

BOROUGH OF KEYPORT
MEETING AGENDA
TUESDAY, MARCH 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

PRESENTATION

Utility Upgrade Plan – Borough Engineer

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

PUBLIC COMMENTS

The Meeting is opened to the public for comments on agenda items only.

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

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

CONSENT AGENDA

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

- R2025-123 Payment of Bills Listed on the March 7, 2025 Bills List
- R2025-124 Payment of Bills Listed on the March 18, 2025 Bills List
- R2025-125 Authorizing Emergency Temporary Appropriations
- R2025-126 Permitting the Transfer of 2024 Budget Appropriation Reserves Pursuant to N.J.S.A. 40A:4-59
- R2025-127 Requesting a Waiver of the Moratorium on Street Openings to Allow Installation of Natural Gas Service at 131 Third Street
- R2025-128 Authorizing Person-to-Person Transfer of Liquor License from 32 Broad Street Bar LLC to Four Cheers LLC
- R2025-129 Authorizing Award of Contract for Grass Cutting and Lawn Maintenance Services for the 2025 Season
- R2025-130 Authorizing an Agreement between the Borough of Keyport and the Kiwanis Club of Keyport for Use of Fireman's Park Parking Lot for a Flea Market
- R2025-131 Authorizing Keyport Bayfront Business Cooperative (KBBC) Weekly Event on Borough Property
- R2025-132 Authorizing the Issuance of a Social Affair Permit for David Gibson Memorial Fund
- R2025-133 Authorizing the Hiring of Supervisor of Senior Center Activities
- R2025-134 Appointment of Class II Special Law Enforcement Officer
- R2025-135 Appointment of Recreation Committee Member

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 ORDINANCE

1. Ordinance No. 2025-01 – Community Garden Lease

The Clerk reads the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING EXECUTION OF LEASE OF BOROUGH PROPERTY WITH THE KEYPORT GARDEN CLUB FOR USE AS A COMMUNITY GARDEN**

- 1a. Motion to Open Public Hearing MM: 2nd:
- 1b. Motion to Close Public Hearing MM: 2nd:
- 1c. Motion adopt Ordinance
MM: 2nd: Roll Call: Brady, Gross, McNamara, Peperoni, Reilly, Vecchio
- 1d. Motion authorizing the Clerk to publish the Ordinance as adopted MM: 2nd:

APPROVAL OF MINUTES

March 4, 2025 Regular Meeting

MM: 2nd: Ayes: Nays:

REPORTS

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

ADJOURNMENT

Motion to Adjourn MM: 2nd:

RESOLUTION FOR THE PAYMENT OF BILLS *R25-123*

3/7/2025

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.2025	\$ 483,229.70
	WATER/SEWER ACCT.2025	\$ 510,223.92
	PAYROLL FUND BUDGET	\$ 850.00
	GENERAL CAPITAL FUND	\$ 15,750.00
	FEDERAL & STATE GRANTS	\$ 3,593.31
	TRUST OTHER FUND	\$ 5,400.00

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

R25-124

3/18/2025

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	\$ 16,476.16
	WATER/SEWER ACCT. 2024	\$ 5,645.20
	CURRENT ACCT. 2025	\$ 1,391,985.33
	WATER/SEWER ACCT. 2025	\$ 56,376.15
	GENERAL CAPITAL FUND	\$ 22,086.17
	FEDERAL & STATE GRANTS	\$ 725.50
	REC BAYFRONT IMPROVEMENT	\$ 50.00
	OPEN SPACE TRUST FUND	\$ 1,751.75
	DEVELOPER ESCROW	\$ 4,513.50

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 EMERGENCY TEMPORARY APPROPRIATIONS**

WHEREAS, an emergent condition has arisen with respect to the general operations of the Borough of Keyport and no adequate provision could have been made in the 2025 temporary appropriations for the aforesaid purpose, and N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the purpose above mentioned; and

WHEREAS, the total emergency temporary appropriations adopted in the year 2025 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S. 40A:4-20) including this resolution total \$3,432,166 and \$965,000 for the general budget and water/sewer utility budget respectively.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.S.A. 40A: 4-20:

