

**BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, JUNE 1, 2021 – 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/97660431452?pwd=V0JQOE81NDZhNFJSbDdsRDZJTW9FQT09>

Meeting ID: 976 6043 1452

Passcode: 998127

Dial In via Telephone

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

Meeting ID: 976 6043 1452

Passcode: 998127

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

ROLL CALL: ____ Mayor Kennedy ____ Council President Goode ____ Councilmember Pacheco
____ Councilmember Fotopoulos ____ Councilmember McDermott ____ Councilmember Davidson
____ Councilmember McNamara

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PROCLAMATION

Pride 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.)

- R140-21 Payment of Bills for the June 1, 2021 Bills List
- R141-21 Authorizing Submission of an Application to the New Jersey Department of Community Affairs for the FY 2021 Local Recreation Improvement Grant for Improvements to Cedar Street Park
- R142-21 Authorizing Submission of an Application to the New Jersey Department of Community Affairs for Neighborhood Preservation Program Year-2 Funding
- R143-21 Authorizing the Borough Administrator to Initiate the Hiring Process for a Full Time Patrol Officer in the Police Department
- R144-21 Authorizing the Borough Administrator to Initiate the Hiring Process to fill the Municipal Alliance Coordinator Vacancy
- R145-21 Authorizing the Appointment of an Account Clerk in the Finance Department
- R146-21 Authorizing Appointment of Angel Jeandron as Local Historian of the Borough of Keyport

APPROVAL OF RESOLUTIONS

Motion on the Consent Agenda

MM: 2nd: Roll Call: Goode, Pacheco, Fotopoulos, McDermott, Davidson, McNamara

PUBLIC HEARING/ADOPTION OF ORDINANCE

1. **Ordinance #6-21 Amending and Superseding Borough Code Chapter III, Article I "Police Department" in its Entirety**

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING AND SUPERSEDING CHAPTER III, ARTICLE 1, "POLICE DEPARTMENT" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT IN ITS ENTIRETY**

- 1a. Motion to Open Public Hearing

MM: 2nd:

- 1b. Motion adopt Ordinance

MM: 2nd: Roll Call: Goode, Pacheco, Fotopoulos, McDermott, Davidson, McNamara

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

MM: 2nd: Ayes: Nays:

COMMUNICATIONS BY CONSENT

(For Approval)

1. Letter received May 3, 2021 from ICF inviting the Borough to be a consulting party on the Empire Wind Project Construction and Operation Plan – response requested by June 3, 2021.

2. Letter received May 10, 2021 from ICF inviting the Borough to be a consulting party on the New York Bight Lease and Right-of-Way/Right of Use Issuance – response requested by June 9, 2021.
3. Application for Use of Borough Property received May 11, 2021 from Lisa Savoia to use Waterfront Park for an 8th Grade field trip/treasure hunt on Tuesday, June 15, 2021 (rain date June 17, 2021) between 9:00AM-2:30PM. Certificate of Insurance Provided. Requesting waiver of the fee.
4. Application for Membership in Eagle Hose Company for Darnell McDonald received May 19, 2021 (subject to State approval) and notification that at the April 12, 2021 meeting the membership accepted the resignation of Jessie Johnson as an active member.
5. Recreation Committee Program & Activity Planning Summary received May 20, 2021 for a Chalk Activity event starting June 7, 2021 and ending July 10, 2021.
6. Recreation Committee Program & Activity Planning Summary received May 20, 2021 for Saturday Morning Children Shows to be held at the Mini Park Stage – Puppet Show on Saturday, July 10th at 10AM and a Magic Show on Saturday, July 24th at 10AM.
7. Recreation Committee Program & Activity Planning Summary received May 20, 2021 for the KeyportFest 5K to be held at Waterfront Park on Saturday, September 25th with pre-race registrations to be held at Borough Hall on Friday, September 24th.
8. Letter received May 24, 2021 from the KBBC requesting approval or advising of the following events:
 - Requesting use of the Mini Park from July 26th through August 30th from 6:30PM-8:00PM for “Monday Night’s Dancing on the Bayfront”
 - Advising the Town-wide Yard Sale will be held June 12th from 9:00AM-3:00PM;
 - Advising they are working with the Recreation Committee on two family-friendly Saturday events to be held at the Mini Park;
 - Advising the Farmer’s Market will begin June 10th on Thursdays from 2:00PM-7:00PM (with the exception of July 10th and July 17th). Requesting blockage of a section of Fireman’s Parking lot area;
 - Advising of plans to sponsor the Annual Car Show on August 19th from 5:00PM-9:00PM. Requesting closure of W. Front Street from Broad Street to American Legion Drive.

(To Receive and File)

9. Letter received May 12, 2021 from NJ DOT advising the Borough was not selected to receive 2020 Transportation Alternatives Set-Aside (TA Set-Aside) Program grant funding requested for the Green Grove Avenue Bikeways and Pedestrian Walkways Project.
10. Email received May 17, 2021 from Barbara Hilliard (Municipal Alliance Coordinator) advising of her retirement effective May 31, 2021.
11. Letter received May 18, 2021 from the Keyport Historical Society advising the Society will reopen its museum doors to the public on June 6, 2021 from 1PM-4PM.

