

**BOROUGH OF KEYPORT
MEETING AGENDA
TUESDAY, FEBRUARY 18, 2025, 7:00 PM
MUNICIPAL COMPLEX COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ**

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

ROLL CALL: __ Councilmember Brady __ Councilmember Gross __ Councilmember McNamara
__ Councilmember Merla __ Councilmember Reilly __ Council President Vecchio __ Mayor Araneo

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

CERTIFICATE OF APPRECIATION

Donna Wedick – Keyport Indians, Bayshore Buccaneers

COMMITTEE REPORTS

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

Councilmember Brady: Environmental, Recreation/Senior Center, Municipal Alliance, Fire/First Aid/OEM, Green Team

Councilmember Gross: KBBC, Police, Recycling, Health/Registrar/Construction/Fire Bureau/Code Enforcement/Zoning

Councilmember McNamara: Public Works/Water-Sewer, Green Team, Cannabis, NPP, Finance/Grants, Recreation/Senior Center

Councilmember Merla: Planning Board, Redevelopment, Public Works/Water-Sewer, Harbor Commission

Councilmember Reilly: Finance/Grants, Fire/First Aid/OEM, Police, Municipal Alliance, Cannabis

Council President Vecchio: Harbor Commission, NPP, Finance/Grants, Redevelopment

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

CONSENT AGENDA

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

R2025-97 Payment of Bills Listed on the February 7, 2025 Bills List

R2025-98 Payment of Bills Listed on the February 18, 2025 Bills List

R2025-99 Authorizing the Execution of a Memorandum of Agreement between the Borough of Keyport, PBA Local 223, and Borough Employee

- R2025-100 Declaring an Emergency Regarding the Needed Replacement of a Sewer Main Lateral Located in the Borough Right-of-Way at 11 Van Dorn
- R2025-101 Authorizing Advertising for Proposals for Lawn Maintenance/Groundskeeping Services through the Competitive Contracting Process
- R2025-102 Pulled
- R2025-103 Authorizing Issuance of a Social Affair Permit for Raritan Post 23 American Legion
- R2025-104 Authorizing Use of Borough Property for Keyport Garden Club for the Garden Walk and Garden Talk Lectures on June 7-8, 2025

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the Consent Agenda

MM: 2nd; Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

PUBLIC HEARING/ADOPTION OF KEYPORT BID, INC. (KBBC) 2025 BUDGET

The Clerk reads the Budget by Title: **KEYPORT BAYFRONT BUSINESS COOPERATIVE 2025 BUDGET 1.8.25**

The Meeting is opened to the public for comments or questions on the Keyport BID, Inc. (KBBC) 2025 Budget.

1a. Motion to Open Public Hearing

MM: 2nd;

1b. Motion to Close Public Hearing

MM: 2nd;

Resolution No. 2025-105 Approving the Keyport BID, Inc. Budget for 2025

Motion to adopt **Resolution No. 2025-** Approving the Keyport BID, Inc., Budget for 2025

MM: 2nd; Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

APPROVAL OF MINUTES

February 4, 2025 Regular Meeting

MM: 2nd; Ayes: Nays:

REPORTS

1. Municipal Clerk's Report for January 2025
2. Tax/Water/Sewer Collector's Report for January 2025
3. Board of Health Treasurer's Report for January 2025
4. Building Department Report for January 2025
5. Municipal Court Report for January 2025

MM: 2nd; Ayes: Nays:

PUBLIC COMMENTS

The Meeting is opened to the public for comments.

Comments are limited to no more than five minutes per person.

Opened: MM: 2ND; Closed: MM: 2ND;

EXECUTIVE SESSION

R2025-106 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. 10:4-12b, to discuss matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(7): contract negotiation; pending litigation.