1. An emergency temporary appropriation be and the same is hereby made for general operations (as per attached list) in the amount of \$3,432,166 and \$965,000 for the general budget and water/sewer budget, respectively
2. That said emergency temporary appropriations will be provided for in the 2025 budget under the same titles
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

EMERGENCY
TEMPORARY
APPROPRIATIONS
2025

GENERAL BUDGET

Administrative and Executive	
Salaries and Wages	45,000.00
Other Expenses	30,000.00
Mayor and Council	
Salaries and Wages	6,000.00
Other Expenses	2,000.00
Municipal Clerk	
Salaries and Wages	25,000.00
Other Expenses	4,000.00
Financial Administration	
Salaries and Wages	19,000.00
Other Expenses	800.00
Collection of Taxes	
Salaries and Wages	30,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	6,000.00
Other Expenses	20,000.00
Legal Services	
Other Expenses	60,000.00
Environmental Commission	
Other Expenses	500.00
Engineering Services	
Other Expenses	50,000.00
Planning/Zoning Board	
Salaries and Wages	1,500.00
Other Expenses	2,000.00
Property Maintenance Code	
Salaries and Wages	5,000.00
Insurances	
Liability Insurance	100,000.00
Workers Compensation Insurance	62,000.00
Employee Group Insurance	200,000.00
Health Benefit Waiver	10,000.00
Police Department	
Salaries and Wages	600,000.00
Other Expenses	
Miscellaneous	30,000.00
Clothing Allowance	10,000.00
Acquisition of Vehicles	20,000.00

Emergency Management Services	
Other Expenses	5,000.00
First Aid Contributions	6,000.00
Fire Department	
Other Expenses	45,000.00
Uniform Fire Safety Act	
Salaries and Wages	15,000.00
Other Expenses	7,500.00
Municipal Prosecutor	
Other Expenses	27,500.00
Municipal Court	
Salaries and Wages	40,000.00
Other Expenses	5,000.00
Public Defender	
Other Expenses	5,000.00
Road Repairs and Maintenance	
Salaries and Wages	90,000.00
Other Expenses	30,000.00
Garbage and Trash Removal	
Other Expenses	2,000.00
Contracted (40A:4-85)	60,000.00
Public Buildings and Grounds	
Other Expenses	25,000.00
Board of Health	
Salaries and Wages	16,000.00
Other Expenses	1,000.00
Recreation	
Salaries and Wages	7,000.00
Other Expenses	10,000.00
Senior Citizen Community Center	
Salaries and Wages	12,000.00
Other Expenses	3,000.00
Senior Citizen Transportation Contracted	1,500.00
Parks and Playgrounds	
Other Expenses	10,000.00
Uniform Construction Code Official	
Salaries and Wages	40,000.00
Other Expenses	3,000.00
Celebration of Public Events	
Other Expenses	500.00
Postage	6,000.00
Fuel for Motor Vehicles	20,000.00
Telephone	12,000.00
Street Lighting	30,000.00
Fuel Oil	4,000.00
Natural Gas	8,000.00
Electricity	10,000.00
Landfill Disposal Costs	80,000.00

Social Security System	40,000.00
Defined Contribution Retirement Program	1,000.00
Public Employees' Retirement System	213,454.00
Police and Firemen's Retirement System	858,779.00
Maintenance of Free Public Library	100,000.00
Shared Service - Information Technology	5,000.00
Shared Service - Dispatch Services	144,133.00
Shared Service - Court	40,000.00
Capital - Improvements to Public Buildings	50,000.00

Total General Temporary Budget	<u>3,432,166.00</u>
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WATER/SEWER UTILITY BUDGET

Salaries and Wages	150,000.00
Other Expenses	200,000.00
Bayshore Regional Sewerage Authority	405,000.00
Acquisition of Water	180,000.00
Public Employees' Retirement System	20,000.00
Social Security System	<u>10,000.00</u>

Total Water/Sewer Utility Temporary Budget	<u>965,000.00</u>
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R25-126

RESOLUTION
PERMITTING THE TRANSFER OF 2024 BUDGET APPROPRIATION
RESERVES PURSUANT TO N.J.S.A. 40A:4-59

WHEREAS, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to balances which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Keyport that the transfers in the amount of \$37,650 be made between the 2024 budget appropriation reserves as follows:

<u>Budget Appropriation</u>	<u>From</u>	<u>To</u>
Municipal Clerk - S&W		\$ 75.00
Municipal Clerk - O/E		2,600.00
Finance - O/E		50.00
Legal - O/E		15,000.00
Police - S & W	\$ 20,000.00	
Police - O/E		20,000.00
Group Insurance	<u>17,725.00</u>	<u> </u>
	<u>\$ 37,725.00</u>	<u>\$ 37,725.00</u>

BE IT FURTHER RESOLVED by the governing body of the Borough of Keyport that transfers of appropriation reserves in the amount of \$42,400 be made between the 2024 budget appropriation reserves of the Municipal Water-Sewer Utility as follows:

<u>Budget Appropriation</u>	<u>From</u>	<u>To</u>
Acquisition of Water		\$ 42,400.00
Salaries and Wages	\$ 15,000.00	
Other Expenses	<u>27,400.00</u>	<u> </u>
	<u>\$ 42,400.00</u>	<u>\$ 42,400.00</u>

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**REQUESTING A WAIVER OF THE MORATORIUM ON STREET OPENINGS
TO ALLOW INSTALLATION OF NATURAL GAS SERVICE AT
131 THIRD STREET**

WHEREAS, in order to preserve the quality of paving and maintain road integrity, the Borough of Keyport has implemented a moratorium on road openings of a paved or improved street surface less than five years old unless the applicant can clearly demonstrate that public health or safety requires that the proposed work be permitted or unless an emergency condition exists; and

WHEREAS, a section of Third Street located in the Borough of Keyport was paved in April of 2020 and is therefore under a five-year road opening moratorium until April of 2025; and

WHEREAS, the Borough of Keyport has also established a moratorium on street openings between November 15th and March 31st to protect the integrity of roadways during adverse weather conditions, as set forth in the Borough Code; and

WHEREAS, the new owner of the property located at 131 Third Street, Keyport, NJ, (block 130, lot 9) has begun construction on a home and has applied for the installation of new natural gas service with New Jersey Natural Gas to the home; and

WHEREAS, the homeowner has submitted a street opening permit application to New Jersey Natural Gas and, per standard practice, this application was denied by the Borough Engineer in accordance with the moratorium; and

WHEREAS, the Borough Engineer has recommended the work be performed after March 31, 2025, unless the Borough Council approves a waiver from the moratorium.

WHEREAS, the homeowner has requested that the Governing Body consider waiving the moratorium and grant an exception to allow the installation of natural gas service, ensuring the property has an appropriate and code-compliant heating source as soon as possible.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that an exception to the moratorium on street openings is hereby granted for the property located at 131 Third Street, Keyport, NJ, to allow for the necessary gas service installation.

BE IT FURTHER RESOLVED that the Borough Clerk is authorized to approve the permit application provided by New Jersey Natural Gas upon receipt of the Borough Engineer's approval letter setting forth the minimum standards to be followed pursuant to Chapter 16 of the Keyport Borough Code.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the homeowner, New Jersey Natural Gas, the Borough Engineer, and the Supervisor of Public Works for proper record-keeping and further action.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

R25-128

RESOLUTION NO. 2025-

**APPROVING PERSON-TO-PERSON TRANSFER OF PLENARY RETAIL
CONSUMPTION LICENSE FROM 32 BROAD STREET BAR LLC TO FOUR CHEERS LLC**

WHEREAS, an application has been filed for a person-to-person transfer of an inactive Plenary Retail Consumption License number 1322-33-010-008, heretofore issued to 32 Broad Street Bar LLC for premises located at 32 Broad Street, Keyport, New Jersey; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the Keyport Borough Police Department has completed all necessary investigations required for the transfer of the license.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Keyport does hereby approve the transfer of the aforesaid Plenary Retail Consumption License number 1322-33-010-008 to Four Cheers LLC, and does hereby direct the Municipal Clerk to take all steps necessary to effectuate this resolution, including endorsement of the license certificate to the new ownership and transmittal of a certified copy of this resolution to the Director of Alcoholic Beverage Control.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

