHEREAS, the Borough Council has determined to amend Chapter 5 (General Licensing and Business Regulations) at Section 5-15 (Sidewalk Cafes and Restaurants) to streamline the process for issuing Sidewalk Café and Restaurant licenses (additions are underlined, deletions are ~~stricken~~).

NOW THEREFORE, BE IT ORDAINED by the Council that Chapter 5 of the Revised General Ordinances of the Borough of Keyport is amended and supplemented as follows:

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

Section 2. Chapter 5 of the Revised General Ordinances of the Borough of Keyport is hereby amended at sections 5-15 to read as follows:

§ 5-15 SIDEWALK CAFES AND RESTAURANTS.

§ 5-15.1 License required.

Sidewalk cafes and restaurants may be established for businesses in the Borough of Keyport. No person, however, shall establish, maintain, own or operate a sidewalk cafe or restaurant nor serve food, liquor or other beverages on any public street, sidewalk or alleyway without first having obtained a license from the Municipal Clerk of the Borough of Keyport.

§ 5-15.2 Applicant: investigation, issuance or denial.

- a. An application for a sidewalk cafe license shall be available on a form to be issued by the Clerk of the Borough of Keyport. Once a completed application is received by the Clerk with the appropriate fee, it shall be forwarded to the Borough Administrator for review by the Chief of Police, ~~who shall, with the~~ Zoning Officer, Fire Marshal and Construction Official, ~~conduct an investigation into the date contained in the application. Upon completion of the investigation by the~~ Chief of Police, Zoning Officer and Construction Official, a report with recommendations shall be provided to the Borough Clerk for presentation to the Governing Body. The Borough Administrator, in his or her Governing Body, ~~in its~~ his or her unlimited discretion, shall issue or deny the license provided no existing parking is reduced or

~~access to existing parking is eliminated. The Governing Body shall take~~ taking into consideration the location, potential interference with pedestrian or vehicular traffic, appropriateness of design, the business record of the applicant, any proposed structures to be erected on public sidewalks, public safety, health and welfare considerations. ~~No license shall be issued until a resolution of the Governing Body of the Borough of Keyport authorizing the issuance of a license shall have been adopted by a majority vote of the Governing Body of the Borough.~~

- b. For liquor licensed establishments, permission to serve liquor outdoors shall be made as a separate application to the Borough Clerk and should be treated as a permanent expansion of the area to serve liquor and be treated accordingly as a place-to-place transfer of the liquor license through the Alcoholic Beverage Commission (ABC) with sole discretion of approval and denial separate from a standard sidewalk cafe license.

§ 5-15.3 Design standards.

The applicant, in designing and furnishing the sidewalk cafe or restaurant, shall be consistent with the local facade ordinance standards and goals if and when established.

§ 5-15.4 Application fees and licensing fees.

Any person submitting an application for a sidewalk cafe or restaurant shall submit an application fee in the amount of ~~\$25~~ \$100.00 with said application. ~~Should an application be approved by the Governing Body of the Borough by resolution, as specified in subsection 5-15.2a., the applicant shall pay an annual licensing fee of \$25.~~

§ 5-15.5 Season.

Any and all licenses issued pursuant to the terms of this section shall permit sidewalk cafe operations to begin no earlier than March 1 ~~15.~~ Any and all sidewalk cafe operations so established shall cease ~~on 14 business day notice as determined by the Business Administrator in consultation with the Zoning Officer depending upon weather related and public safety considerations~~ on or before November 15 of each year.

§ 5-15.6 Annual renewal.

Any license for a sidewalk cafe issued pursuant to the terms of this section shall require submission of an application to be renewed annually ~~in the discretion of the Governing Body.~~

§ 5-15.7 Violations and penalties.

Any person violating the provisions of this section shall, upon conviction, be punished in accordance with the penalty ordinance set forth in the Ordinances of the Borough of Keyport.

§ 5-15.8 Insurance requirements.

- a. Any person obtaining a license for a sidewalk cafe or restaurant shall submit, for the protection of the Borough of Keyport and its representatives, as well as the general public, a comprehensive policy of liability insurance protecting the licensee and the Borough of Keyport against any liability whatsoever occasioned by accident on or

about the licensed property or any appurtenances thereto. This policy shall be written by a good and solvent insurance company or companies, with a minimum Best Rating of A, authorized to do business in the State of New Jersey and the limits of liability thereunder shall not be less than the amount of \$1,000,000 in respect to any one person, and in the amount of \$1,000,000 in respect to any one accident or occurrence.

- b. Prior to the time such insurance is first required to be carried by the sidewalk cafe license holder and hereafter, at least 15 days prior to the expiration of any such policy, licensee agrees to deliver to the Borough Clerk a certified true copy of the aforesaid comprehensive liability policy naming the Borough of Keyport as an additional insured and including an endorsement that such insurance policy may not be modified or canceled except upon 30 days' written notice to the Borough; the licensee shall also deliver to the Borough Clerk evidence of payment for the policy. Licensee shall promptly provide, at the request of the Borough, from time to time, certification or other proof acceptable to the Borough, that the insurance policy is in good standing and in full force and effect.

§ 5-15.9 Other requirements.

- a. If the applicant is the holder of any alcoholic beverage control license pursuant to the laws of the State of New Jersey, and has been approved as to subsection 5-15.2a. of this section, alcoholic beverages may be served and/or permitted to be consumed in the outdoor cafe area if otherwise permitted by the Alcoholic Beverage Commission. Any consumption of alcohol within an outdoor cafe authorized by this section, which has been approved as an outdoor cafe, must be consumed by the glass and no alcohol may be consumed directly from the original container. The applicant for a license to be permitted to operate an outdoor cafe must comply and ensure compliance with all other provisions for the Code of the Borough of Keyport pertaining to alcohol and the consumption thereof.
- b. All persons consuming alcohol must be seated at a table.
- c. Each licensee is responsible for keeping the area of the outdoor cafe and the adjacent sidewalks and streets, free and clear of any debris or litter occasioned by the cafe. Areas must be cleaned as needed and by the time that business is closed and at the beginning of each business day, but not later than 9:00 a.m. Failure to clean the adjacent sidewalks and streets shall result in a doubling of the fine under the existing litter ordinance as well as the suspension of the license issued under this section.
- d. All tables, chairs and equipment must be properly secured and protected from wind damage and must be removed upon 48 hour notice by Borough officials if necessary to protect the public health and safety removed from the sidewalk area at the close of business each night.

Section 3. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 4. 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 5. Except as amended by this ordinance, all other provision of the Borough's Revised General Ordinances shall remain in full force and effect.

Section 6. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 7. This ordinance shall be in full force and effect from and after its adoption and any publication according to law.