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn MM: 2nd:

RESOLUTION FOR THE PAYMENT OF BILLS

R25-97

2-7-25

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. 2024	\$ 5,614.50
	CURRENT ACCT. 2025	\$ 271,716.33
	WATER/SEWER ACCT. 2025	\$ 33,707.76
	PAYROLL FUND BUDGET	\$ 850.00
	FEDERAL & STATE GRANTS	\$ 4,992.48
	TRUST OTHER FUND	\$ 5,875.00

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR ROSE P. ARANEO

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

R25-98

2-18-25

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. 2024	\$ 7,131.19
	WATER/SEWER ACCT. 2024	\$ 8.80
	CURRENT ACCT. 2025	\$ 1,170,792.04
	WATER/SEWER ACCT. 2025	\$ 6,982.07
	GENERAL CAPITAL FUND	\$ 9,787.50
	FEDERAL & STATE GRANTS	\$ 911.37
	TRUST OTHER FUND	\$ 400.00
	OPEN SPACE FUND	\$ 24,028.70
	WATER/SEWER CAPITAL FUND	\$ 327.00
	DEVELOPER ESCROW	\$ 6,034.00

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR ROSE P. ARANEO

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 NO. 2025-**AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT
BETWEEN THE BOROUGH OF KEYPORT, PBA LOCAL 223, AND
BOROUGH EMPLOYEE**

WHEREAS, the BOROUGH OF KEYPORT (the "Borough"), PBA Local 223 (the "Union"), and Borough Employee ID HA0006 ("Employee HA") have mutually agreed to the terms and conditions of a Memorandum of Agreement (the "Agreement"); and

WHEREAS, the terms of the Memorandum of Agreement specify that the Borough shall reimburse Employee HA in the amount of \$12,306.36 for pension time that Employee HA bought back from the Division of Pensions and Benefits related to his employment with the Borough as a temporary "part-time" laborer from approximately 2008 to 2010; and

WHEREAS, the Agreement further stipulates that the Borough's determination to make this reimbursement payment is non-precedential and shall not be used in any future proceeding as evidence of a past practice; and

WHEREAS, the Mayor and Council of the Borough of Keyport deem it in the best interest of the Borough to execute the Agreement in accordance with the terms described above.

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

1. The Borough is hereby authorized to execute the Memorandum of Agreement between the Borough of Keyport, PBA Local 223, and Employee HA, substantially in the form as presented, for the reimbursement of \$12,306.36 to Employee HA for pension time bought back from the Division of Pensions and Benefits.
2. The Mayor and/or Borough Administrator is hereby authorized to execute all necessary documents and take all actions necessary to effectuate the provisions of this Memorandum of Agreement.
3. This resolution shall take effect immediately.

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 held on February 18, 2025.

Michele Clark, RMC
Borough Clerk

**DECLARING AN EMERGENCY REGARDING THE NEEDED REPLACEMENT OF A
SEWER MAIN LATERAL LOCATED IN THE BOROUGH RIGHT-OF-WAY
AT 11 VAN DORN**

WHEREAS, the Borough is permitted to declare an emergency due to a broken sewer main lateral located in the Borough right-of-way at 11 Van Dorn which occurred on January 31, 2025, and which impacted public health, safety, and welfare; and

WHEREAS, the public emergency required the immediate delivery of goods and services to respond to that public emergency; and,

WHEREAS, any municipality that experiences an emergency that warrants the immediate delivery of goods or services may negotiate or award a contract without public advertising and bidding, notwithstanding that the contract price will exceed the bid threshold, and need not comply with the pay to play provisions in state law.

NOW, THEREFORE BE IT RESOLVED on this 18th day of February 2025 as follows:

1. The Borough was required to declare a public health and safety emergency on January 31, 2025, due to a broken sewer main lateral located in the Borough right-of-way at 11 Van Dorn; and
2. The Borough was required to obtain immediate delivery of goods and services to respond to that public emergency, and therefore, the Borough was not able to comply with all the requirements of the Local Public Contracts Law and Pay-to-Play to obtain those goods and services in response to that public emergency; and
3. The Borough was required to secure the services of Youngs Water & Sewer, Inc., 1150 Route 9 South, Unit 510, Howell, NJ 07731 to perform repair services in furtherance of this emergency and received a quote in the amount of \$7,200.00; and
4. The Business Administrator is hereby instructed to ensure the filing of the necessary report of the declaration of emergency with the Director of the Division of Local Government Services an "Emergency Procurement Report," within 30 days of the date of any contract issued to respond to this public emergency; and
5. The Borough of Keyport Chief Financial Officer will certify funds to charge account number 5-09-55-512-512-000 Water Sewer Budget Capital Outlay upon receipt of the invoice.