R25-129

RESOLUTION NO. 2025-

**AUTHORIZING AWARD OF CONTRACT FOR GRASS CUTTING AND
LAWN MAINTENANCE SERVICES FOR THE 2025 SEASON**

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

WHEREAS, N.J.S.A. 40A:11-4.1 et. seq. permits a municipality to engage the services of groundskeeping services through competitive contracting rather than through the typical bid process; and

WHEREAS, the use of competitive contracting for soliciting proposals for a Contract for grass cutting and lawn maintenance services was authorized by Resolution R2025-101 on February 18, 2025 by the Keyport Borough Council, pursuant to N.J.S.A. 40A:11-4.1, et. seq.; and

WHEREAS, sealed proposals were received by the Borough Clerk and opened in public on March 12, 2025, and later evaluated by the Borough Administrator and reviewed by the Borough Attorney; and

WHEREAS, of the two (2) proposals received, the lowest responsive proposal was received from Scenic View Landscaping, 213 Broad Street, Keyport, NJ, for an aggregate amount of \$35,000; and

WHEREAS, the Chief Financial Officer of the Borough Keyport has certified funds for this purpose to charge to account T-20-56-850-000-801 Open Space Trust Fund, and account 5-01-26-310-310-264 Current Budget-Public Buildings and Grounds.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Keyport that the Contract for grass cutting and lawn maintenance services for the 2025 season is hereby awarded to Scenic View Landscaping, LLC for an amount not to exceed \$35,000.00;

BE IT FURTHER RESOLVED that the Borough Clerk shall cause notice of this action to be printed in the official newspaper of the Township, as required by N.J.S.A. 40A:11-4.5(g);

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF
KEYPORT AND THE KIWANIS CLUB OF KEYPORT FOR USE
OF FIREMAN'S PARK PARKING LOT FOR A FLEA MARKET**

WHEREAS, the Kiwanis Club of Keyport has submitted a proposal requesting authorization to hold a Keyport Kiwanis Flea Market in Fireman's Park parking lot in the Borough of Keyport; and

WHEREAS, the proposal requests the flea market meet weekly from April 27 through December 14, 2025; and

WHEREAS, the Kiwanis Club may utilize the space between the hours of 7:00 a.m. and 4:00 p.m., and all vendors shall be required to be packed up, with all their spaces cleaned up, no later than 4:00 p.m. on the day of the event; and

WHEREAS, the Kiwanis Club shall abide by the fee schedule adopted by the Borough of Keyport (Resolution #2023-57), and shall be subject to the fee for non-profit organization; and

WHEREAS, notwithstanding the foregoing, the Borough desires to allow the use limited to no more than two Sundays in one month (no rain dates), at the reduced rate of \$150 per occurrence.

WHEREAS, the Kiwanis Club shall execute an agreement with the Borough of Keyport prior to commencing those activities authorized by this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the Kiwanis Club of Keyport to hold a Flea Market at Fireman's Park parking lot pursuant to the terms of an agreement that shall include the following terms and conditions related to the use of the municipal property:

1. The flea market shall take place in the parking lot at Fireman's Park limited to no more than two Sundays in any one month from April 27 through December 14, 2025, (no rain dates) to be coordinated with the Borough Clerk; however, the Borough of Keyport reserves the right to request a change of those dates based upon the needs of the Borough;
2. The Kiwanis Club shall ensure that at least one member of the Kiwanis Club will be present at the flea market during the entire time of the event (from set up to when the last vendor has left the premises) to ensure the orderly organization of the event (from set up to clean up);
3. The Kiwanis Club will provide signs clearly stating that it is the Keyport Kiwanis Market;
4. The Kiwanis Club shall ensure that vendors are not authorized to set up in that location outside the hours permitted;

5. The Kiwanis Club is permitted to utilize the parking lot at Fireman's Park on the dates permitted by the Agreement between the hours of 7:00 a.m. and 4:00 p.m.;
6. The Kiwanis Club shall be required to have the parking lot cleaned out no later than 4:00 p.m. on the dates of the flea market;
7. The Borough of Keyport reserves the right to terminate this Agreement at any time for any reason;
8. The Kiwanis Club will be responsible to place barricades aside for pickup on the date of the event;
9. The Kiwanis Club is solely responsible for the removal of all garbage and debris;
10. The Kiwanis Club will be required to execute a hold harmless agreement with the Borough of Keyport and provide evidence of insurance identifying the Borough of Keyport as a covered party;
11. The Kiwanis Club will be required to make a reduced rate payment of \$150 per occurrence for the use of municipal property pursuant to those fees established for non-profits by Resolution #2023-57.