Introduced: February 1, 2022

Public Hearing:

Adopted:

Michele Clark, RMC
Borough Clerk

Collette J. Kennedy, Mayor

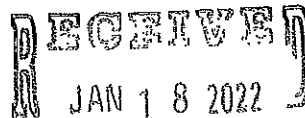
MidAtlantic Engineering Partners

January 17, 2022

BPM-111

Via Email and Fed Ex

Borough of Keyport
70 West Front Street
Keyport, NJ 07735



Attention: Mayor, Council and Administrator

BY:

Reference: 357 West Front Street, LLC
Mariner's Village at Keyport, LLC
Recreational Docks and Boat Slips
Block 20, Lots 1, 2, 3, 5, 6, 6.01, 7, 9, 11.01, 13, 14 & 14.01
Borough of Keyport, Monmouth County, New Jersey

Dear Mayor Kennedy, Council Members and Administrator Delaney:

On behalf of 357 West Front Street, LLC which operates as "Brown's Point Marina", and Mariner's Village at Keyport, LLC, please find this letter as the written application for a permit to expand piers, docks, and slips in accordance with Ordinance §12-5 Wharfs and Piers.

The applicant, 357 West Front Street, LLC, received prior Council approval on December 15, 2015 with regard to this ordinance section. At that time, the application proposed improvements approved under the March 17, 2015 NJDEP Waterfront Development (WFD) Permit to expand the existing floating dock system, provide additional boat slips (each with an option for a lift) and create a walkway connecting uplands portions of the site to the new northerly docks. As part of this application, review comments were received by Mr. Trevor Taylor of CME Associates, the Borough's engineer, who we understand to remain in that role. Our office worked with Mr. Taylor to address those comments.

The next year, the applicant applied for and received a modification to that WFD Permit, issued on October 14, 2016. This modification provided for:

- The 26 northeasterly most proposed slips and associated dock extension to be relocated 20 ft waterward, providing for slips in deeper waters.
- The addition of 11 smaller parallel style slips on the landward side of the proposed dock extension.
- A westerly relocation of the proposed walkway connecting upland areas to the new docks.
- The addition of 8 jet ski ramps in the vicinity of that walkway.
- At the request of NJDEP, reconfiguration of several floating docks at the forklift launch area.

On December 12, 2018, the Borough adopted a resolution approving the Preliminary / Final Major Site Plan and Subdivision for Mariner's Village at Keyport, LLC. This application includes a second, more northeasterly walkway from the upland area, thru wetlands and over water leading to a proposed kayak launch, observation point and fishing pier. These structures have also received an NJDEP WFD Permit, issued 5/19/20.

In 2021, 357 West Front Street, LLC appeared before your Planning Board to present a site plan for Brown's Point Marina, which refines parking, provides additional upland boat racks and proposes a new marina building and boat fueling apparatus. Mr. Taylor, acting as the Board's Engineer, provided a review letter dated 12/17/20 which summarizes the above information relating to the WFD permits. The fueling apparatus includes two new 8' x 20' floating docks on which the fueling dispenser will be placed.

In summary, it is the intent of this letter / application to request the applicant return before Council to present:

- WFD modifications associated with the floating docks and boat slip expansion.
- Walkway, kayak launch, observation point and fishing pier associated with the Mariner's Village at Keyport site plan approval.
- Two new fueling docks associated with the Brown's Point Marina site plan application.

Accordingly, please find enclosed one (1) full size and ten (10) reduced copies of:

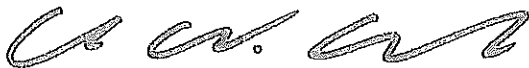
- "Permitting Plan," Sheet 4 of the "NJDEP Waterfront Development Plans" prepared by MidAtlantic Engineering and last revised 3/16/15. This is the approved plan referenced under the March 17, 2015 NJDEP WFD Permit.
- "Permitting Plan," Sheet 4 of the "NJDEP Waterfront Development Plans" prepared by MidAtlantic Engineering and last revised 7/22/16. This is the approved plan referenced under the October 14, 2016 NJDEP WFD Permit Modification.
- "Layout Plan," Sheet 4 of the "Preliminary / Final Major Site Plan and Subdivision" for Mariner's Village at Keyport," prepared by MidAtlantic Engineering and last revised 9/29/20.
- "Layout Plan," Sheet 4 of the "Preliminary / Final Major Site Plan" for Brown's Point Marina," prepared by MidAtlantic Engineering and last revised 7/29/21.

Please assign us to the Council's earliest available agenda. We understand from the Ordinance that the Borough will make any and all required public notices.

Should you have any questions or need additional information, please do not hesitate to contact us.