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 held on February 18, 2025.

Michele Clark, RMC
Borough Clerk

R25-101

RESOLUTION NO. 2025-

**AUTHORIZING ADVERTISEMENT FOR PROPOSALS
FOR LAWN MAINTENANCE/GROUNDSKEEPING SERVICES
THROUGH THE COMPETITIVE CONTRACTING PROCESS**

WHEREAS, the Borough of Keyport (the "Borough") has a need for certain lawn maintenance/groundskeeping services for the calendar year 2025; and

WHEREAS, the Borough hereby authorizes and directs the use of the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 et. seq. of the Local Public Contracts Law for the solicitation of proposals for certain lawn maintenance/groundskeeping services; and

WHEREAS, pursuant to and in accordance with N.J.S.A. 40A:11-4.3, the aforesaid competitive contracting process shall be administered by the Borough Administrator, Legal Counsel or the Borough's Qualified Purchasing Agent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, that the Borough Officials, including the Borough's Qualified Purchasing Agent, be and are hereby authorized to advertise for proposals for certain lawn maintenance/groundskeeping services for the 2025 calendar year.

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 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-102

PULLED FROM AGENDA

RESOLUTION NO. 2025-

**AUTHORIZING THE ISSUANCE OF A SOCIAL AFFAIR PERMIT
FOR RARITAN POST 23 AMERICAN LEGION**

WHEREAS, Raritan Post 23 has filed an application for a Social Affair Permit for an event to be held March 22, 2025, from 11:00 AM to 11:59 PM (with a rain date of March 23, 2025) at 81 W. Front Street, Keyport, New Jersey; and

WHEREAS, the application is complete in all respects.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Keyport hereby authorize the issuance of the Social Affair Permit to Raritan Post 23 American Legion for an event to be held March 22, 2025, from 11:00 AM to 11:59 PM (with a rain date of March 23, 2025) at 81 W. Front Street, Keyport.

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 18, 2025.

Michele Clark, RMC
Borough Clerk

**AUTHORIZING USE OF BOROUGH PROPERTY FOR
KEYPORT GARDEN CLUB FOR THE GARDEN WALK
AND GARDEN TALK LECTURES ON JUNE 7-8, 2025**

WHEREAS, Keyport Garden Club has requested the permission of the Mayor and Borough Council to use Borough facilities for the purpose of a Garden Walk and Garden Talk Lectures scheduled for Saturday, June 7, 2025 and Sunday, June 8, 2025 from 8:30AM-3:00PM; and

WHEREAS, the Local Lands and Buildings Law, *N.J.S.A. 40A:12-1 et seq.*, authorizes a municipality to grant a non-exclusive and non-possessory license of limited duration to a private party; and

WHEREAS, *N.J.S.A. 40:61-4* also authorizes municipalities to charge and collect reasonable fees from private parties to utilize public parks for outdoor exhibitions; and

WHEREAS, the Keyport Garden Club, a non-profit organization of volunteers, has requested a waiver of fees for this use in exchange for their plantings and garden work which beautifies various Borough properties; and

WHEREAS, the Keyport Garden Club has requested use of Borough facilities on Saturday, June 7, 2025 and Sunday, June 8, 2025 as follows:

Borough Hall Council Chambers: 8:30AM-11:00AM

Borough Hall Bathrooms: 8:30AM-3:00PM

Gazebo: 8:00AM-3:30PM

Mini-Park: 11:00AM-3:00PM

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that Keyport Garden Club be permitted use of Borough Hall Council Chambers from 8:30AM-11:00AM, Borough Hall Bathrooms from 8:30AM-3:00AM, Waterfront Park Gazebo from 8:00AM-3:30PM and the Mini-Park from 11:00AM-3:00PM on Saturday, June 7, 2025 and Sunday, June 8, 2025 for the purpose of the Garden Walk and Garden Talk Lectures and be subject to any reasonable conditions as may be set forth by the Borough Administrator; and

BE IT FURTHER RESOLVED that any fees for this use be and are hereby waived with payment in kind.