BE IT FURTHER RESOLVED that the Mayor of the Borough of Keyport or the Business Administrator is hereby authorized to execute the agreement with the Kiwanis Club of Keyport on behalf of the Borough of Keyport.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING KEYPORT BAYFRONT BUSINESS COOPERATIVE
(KBBC) WEEKLY EVENT ON BOROUGH PROPERTY**
Farmer's Market

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, the KBBC has requested authorization to hold a farmer's market in Fireman's Park parking lot every Thursday from noon to 6PM from May through November 2025; and

WHEREAS, a Use of Borough Property Application was provided by the KBBC to the Borough Clerk and the Police Chief; and

WHEREAS, the farmer's market will be held in collaboration with the Mayor's Wellness Campaign; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the farmer's market taking place in Fireman's Park every Thursday from noon to 6PM from May through November in the year 2025.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

R25-132

RESOLUTION NO. 2025-

**AUTHORIZING THE ISSUANCE OF A SOCIAL AFFAIR PERMIT
FOR DAVID GIBSON MEMORIAL FUND**

Food Truck Festival – May 31, 2025

WHEREAS, David Gibson Memorial Fund has filed an application for a Social Affair Permit for an event to be held May 31, 2025 (rain date June 1, 2025) from 11:00 AM to 8:00 PM at Waterfront Park, 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 David Gibson Memorial Fund for an event to be held May 31, 2025 (rain date June 1, 2025) from 11:00 AM to 8:00 PM at Waterfront, Keyport, New Jersey.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING THE HIRING OF SUPERVISOR
OF SENIOR CENTER ACTIVITIES**

Christopher McManus

WHEREAS, there is a need for the Borough of Keyport to appoint a full time Supervisor of Senior Center Activities; and

WHEREAS, notice of the opening of such position was advertised and interviews were conducted; and

WHEREAS, the Borough Administrator recommends that Christopher McManus be hired as the Supervisor of Senior Center Activities as he has the requisite skills for the position; and

WHEREAS, Christopher McManus will receive an annual salary of Forty-Six Thousand Five Hundred Dollars (\$46,500), with a 3% increase effective January 1, 2026.

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

1. Christopher McManus is hereby hired as Supervisor of Senior Center Activities for the Borough, effective March 24, 2025, contingent upon successful completion of a pre-employment physical examination.
2. Christopher McManus will receive an annual salary of Forty-Six Thousand Five Hundred Dollars (\$46,500), with a 3% increase effective January 1, 2026.
3. The Borough Clerk is directed to forward certified copies of this resolution to Christopher McManus, Borough Administrator, and Payroll Supervisor.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

RDS-134

RESOLUTION NO. 2025-

APPOINTMENT OF CLASS II SPECIAL LAW ENFORCEMENT OFFICER

Kamrin O'Neill

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

WHEREAS, N.J.S.A.40A:14-146.8 et seq. authorizes the appointment of Special Law Enforcement Officers (SLEO) for a term not to exceed one (1) year; and

WHEREAS, Section 3-5.9 of the Borough Code provides for the appointment of special law enforcement officers subject to approval by resolution of the Borough Council; and

WHEREAS, the Chief of Police has recommended the appointment of Kamrin O'Neill as a Class II Special Law Enforcement Officer and the Borough Administrator, as the designated Appropriate Authority, approves this recommendation.

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

1. Kamrin O'Neill is hereby appointed as a Class II Special Law Enforcement Officer effective March 18, 2025, for a term ending December 31, 2025, contingent upon the successful completion of a pre-employment physical examination.
2. All Special Law Enforcement Officers shall be compensated on an hourly basis within the hourly pay range established by ordinance and approved by the Chief of Police and Borough Administrator.
3. The Borough Clerk is directed to forward certified copies of this resolution to the Chief of Police and Borough Administrator.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

R25-135

RESOLUTION NO. 2025-

APPOINTMENT OF RECREATION COMMITTEE MEMBER

Sophia Lamberson

Mayor Rose P. Araneo announces, with the advice and consent of the Council, the appointment of Sophia Lamberson as member of the Recreation Committee for an unexpired term which ends December 31, 2028.