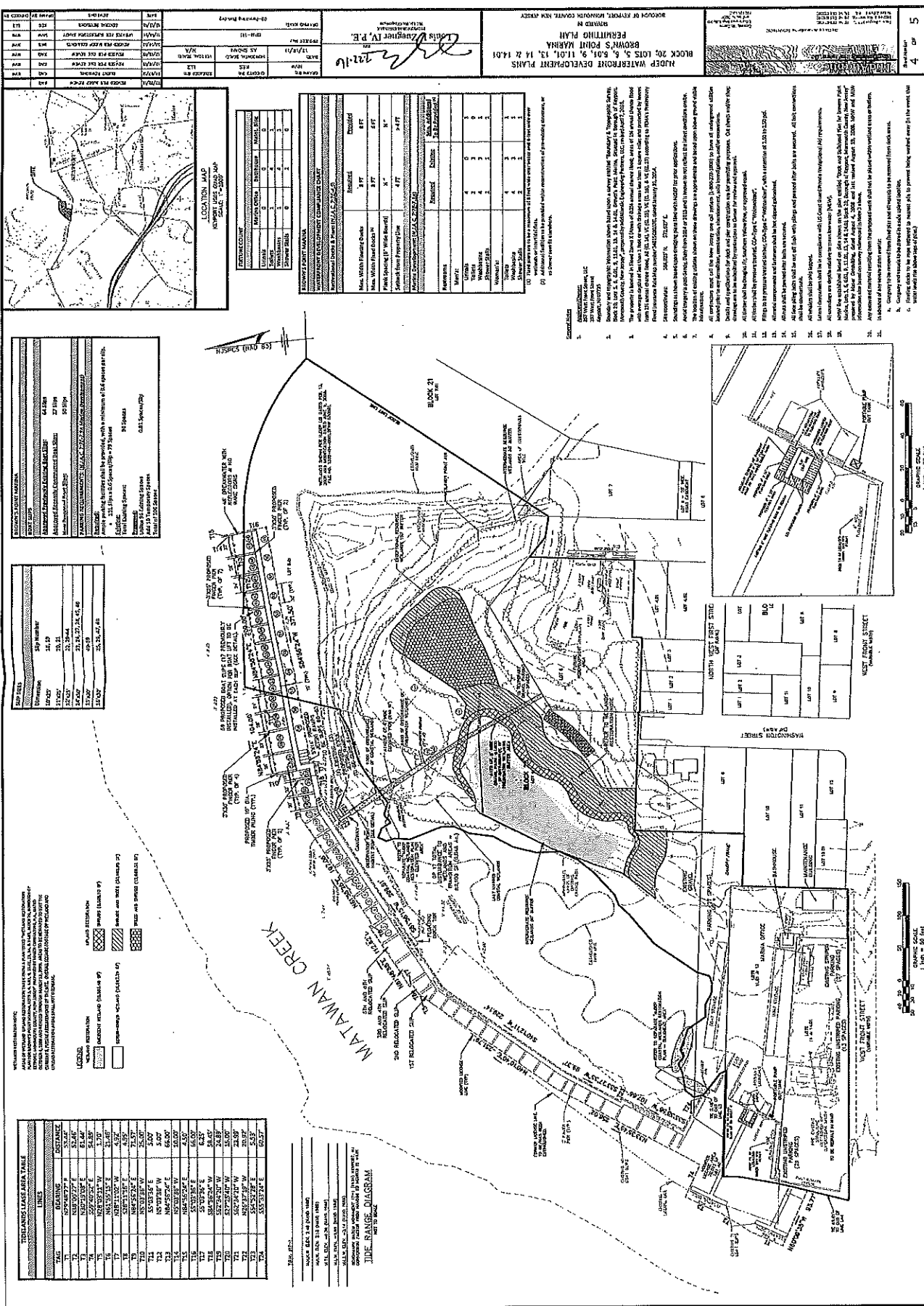
Sincerely,

MidAtlantic Engineering Partners, LLC



Michael V. Weseloski, P.E.
w/enclosures

cc: Clay Perlman, Roger Miller – Applicant / Owner
Ken Pape – Heilbrunn Pape
Trevor Taylor – CME Associates
Denise Nellis – Keyport PB
Louis Zuegner – MidAtlantic Engineering



PROPOSED LOT DATA

LOT	AREA (SQ. FT.)	AREA (AC.)	PERCENTAGE OF TOTAL
LOT 1	10,000	0.23	1.00
LOT 2	10,000	0.23	1.00
LOT 3	10,000	0.23	1.00
LOT 4	10,000	0.23	1.00
LOT 5	10,000	0.23	1.00
LOT 6	10,000	0.23	1.00
LOT 7	10,000	0.23	1.00
LOT 8	10,000	0.23	1.00
LOT 9	10,000	0.23	1.00
LOT 10	10,000	0.23	1.00
LOT 11	10,000	0.23	1.00
LOT 12	10,000	0.23	1.00

PROPOSED LOT DATA

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LOT 5	10,000	0.23	1.00
LOT 6	10,000	0.23	1.00
LOT 7	10,000	0.23	1.00
LOT 8	10,000	0.23	1.00
LOT 9	10,000	0.23	1.00
LOT 10	10,000	0.23	1.00
LOT 11	10,000	0.23	1.00
LOT 12	10,000	0.23	1.00

TIDE RANGE DATA TABLE

LINE	DATE	TIME	HEIGHT (FEET)
1	1/1/2020	12:00	1.00
2	1/1/2020	12:30	1.05
3	1/1/2020	13:00	1.10
4	1/1/2020	13:30	1.15
5	1/1/2020	14:00	1.20
6	1/1/2020	14:30	1.25
7	1/1/2020	15:00	1.30
8	1/1/2020	15:30	1.35
9	1/1/2020	16:00	1.40
10	1/1/2020	16:30	1.45
11	1/1/2020	17:00	1.50
12	1/1/2020	17:30	1.55
13	1/1/2020	18:00	1.60
14	1/1/2020	18:30	1.65
15	1/1/2020	19:00	1.70
16	1/1/2020	19:30	1.75
17	1/1/2020	20:00	1.80
18	1/1/2020	20:30	1.85
19	1/1/2020	21:00	1.90
20	1/1/2020	21:30	1.95
21	1/1/2020	22:00	2.00
22	1/1/2020	22:30	2.05
23	1/1/2020	23:00	2.10
24	1/1/2020	23:30	2.15
25	1/1/2020	24:00	2.20
26	1/1/2020	24:30	2.25
27	1/1/2020	25:00	2.30
28	1/1/2020	25:30	2.35
29	1/1/2020	26:00	2.40
30	1/1/2020	26:30	2.45
31	1/1/2020	27:00	2.50
32	1/1/2020	27:30	2.55
33	1/1/2020	28:00	2.60
34	1/1/2020	28:30	2.65
35	1/1/2020	29:00	2.70
36	1/1/2020	29:30	2.75
37	1/1/2020	30:00	2.80
38	1/1/2020	30:30	2.85
39	1/1/2020	31:00	2.90
40	1/1/2020	31:30	2.95
41	1/1/2020	32:00	3.00
42	1/1/2020	32:30	3.05
43	1/1/2020	33:00	3.10
44	1/1/2020	33:30	3.15
45	1/1/2020	34:00	3.20
46	1/1/2020	34:30	3.25
47	1/1/2020	35:00	3.30
48	1/1/2020	35:30	3.35
49	1/1/2020	36:00	3.40
50	1/1/2020	36:30	3.45
51	1/1/2020	37:00	3.50
52	1/1/2020	37:30	3.55
53	1/1/2020	38:00	3.60
54	1/1/2020	38:30	3.65
55	1/1/2020	39:00	3.70
56	1/1/2020	39:30	3.75
57	1/1/2020	40:00	3.80
58	1/1/2020	40:30	3.85
59	1/1/2020	41:00	3.90
60	1/1/2020	41:30	3.95
61	1/1/2020	42:00	4.00
62	1/1/2020	42:30	4.05
63	1/1/2020	43:00	4.10
64	1/1/2020	43:30	4.15
65	1/1/2020	44:00	4.20
66	1/1/2020	44:30	4.25
67	1/1/2020	45:00	4.30
68	1/1/2020	45:30	4.35
69	1/1/2020	46:00	4.40
70	1/1/2020	46:30	4.45
71	1/1/2020	47:00	4.50
72	1/1/2020	47:30	4.55
73	1/1/2020	48:00	4.60
74	1/1/2020	48:30	4.65
75	1/1/2020	49:00	4.70
76	1/1/2020	49:30	4.75
77	1/1/2020	50:00	4.80
78	1/1/2020	50:30	4.85
79	1/1/2020	51:00	4.90
80	1/1/2020	51:30	4.95
81	1/1/2020	52:00	5.00
82	1/1/2020	52:30	5.05
83	1/1/2020	53:00	5.10
84	1/1/2020	53:30	5.15
85	1/1/2020	54:00	5.20
86	1/1/2020	54:30	5.25
87	1/1/2020	55:00	5.30
88	1/1/2020	55:30	5.35
89	1/1/2020	56:00	5.40
90	1/1/2020	56:30	5.45
91	1/1/2020	57:00	5.50
92	1/1/2020	57:30	5.55
93	1/1/2020	58:00	5.60
94	1/1/2020	58:30	5.65
95	1/1/2020	59:00	5.70
96	1/1/2020	59:30	5.75
97	1/1/2020	60:00	5.80
98	1/1/2020	60:30	5.85
99	1/1/2020	61:00	5.90
100	1/1/2020	61:30	5.95