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 held on February 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**APPROVING THE KEYPORT BID, INC.
BUDGET FOR 2025**

WHEREAS, the Borough of Keyport has a Business Improvement District, managed by a designated nonprofit corporation known as the Keyport BID, Inc., doing business as the Keyport Bayfront Business Cooperative (the "KBBC"); and

WHEREAS, the attached Budget for the Year 2025 has been properly advertised and a hearing has been held.

NOW THEREFORE BE IT RESOLVED, that the Business Improvement District KBBC budget for the year 2025 be adopted as presented.

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 18, 2025.

Michele Clark, RMC
Borough Clerk

**KEYPORT BAYFRONT BUSINESS COOPERATIVE
2025 BUDGET 1.8.25 BUDGET NOTICE**

**The Mayor and Council of the Borough of Keyport do hereby approve the following as
the Business Improvement District Budget for Year 2025**

	<u>2024 Budget</u>	<u>2025 Budget</u>
REVENUE		
Commercial Property Assessments	\$171,500	\$171,500
Event Revenue Other	12,000	12,000
Sponsorships	5,000	5,000
Carry forward from prior year	50,000	112,700
Initial Paid In Capital		29,500
TOTAL REVENUE	\$238,500	\$330,700
	<u>2024 Budget</u>	<u>2025 Budget</u>
EXPENSES - EVENTS		
Events and Programs	\$70,600	\$60,000
Staff Support - Events		14,250
TOTAL - EVENTS	\$ 70,600	\$74,250
	<u>2024 Budget</u>	<u>2025 Budget</u>
EXPENSES - MARKETING AND PROMOTION		
Keyport Cash	\$15,000	\$20,000
Social Media	22,500	25,000
Website/Internet	13,550	10,000
Broadcast Media	2,200	15,000
Print Advertising	6,000	12,000
Staff Support - Marketing and Promotion		14,250
TOTAL - MARKETING AND PROMOTION	\$59,250	\$96,250

	<u>2024 Budget</u>	<u>2025 Budget</u>
EXPENSES-VISUAL IMPROVEMENTS		
Seasonal Holiday Decor	\$17,500	\$15,000
Window Decor Holidays	12,000	25,000
Seasonal Planting	5,000	10,000
Other - Improvements	15,000	45,000
Staff Support - Visual Improvements		14,250
TOTAL - VISUAL IMPROVEMENTS	\$49,500	\$109,250

	<u>2024 Budget</u>	<u>2025 Budget</u>
EXPENSES - ADMINISTRATION		
Audit, Tax Filings & Annual Report	\$7,600	\$11,000
KBBC Board Elections	1,000	2,000
Advertising Public Notices	2,000	500
Legal Fees	23,000	11,000
Office Supplies & Equipment	1,700	4,000
Insurance & Worker's Comp	3,500	1,200
Dues and Subscriptions	1,000	1,000
Professional Fees	1,350	6,000
Staff Support - Administration	18,000	14,250
TOTAL - ADMINISTRATION	\$59,150	\$50,950

TOTAL EXPENSES	\$238,500	\$330,700
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Notice is hereby given that the Business Improvement District Budget (d/b/a Keyport Bayfront Business Cooperative-KBBC) was approved by the Mayor and Council of the Borough of Keyport, County of Monmouth, on first reading on January 21,2025.

A public hearing on the Business Improvement District Budget will be held at the Keyport Municipal Building, Council Chambers, 70 W. Front Street, Keyport, NJ on February 18, 2025, at 7PM at which time and place objections to said budget for the year 2025 may be heard.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**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, 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, pursuant to N.J.S.A. 10:4-12b, to discuss matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(7): contract negotiation; pending litigation.

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 Mayor and Council assembled in public session on February 18, 2025 and determined that an Executive Session closed to the public shall be held on February 18, 2025, at approximately 7:00 P.M. at the Borough Hall located at 70 West Front Street, Keyport, New Jersey, for the discussion of matters relating to the specific items designated above.

2. This resolution will take effect immediately.

RECORDED VOTE						
Councilmember	Offered	Seconded	Aye	Nay	Abstain	Absent
Brady						
Gross						
McNamara						
Merla						
Reilly						
Vecchio						

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 held on February 18, 2025.

Michele Clark, RMC
Borough Clerk