BE IT RESOLVED by the Council of the Borough of Keyport that the appointment of Sophia Lamberson to the Recreation Committee be and the same is hereby confirmed.

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 March 18, 2025.

Michele Clark, RMC
Borough Clerk

ORD # 1.
PUBLIC HEARING / ADOPT

ORDINANCE NO. 2025-01

**AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT,
IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING
EXECUTION OF LEASE OF BOROUGH PROPERTY WITH THE KEYPORT GARDEN
CLUB FOR USE AS A COMMUNITY GARDEN**

WHEREAS, the Borough of Keyport is the owner of property located at Elizabeth Street and Church Street, otherwise known as Block 84, Lot 14; and,

WHEREAS, the Borough is authorized pursuant to N.J.S.A. 40A:12-14(c) to enter into a lease with a non-profit corporation of the State of New Jersey for a public purpose; and,

WHEREAS, the Keyport Garden Club is a non-profit corporation which is tax exempt under State and Federal Law; and,

WHEREAS, the Keyport Garden Club has previously leased the property from the Borough, and desires to continue to utilize this property as a community garden and execute a lease with the Borough to utilize this Borough-owned property, in accordance with N.J.S.A. 40A:12-14 and 15; and,

WHEREAS, the Mayor and Council of the Borough of Keyport has determined that it is in the best interests of the residents of the Borough to enter into a lease agreement with the Keyport Garden Club and formalize an arrangement for the use of Borough property for use of a community garden, which serves a beneficial public purpose; and,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Keyport, the County of Monmouth, in the State of New Jersey, that the Mayor or the Business Administrator is hereby authorized to enter and execute a lease agreement with the Keyport Garden Club for the use of Borough property (Block 84, Lot 14) as a community garden, which shall include the following terms:

1. Consideration: The Keyport Garden Club shall pay the Borough a yearly fee of \$450.00 for the use of the property in 2025. The lease shall provide that the timing of those payments shall be established within the terms of the lease, so long as all final payments are made by December 31, 2025.
2. Public Purpose: The Lease shall provide that the use of the Borough property shall be for a community garden by the Keyport Garden Club, a non-profit, for an inherent public purpose within the meaning of N.J.S.A. 40A:12-15(i).
3. Term of Lease: The Lease shall be for one year.
4. Termination Clause: The Lease shall provide that if the lease shall be terminated the Keyport Garden Club fails to adhere to the terms of the Lease and/or applicable law. The Lease shall also provide that the Borough of Keyport shall have the right to terminate the Lease with thirty days' notice.
5. Duty to Report: The Keyport Garden Club shall annually submit a report to the Borough Administrator of the Borough of Keyport, which sets forth the following: the use to which the leasehold was put during each year; the activities of the lessee undertaken in furtherance of the public purpose for which the leasehold was granted; the approximate value or cost, if any, of such activities in furtherance of such purpose; an accounting of monies collected for use of Garden Club; and, an affirmation of the continued tax-exempt status of the non-profit corporation pursuant to both State and Federal law.
6. Gardener Fee: The Keyport Garden Club shall establish the fee to be charged to gardeners by those who utilize the community garden, which shall be memorialized by the execution of a user agreement with the Garden Club.

7. User Agreement: The Keyport Garden Club agrees to manage the use of the community garden in accordance with applicable laws, rules, and policies for a public property that is utilized as a community garden.

BE IT FURTHER ORDAINED that the Borough Administrator is hereby authorized to take such actions required to effectuate the terms of this Ordinance, including the preparation and execution of any documents relating thereto.

BE IT FURTHER ORDAINED that if any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not impact the remaining parts of this Ordinance.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately and a copy of this Ordinance shall be available for public inspection at the offices of the Borough Clerk.

Introduced: March 4, 2025

Public Hearing: March 18, 2025

Adopted:

Michele Clark, RMC
Borough Clerk

Rose P. Araneo, Mayor
Borough of Keyport