PROPOSED LOT DATA

LOT	AREA (SQ. FT.)	AREA (AC.)	PERCENTAGE OF TOTAL
LOT 1	10,000	0.23	1.00
LOT 2	10,000	0.23	1.00
LOT 3	10,000	0.23	1.00
LOT 4	10,000	0.23	1.00
LOT 5	10,000	0.23	1.00
LOT 6	10,000	0.23	1.00
LOT 7	10,000	0.23	1.00
LOT 8	10,000	0.23	1.00
LOT 9	10,000	0.23	1.00
LOT 10	10,000	0.23	1.00
LOT 11	10,000	0.23	1.00
LOT 12	10,000	0.23	1.00

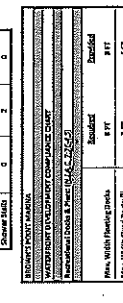
PROPOSED LOT DATA

LOT	AREA (SQ. FT.)	AREA (AC.)	PERCENTAGE OF TOTAL
LOT 1	10,000	0.23	1.00
LOT 2	10,000	0.23	1.00
LOT 3	10,000	0.23	1.00
LOT 4	10,000	0.23	1.00
LOT 5	10,000	0.23	1.00
LOT 6	10,000	0.23	1.00
LOT 7	10,000	0.23	1.00
LOT 8	10,000	0.23	1.00
LOT 9	10,000	0.23	1.00
LOT 10	10,000	0.23	1.00
LOT 11	10,000	0.23	1.00
LOT 12	10,000	0.23	1.00

5 4 3 2 1

[illegible]

MATAMAN CRE

[illegible][illegible][illegible]

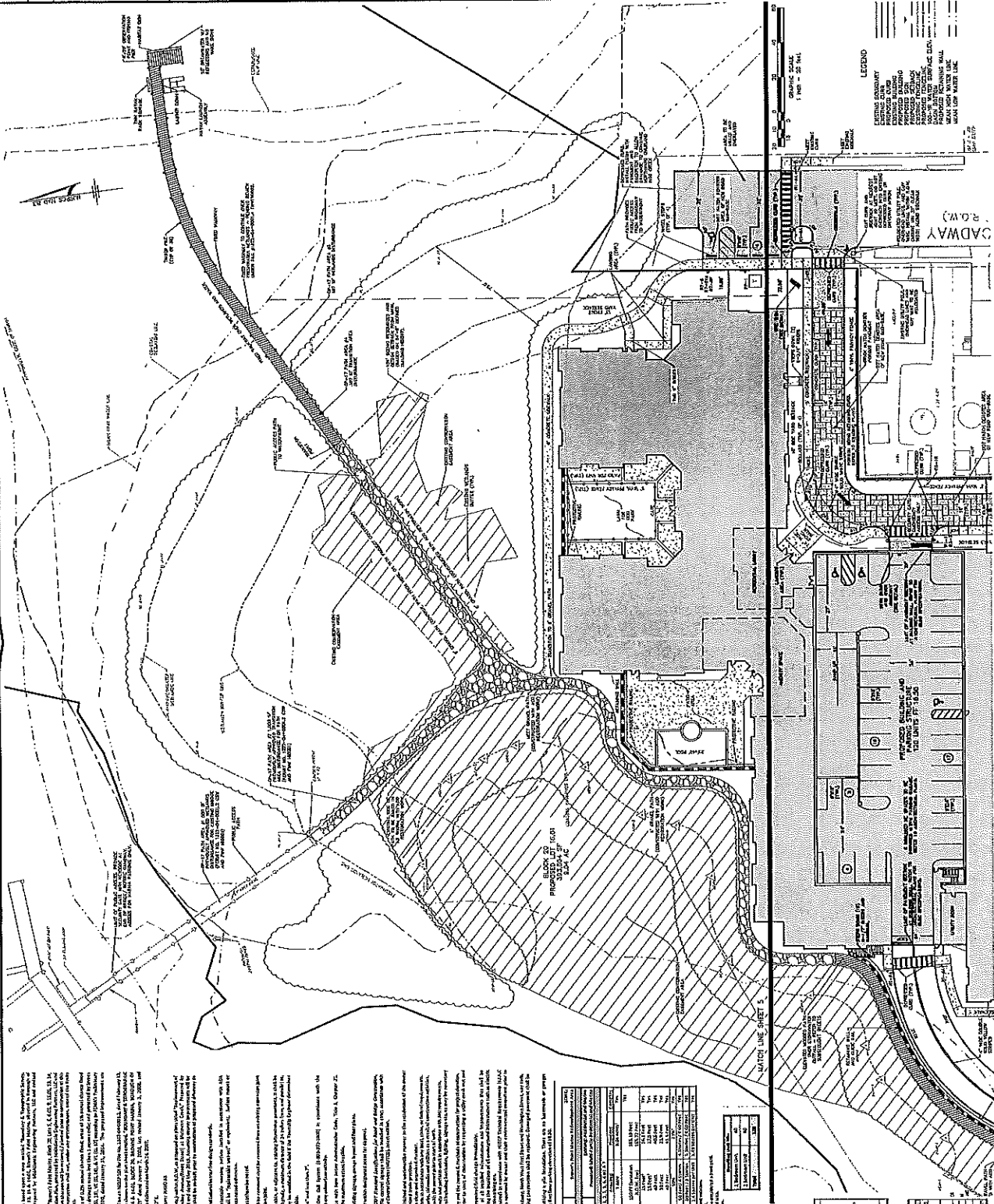
to be used. The following information is provided for your reference:

- **Use of the product in any way not approved by the manufacturer is prohibited.** The use of the product in any way not approved by the manufacturer is prohibited. The use of the product in any way not approved by the manufacturer is prohibited.
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Map showing lots 1 through 16, with lot numbers labeled on the map. The map is oriented with North at the top. Lot 1 is at the top left, and Lot 14 is at the bottom left. Lot 15 is at the top right, and Lot 16 is at the bottom right. The map shows the layout of the lots and the street grid.

[illegible]



REVISIONS		DATE	BY	DESCRIPTION
1	ADD	01/11/10	LOUIS L. ZIEGLER, P.E.	INITIAL DESIGN
2	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
3	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
4	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
5	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
6	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
7	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
8	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
9	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
10	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
11	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
12	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
13	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
14	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
15	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
16	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
17	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
18	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
19	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
20	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
21	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
22	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
23	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
24	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
25	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
26	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
27	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
28	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
29	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
30	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
31	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
32	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
33	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
34	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
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41	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
42	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
43	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
44	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
45	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
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76	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
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98	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
99	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN
100	REV	01/11/10	LOUIS L. ZIEGLER, P.E.	REVISED DESIGN

RECREATION EVENT CALENDAR FOR 2022
REVISED 1/26/2022

Snowman Contest – Winter 2022 (not to exceed 5 contests for the year)

Sunday, April 10th - Easter Egg Hunt (rain date April 16th)

Sunday, May 22nd at 1:05pm – Somerset Patriot Game (already approved)

Monday, May 30th – Patriotic Chalk Contest

June –August – 2 movies a month

June 8th rain date June 15th

June 22nd rain date June 29th

July 6th rain date July 13th

July 20th rain date July 27th

August 3rd rain date August 10th

August 17th rain date August 24th

June – Recreation Awards (2 for High School and 2 for Central School)

Monday, July 4th – Patriotic Chalk Contest

Saturday, July 9th – Mini Show

Saturday, July 23rd – Mini Show

Monday, September 5th – Patriotic Chalk Contest

Saturday, September 24th – 5K race

Saturday, October 22nd – Trunk or Treat/Halloween Movie and Pizza

Sunday, December 18th – Holiday House Decorating Contest

BOROUGH OF KEYPORT • RECREATION COMMITTEE

Program & Activity Planning Summary

RECEIVED
JAN 24 2022

PROGRAM/ACTIVITY: Snowman Contest

CONTACT NAME: Rebecca Kahane

BY:

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Winter 2022 High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

RAIN DATE(s) (If any): N/A

TIME (provide set-up and clean-up times, if applicable) _____

LOCATION: Keyport Borough

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout):

Snowman contest not to exceed five contests a year with a \$100.00 for each contest not to exceed 500.00

NUMBER OF: PARTICIPANTS EXPECTED: _____

VOLUNTEERS NEEDED: n/a

VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No fee to be charge at this time.

If the event will include sponsors or donations include details as to why and sponsorship amounts:

None

Provide plans to publicize the event: Recreation and Borough facebook page and Borough's webpage

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map) _____ YES ☒ NO

Special Parking Requirements: Cars will be needed to back into parking spots at Firemans Lot. YES ☒ NO

Traffic Control. (Police Chief decision) YES ☒ NO

Police Attendance Requested (Police Chief decision) YES ☒ NO

Additional Trash/Recycling Containers _____ YES ☒ NO

Sound System, Live or Recorded Music/Entertainment _____ YES ☒ NO

Electrical Power or Generator _____ YES ☒ NO

Tables _____ YES ☒ NO

Chairs/Seating _____ ☐ YES ☒ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships..... _____

Registration Fees _____

TOTAL REVENUE _____

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

Five contest with 3 winners for each contest

(First place 50.00, second 35.00 third 15.00)

Total

500.00

BOROUGH OF KEYPORT • RECREATION COMMITTEE

Program & Activity Planning Summary

RECEIVED
JAN 24 2022

PROGRAM/ACTIVITY: Easter Egg Hunt at the Waterfront

BY:

CONTACT NAME: Nicki Francis

PHONE: [REDACTED]

EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Sunday, April 10th

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

RAIN DATE(s) (If any): Saturday, April 16th

TIME (provide set-up and clean-up times, if applicable): Public works and Committee members set up at 10AM the event starts at noon and ends at 3pm. DPW and committee members clean up from 3:00 to 4:30.

LOCATION: Waterfront by Gazebo, lawn area, mini park across street

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): egg hunt, spin art, bounce house, crafts and activities. DJ and giveaways (map to follow) Bounce house and spin are set up by the mini park

NUMBER OF PARTICIPANTS EXPECTED: 350 +

VOLUNTEERS NEEDED: 15 VOLUNTEERS CONFIRMED: Unknown at this time

If a fee will be charged for participants, indicate amount per individual, team or other:

No Fee

If the event will include sponsors or donations include details as to why and sponsorship amounts:

N/A

Provide plans to publicize the event: Recreation and Borough Facebook page and web page, flyers to be sent home from school

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☒ YES ☐ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map) American Legion Drive..... ☒ YES ☐ NO

Special Parking Requirements ☐ YES ☒ NO

Traffic Control This would be up to Chief Torres..... ☐ YES ☐ NO

Police Attendance Requested..... This would be up to Chief Torres..... ☐ YES ☐ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers 2 of each..... ☒ YES ☐ NO

Sound System, Live or Recorded Music/Entertainment..... ☒ YES ☐ NO

Electrical Power or Generator ☒ YES ☐ NO

Tables..... 10..... ☒ YES ☐ NO

Chairs/Seating..... 10..... ☒ YES ☐ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships..... _____

Registration Fees _____

TOTAL REVENUE

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)
 DJ

AMOUNTS
 400.00

Plastic eggs -Oriental Trading

200.00

Candy – oriental trading

400.00

Giveaways - Amazon

300.00

bounce house and spin art

700.00

TOTAL

\$ 2,000

BOROUGH OF KEYPORT - RECREATION COMMITTEE

Program & Activity Planning Summary

RECEIVED
JAN 24 2022

PROGRAM/ACTIVITY: Patriotic Chalk Contest

BY:

CONTACT NAME: Rebecca Kahane

PHONE: [REDACTED]

EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Monday, May 30th (Memorial Day)

High Tides: _____

Day/Date Monday, July 4th (4th of July)

High Tides: _____

Day/Date Monday, September 5 (Labor Day)

High Tides: _____

Day/Date _____

High Tides: _____

RAIN DATE(s) (If any): N/A

TIME (provide set-up and clean-up times, if applicable) _____

LOCATION: Keyport Borough

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout):

Three Patriotic contests a year with a \$100.00 for each contest not to exceed 300.00

NUMBER OF: PARTICIPANTS EXPECTED: _____

VOLUNTEERS NEEDED: n/a

VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No fee to be charge at this time.

If the event will include sponsors or donations include details as to why and sponsorship amounts:

None

Provide plans to publicize the event: Recreation and Borough facebook page and Borough's webpage

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map) _____ YES ☒ NO

Special Parking Requirements: Cars will be needed to back into parking spots at Firemans Lot. YES ☒ NO

Traffic Control. (Police Chief decision) YES ☒ NO

Police Attendance Requested (Police Chief decision) YES ☒ NO

Additional Trash/Recycling Containers _____ YES ☒ NO

Sound System, Live or Recorded Music/Entertainment _____ YES ☒ NO

Electrical Power or Generator _____ YES ☒ NO

Tables _____ YES ☒ NO

Chairs/Seating _____ ☐ YES ☒ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships..... _____

Registration Fees _____

TOTAL REVENUE _____

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

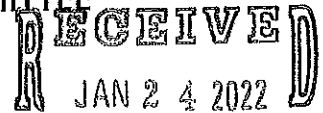
Three contest with 3 winners for each contest

(First place 50.00, second 35.00 third 15.00)

Total 300.00

BOROUGH OF KEYPORT • RECREATION COMMITTEE

Program & Activity Planning Summary



PROGRAM/ACTIVITY: Movie Nights at the Waterfront

BY:

CONTACT NAME: David Quinn

PHONE: [REDACTED]

EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date June 8, 22, July 6th, 20th Aug 3rd, 17

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

RAIN DATE(s) (If any): June 15th, June 29th, July 13th, July 27th, August 10 and August 24

TIME (provide set-up and clean-up times, if applicable): 3pm DPW set up screen, sound system, tables and two chairs. Breakdown at approximately 10:30 by DPW

LOCATION: Waterfront by Gazebo

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): Movies to be shown on the lawn by the gazebo with the screen back facing the bay

NUMBER OF: PARTICIPANTS EXPECTED: 50

VOLUNTEERS NEEDED: N/A VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No Fee

If the event will include sponsors or donations include details as to why and sponsorship amounts:

N/A

Provide plans to publicize the event: Recreation and Borough Facebook page and web page

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☐ YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map) Part of American Legion Drive..... ☒ YES ☐ NO

Special Parking Requirements ☐ YES ☒ NO

Traffic Control This would be up to Chief Torres..... ☐ YES ☐ NO

Police Attendance Requested.....This would be up to Chief Torres..... ☐ YES ☐ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers..... ☒ YES ☐ NO

Sound System, Live or Recorded Music/Entertainment..... ☒ YES ☐ NO

Electrical Power or Generator ☒ YES ☐ NO

Tables ☒ YES ☐ NO

Chairs/Seating..... ☒ YES ☐ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships..... _____

Registration Fees _____

TOTAL REVENUE _____

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

Movies have not been decided they range from 350.00 to 400.00

2850.00

For each movie

Pay for movie person running projector (if not a volunteer)

300.00

TOTAL EXPENSES

3150.00

BOROUGH OF KEYPORT • RECREATION COMMITTEE
Program & Activity Planning Summary

RECEIVED
JAN 24 2022

PROGRAM/ACTIVITY: Recreation Award 2022 BY: _____

CONTACT NAME: David Quinn

PHONE: _____ EMAIL: _____

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date TBD by the School (June 2022) High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

RAIN DATE(s) (if any): _____

TIME (provide set-up and clean-up times, if applicable): _____

LOCATION: The Keyport Schools during the award ceremony

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): _____

Recreation Chair gives out award at the awards ceremony for the high school and the central school

NUMBER OF: PARTICIPANTS EXPECTED: _____

VOLUNTEERS NEEDED: _____ VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No Fee

If the event will include sponsors or donations include details as to why and sponsorship amounts:

N/A

Provide plans to publicize the event: There will be a flyer sent out to the school (see attached)

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☐ YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map)..... ☐ YES ☒ NO

Special Parking Requirements ☐ YES ☒ NO

Traffic Control ☐ YES ☒ NO

Police Attendance Requested..... ☐ YES ☒ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers..... ☐ YES ☒ NO

Sound System, Live or Recorded Music/Entertainment..... ☐ YES ☒ NO

Electrical Power or Generator ☐ YES ☒ NO

Tables..... ☐ YES ☒ NO

Chairs/Seating..... ☐ YES ☒ NO

OTHER: _____

REVENUES ANTICIPATED	AMOUNTS
Sponsorships.....	_____
Registration Fees	_____
TOTAL REVENUE	_____

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)	AMOUNTS
2 awards for High School (125.00 each)	250.00
2 awards for central School (75.00 each)	150.00
TOTAL EXPENSES	400.00



Keyport Recreation Award for 2022.

Students that are graduating 8th grade and high school seniors and meet the following criteria are eligible for this award.

Student has been a volunteer for Keyport Recreation
(please let us know what event(s) that the student volunteered for)

Candidate is a student in good standing at the school they attend
(note: does not need to be a Keyport School
please let us know what school the student attends)

Student is a Keyport resident

Please submit name of student and the school the student attends no later
than May 1st to recreation@keyportonline.com

Deadline for May 1st deadline

Denise Nellis

From: Denise Nellis <dnellis@keyportonline.com>
Sent: Tuesday, March 30, 2021 3:38 PM
To: 'guidance@kpsdschools.org'
Cc: 'Matthew Goode'; 'Nancy Jones'; 'kmcnamara@keyportonline.com'; 'Jay Delaney';
'[REDACTED]';
Subject: FW: Request from Keyport HS regarding awards

Cheryl

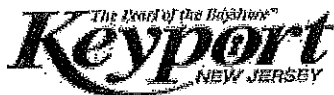
Recreation will be keeping with past tradition Keyport Recreation will have awards for two graduating high school students and two graduating eighth grade students. Just an FYI the award can go to students outside of KSD. The award criteria is as follows:

- Student has been a volunteer for Keyport Recreation
- Candidate is a student in good standing at the school they attend (note: does not need to be a Keyport School)
- Student is a Keyport resident

Cheryl please give a list of candidates names that meet the criteria from 8th and 12th grade by May 10th for the committee's consideration.

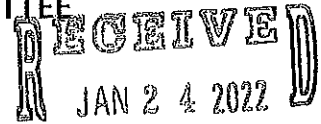
Thank you

Denise Nellis
Administrative Secretary/
Certified Planning Bd Secretary
732-739-5123
dnellis@keyportonline.com



BOROUGH OF KEYPORT ■ RECREATION COMMITTEE

Program & Activity Planning Summary



PROGRAM/ACTIVITY: Saturday Morning Children Show 2022

BY:

CONTACT NAME: David Quinn

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Saturday, July 9th High Tides: _____

Day/Date Saturday, July 23rd High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

RAIN DATE(s) (If any): _____

TIME (provide set-up and clean-up times, if applicable): 9am to 11:30 am shows will begin 10am and last 45 minutes

LOCATION: Mini park Stage

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): _____

NUMBER OF: PARTICIPANTS EXPECTED: 50

VOLUNTEERS NEEDED: 2-3 VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No Fee

If the event will include sponsors or donations include details as to why and sponsorship amounts:

N/A

Provide plans to publicize the event: Recreation and Borough Facebook page and web page

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☐ YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map)..... YES ☒ NO

Special Parking Requirements ☐ YES ☒ NO

Traffic Control This would be up to Chief Torres..... ☐ YES ☐ NO

Police Attendance Requested..... This would be up to Chief Torres..... ☐ YES ☐ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers..... YES ☒ NO

Sound System, Live or Recorded Music/Entertainment..... ☒ YES ☐ NO

Electrical Power or Generator ☒ YES ☐ NO

Tables..... YES ☒ NO

Chairs/Seating..... ☒ YES ☐ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships..... _____

Registration Fees _____

TOTAL REVENUE

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

Each show would be 350.00 (2 shows)

700.00

TOTAL EXPENSES

BOROUGH OF KEYPORT - RECREATION COMMITTEE
Program & Activity Planning Summary

RECEIVED
JAN 24 2022

BY:

PROGRAM/ACTIVITY: KeyportFest 5K race

CONTACT NAME: Nancy Jones

PHONE: [REDACTED]

EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Saturday, September 24, 2022

High Tides: _____

Day/Date Friday, September 23, 2022

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

RAIN DATE(s) (If any): No rain Date (Event held Rain or Shine)

TIME (provide set-up and clean-up times, if applicable): Friday, Boro lobby for race packet pick up from 1pm to 8pm. Saturday race starts at 8:30am, set up 5:30am runners check in at 7am

LOCATION: Boro Lobby on Friday, Waterfront Park for race on Saturday

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): Need map of waterfront park – race day- set up by gazebo and on grass – check in tables, refreshment table, tables for trophies and medals, DJ Table. For Friday, need tables for runners to check in and access to Council Chambers for organization of race shirts

NUMBER OF: PARTICIPANTS EXPECTED: 350

VOLUNTEERS NEEDED: 30

VOLUNTEERS CONFIRMED: unknown

If a fee will be charged for participants, indicate amount per individual, team or other:
\$25.00 fee until 9/18/2022 after that date the fee would be \$30.00

If the event will include sponsors or donations include details as to why and sponsorship amounts:

Event will include sponsors/donations. Donations help keep down the cost of the registration fee. Local sponsors like to see their business names on the back of the race shirt. Promotes the Keyport Community. In the past the sponsor levels were set at 3 levels – Platinum \$300 Gold \$150 Silver \$75.00

Provide plans to publicize the event: Recreation and Borough Facebook page and web page, local and national web sites and facebook pages. Send press release to local newspapers.

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES.....X YES NO

If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map).....X YES ☐ NO

Special Parking RequirementsX YES NO

Traffic ControlThis would be up to Chief Torres.....X YES ☐ NO

Police Attendance Requested.....This would be up to Chief Torres.....X YES ☐ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers.....X YES ☐ NO

Sound System, Live or Recorded Music/Entertainment.....X YES ☐ NO

Electrical Power or GeneratorX YES ☐ NO

Tables.....X YES ☐ NO

Chairs/Seating.....X YES ☐ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships.....

Registration Fees

TOTAL REVENUE

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

TOTAL EXPENSES

budget attached

Expenses					
Participant and Volunteer T-shirts	550 (500 at \$10 and 50 at \$11.50 XXL)			\$	5,575.00 PO - A
Sweatshirts for Sponsors	30 at \$25			\$	750.00 PO - A
Tank Tops - marketing tool	25 at \$10			\$	250.00 PO - A
10 Lawn Signs	Not sure of cost				\$125.00 PO - A
Finish Line and Results Company	Elite Racing Systems			\$	1,700.00 PO - B
Medals (Crown Awards)				\$	1,100.00 PO - C
Trophies (Beacon Awards)				\$	650.00 PO - D
Port-A-Johns	Not sure of cost			\$	750.00 PO - Donation
Bagels & Cream Cheese & Butter	possible sponsorship 3 at \$250			\$	300.00 PO - Donation
USATF Sanctioning	possible sponsorship 240 bagels			\$	200.00 PO - E
Grand Prix Fee				\$	75.00 PO - E
DJ Services (Skillz Entertainment)				\$	350.00 PO - F
Water Bottles, Yogurt, Cups, Ice, and Water for Water Stop				\$	120.00
Oriental Trading - Goody Bag Items				\$	80.00
1/2 of P.O. Box				\$	50.00
Monmouth County Permit fee for Henry Hudson Trail (\$0 - \$50)	\$0 - \$50			\$	50.00
Paper from Staples				\$	20.00
Various gift certificates from sponsors for raffle				\$	50.00
				\$	<u>12,195.00</u>

PO - A T-Shirt Company - Priceless Prints
 PO - B Finish Line & Results - Elite Racing Systems
 PO - C Medals - Crown Awards
 PO - D Trophies - Beacon Awards
 PO - E Sanctioning & Grand Prix - NJ USATF
 PO - F Skillz Entertainment
 PO - Donation Port-A-Johns
 PO - Donation Bagels

BOROUGH OF KEYPORT • RECREATION COMMITTEE
Program & Activity Planning Summary

RECEIVED
JAN 25 2022

PROGRAM/ACTIVITY: Keyport Recreation Fall Event — Trunk or Treat and Movie

BY:

CONTACT NAME: Rebecca Kahane

PHONE: [REDACTED]

EMAIL: [REDACTED]

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Saturday, October 22

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

Day/Date _____

High Tides: _____

RAIN DATE(s) (If any): _____

TIME (provide set-up and clean-up times, if applicable): One Site set up and arrival of cars taking part in trunk or treat 3 to 4pm, trunk or treat 4 to 5:30pm will take place in larger lot fireman's park, at 5:45pm Movie will take place on grass area by gazebo

LOCATION: Fireman's parking lot and the grass area by the gazebo

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): Trunk or treat event: Would start at 3pm arriving and parking in their assigned spots for setup. We will ask that people preregister before the event if there are spots available we will take registration at the event. Trunk or Treat would finish at 5:30pm and families can walk over to grass area by gazebo for the movie, pizza and drink. The Movie would start at 5:45 (movie to be decided)

NUMBER OF: PARTICIPANTS EXPECTED: Maximum 150

VOLUNTEERS NEEDED: 10-15

VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No fee to be charge at this time.

If the event will include sponsors or donations include details as to why and sponsorship amounts:

This is going to be a Borough Sponsored event so we will not be asking for donations or sponsorships

Provide plans to publicize the event: R. Kahane will create a flier for event, recreation and Borough facebook page and Borough's webpage

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☒ YES ☐ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map) American Legion Drive ☒ YES ☐ NO

Special Parking Requirements: Cars will be needed to back into parking spots at Firemans Lot. ☒ YES ☐ NO

Traffic Control. (Police Chief decision) ... ☒ YES ☐ NO

Police Attendance Requested (Police Chief decision) ... ☒ YES ☐ NO

Additional Trash/Recycling Containers 3 of each at fireman's lot and 3 of each at the gazebo. ☒ YES ☐ NO

Sound System, Live or Recorded Music/Entertainment There will be a DJ ☒ YES ☐ NO

Electrical Power or Generator Electric at Fireman's Park and the Gazebo ☒ YES ☐ NO

Tables 3 tables set up at firemans park and then brought to the gazebo ☒ YES ☐ NO

Chairs/Seating ☐ YES ☒ NO

OTHER: _____

REVENUES ANTICIPATED

AMOUNTS

Sponsorships.....

Registration Fees

TOTAL REVENUE

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

Pizza (estimate \$10.00 each) 40 pies plus delivery

450.00

Candy Give aways

100.00

Drinks

100.00

Movie

450.00

DJ for the trunk or treat

300.00

Glow sticks or glow necklaces give away possibly small pumpkins

200.00

Total

1600.00



1202 1 2 130

Trunk or Treat 10/31/21

BOROUGH OF KEYPORT • RECREATION COMMITTEE

Program & Activity Planning Summary

RECEIVED
JAN 24 2022

PROGRAM/ACTIVITY: Holiday House Decorating Contest

CONTACT NAME: David Quinn

BY:

PHONE: EMAIL:

PROPOSED DAY/DATE (List all Day/Dates for multiple day activities and include High Tide information for each date). ATTACH ADDITIONAL SHEET IF NEEDED.

Day/Date Sunday, December 18th High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

RAIN DATE(s) (If any): N/A

TIME (provide set-up and clean-up times, if applicable): _____

LOCATION: Keyport Borough

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout): Drive around Keyport looking at the decorations and voting on the houses

NUMBER OF: PARTICIPANTS EXPECTED: _____

VOLUNTEERS NEEDED: Recreation Committee VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:

No Fee

If the event will include sponsors or donations include details as to why and sponsorship amounts:

N/A

Provide plans to publicize the event: Recreation and Borough Facebook page and web page

IS IT ANTICIPATED THE EVENT WILL INCLUDE OR REQUIRE:

Serving FOOD or BEVERAGES..... ☐ YES ☒ NO
If YES, provide details (food/beverage type, if sold or distributed free, cooking/refrigeration needs):

Street Closure (if YES, attach map)..... ☐ YES ☒ NO

Special Parking Requirements ☐ YES ☒ NO

Traffic Control ☐ YES ☐ NO

Police Attendance Requested, notify police that recreation will be driving around..... ☐ YES ☐ NO

The Chief of Police will determine if Police Officers will be required.

Additional Trash/Recycling Containers..... YES ☒ NO

Sound System, Live or Recorded Music/Entertainment..... YES ☒ NO

Electrical Power or Generator YES ☒ NO

Tables..... YES ☒ NO

Chairs/Seating..... YES ☒ NO

OTHER:

REVENUES ANTICIPATED

AMOUNTS

Sponsorships.....

Registration Fees

TOTAL REVENUE

EXPENSES (Itemize ALL expected costs and expenses; ATTACH ADDITIONAL SHEET IF NEEDED)

AMOUNTS

Three prizes (\$100, \$50 and \$25 totaling \$175) 175.00

TOTAL EXPENSES



Keyport Public Schools
351 Broad Street
Keyport, NJ 07735

Comm#3



Kyle Keelen
Voice 732-212-6100 ext. 3212

Fax 732-212-6145

www.keyportschools.org

January 2022

JAN 2 1 2022

To Whom It May Concern:

I would like to take this opportunity to introduce myself as the Baseball Coach for Keyport High School. I have been coaching the team for the past 11 years and it is exciting to be a part of such a supportive community.

Many business owners and managers take advantage of a great medium to reach potential customers – advertising that lasts a lifetime. Such ads are tax deductible.

Advertisements in newspapers, yellow pages, etc. are expensive and many times over looked. *A schedule will be proudly displayed all over town and other businesses to show off your support.*

Think of your future growth in business. Does it not depend on the youth of today? This ad will be viewed not only by students, but also parents, board members, administrators, teachers and other business firms. It will show the entire community that you are concerned about its welfare and the education of its students.

If interested, please include a business card and your payment for \$200. You may also submit your ad in digital format or e-mail it to kkeelen@kpsdschools.org. You will receive copies of our season schedule once our schedule is finalized.

Contact Kyle Keelen at 732-212-6100 ext. 3212 for more info.

In the past many businesses have sent their ads into the school and had us create their ad.
If you feel more comfortable taking that route please feel free to send your information into:

Keyport High School
Keyport Baseball/Kyle Keelen
351 Broad Street
Keyport NJ 07735

Checks should be made out to Keyport High School.

Please return by February 3, 2022 if using KHS student services.

Thank you for your support and interest in the youth of Keyport.

Sincerely,

Kyle Keelen

Kyle Keelen
Baseball Coach
kkeelen@kpsdschools.org
732-212-6100 ext. 3212

Warren Brumel ATTORNEY AT LAW

Providing Bankruptcy and Related Legal Services to the Hazletton for over 35 years.

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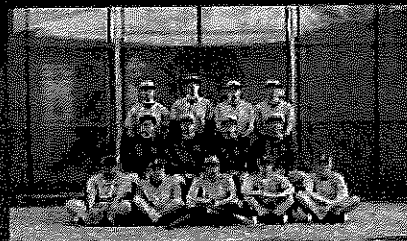
We are a debt relief agency. We help people (the for better under the Bankruptcy Code).
www.kbajustice.com

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08048
CALL (732) 883-8888

KEYPORT HIGH SCHOOL VARSITY BASEBALL TEAM 2018-2019

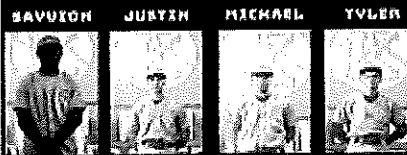


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COUNCILMAN CHARLES FLORES
COUNCILMAN ROBERT LEONARDINI

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Manager
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Highway 30, Hazlet, NJ
Phone: 732-264-1100
Fax: 732-264-1101
www.kayeplaza.com

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KEN COOK PHOTO



VARSITY SCHEDULE

APRIL 1	* HAZLET	AWAY	4:00PM
APRIL 3	* HAZLET	HOME	4:00PM
APRIL 5	* POINT BEACH	HOME	4:00PM
APRIL 7	* POINT BEACH	AWAY	4:00PM
APRIL 11	* HENRY HUDSON	AWAY	4:00PM
APRIL 12	* ASBURY PARK	AWAY	4:00PM
APRIL 13	* HENRY HUDSON	HOME	4:00PM
APRIL 17	* KENNESAW	HOME	4:00PM
APRIL 20	* EAST BRUNSWICK VOC TEC	AWAY	4:00PM
APRIL 24	* KENNESAW	AWAY	10:00AM
APRIL 29	* HANNEV	AWAY	4:00PM
MAY 1	* HANNEV	HOME	4:00PM
MAY 2	* PISCATAWAY VOC TEC	AWAY	4:00PM
MAY 5	* ASBURY PARK	HOME	4:00PM
MAY 6	* DEER PARK VOC TEC	HOME	4:00PM
MAY 10	* HAZLET	HOME	4:00PM

ALL HOME GAMES ARE PLAYED ON ATLANTIC STREET IN
BETWEEN THE HIGH SCHOOL AND CENTRAL SCHOOL
* CONFERENCE GAMES
& PLAYING AT KENNESAW PATRIOTS BALLPARK @ 840 E MAIN ST
BRIDGEWATER TOWNSHIP, NJ 08807

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their roots?

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TwoRiverBank.com FNC 101

BUHLER
HAZLET

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 contract negotiations pursuant to *N.J.S.A. 10:4-12(b) (7)*, and certain personnel matters, pursuant to *N.J.S.A. 10:4-12(b) (8)*.

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 February 1, 2022 and determined that an Executive Session closed to the public shall be held on February 1, 2022 at approximately 8:00 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 February 1, 2022.

Michele Clark, RMC
Borough Clerk