APPROVAL and/or RECEIPT AND FILE OF COMMUNICATIONS

Motion on Communications by Consent

MM: 2nd: Roll Call: Goode, Pacheco, Fotopoulos, McDermott, Davidson, McNamara

APPROVAL OF MINUTES

April 20, 2021 Regular Meeting

MM: 2nd: Roll Call: Goode, Pacheco, Fotopoulos, McDermott, Davidson, McNamara

NEW BUSINESS

Cannabis Business License Advisory Committee Update

UNFINISHED BUSINESS

1. Road Opening on Main Street
2. COVID-19 Borough Committee Update

ATTORNEY'S REPORT

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:

CLOSED SESSION

R__-21 Closed Session Resolution
- PBA Contract Negotiations

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn moved by: 2nd:

Time of Adjournment: PM

B140-21

RESOLUTION FOR THE PAYMENT OF BILLS

6/1/21

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	\$ 388,104.70
	WATER/SEWER ACCT. 2021	\$ 33,217.78
	REVENUE ACCT.	\$ 532.00
	ANIMAL CONTROL ACCT.	\$ 1,478.58
	GENERAL CAPITAL ACCT.	\$ 4,277.00
	FEDERAL & STATE GRANTS	\$ 4,762.45
	TRUST ACCT.	\$ 4,700.00
	REC. BAYFRONT IMPROVEMENT	\$ 3,416.15
	BD. OF RECREATION COMM.	\$ 179.50
	DEVELOPER ESCROW	\$ 14,882.75

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

WHEREAS, the Borough of Keyport desires to apply for and obtain a grant from the New Jersey Department of Community Affairs that is not to exceed \$500,000 to carry out a project for improvements to Cedar Street Park. The proposed improvements to the Cedar Street Park will center around updating the existing parking infrastructure, recreational facilities, and pathways.

BE IT RESOLVED,

- 1) that the Borough of Keyport does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Keyport and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

_____ (signature) Jay Delaney _____ (type or print name) Borough Administrator _____ (title)

_____ (signature) Collette J. Kennedy _____ (type or print name) Mayor _____ (title)

CERTIFICATION:

I, Michele Clark, the Clerk of the Borough of Keyport hereby certify that at a meeting of the Board of Directors / Governing Body held on June 1, 2021 the above RESOLUTION was duly adopted.

AFFIX GOV'T,
CORPORATE OR
NOTARY SEAL

(12/03)

(Signature of Secretary of the Board of Directors or Government Clerk)

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 June 1, 2021.

Michele Clark, RMC
Borough Clerk

WHEREAS, the Borough of Keyport desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$125,000 to carry out a project to administer and implement a DCA-approved Year 2 Neighborhood Preservation Program Implementation Plan.

BE IT RESOLVED,

- 1) that the Borough of Keyport does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Keyport and the New Jersey Department of Community Affairs.
- 3) authorizes the acceptance of the Year 2 Implementation Plan per the grant rules and regulations.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)
Jay Delaney

(type or print name)
Borough Administrator

(title)

(signature)
Collette J. Kennedy

(type or print name)
Mayor

(title)

CERTIFICATION:

I, Michele Clark, the Clerk of the Borough of Keyport hereby certify that at a meeting of the Board of Directors / Governing Body held on June 1, 2021 the above RESOLUTION was duly adopted.

AFFIX GOV'T,
CORPORATE OR
NOTARY SEAL

(12/03)

(Signature of Secretary of the Board of Directors or Government Clerk)

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 June 1, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__-21**AUTHORIZING THE BOROUGH ADMINSTRATOR TO
INITIATE THE HIRING PROCESS FOR A FULL TIME
PATROL OFFICER IN THE POLICE DEPARTMENT**

WHEREAS, section 10-3.1 of the Borough Code provides the Borough Council must formally approve the creation of any new position and authorize the filling of it prior to the initiation of action to do so, and further provides the Borough Council must formally approve by resolution, the filling of any vacancy in any previously authorized or established full time position, before any action is initiated to fill the same; and

WHEREAS, the Chief of Police has recommended the hiring of a full time Patrol Officer to fill a position which was previously established within the rank structure authorized pursuant to Ordinance N0. 1-20 adopted on March 17, 2020; and

WHEREAS, the Borough Council Police Committee has reviewed the recommendation of the Chief of Police and recommends the Borough Administrator be authorized to initiate the process required for the appointment of a Patrol Officer.

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 Administrator is authorized and directed to initiate the process required for the appointment of a Patrol Officer in accordance with Borough policy and the rules and regulations of the New Jersey Civil Service Commission.
3. 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 June 1, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION # -21**AUTHORIZING THE BOROUGH ADMINISTRATOR TO
INITIATE THE HIRING PROCESS TO FILL THE
MUNICIPAL ALLIANCE COORDINATOR VACANCY**

WHEREAS, section 10-3.1 of the Borough Code provides the Borough Council must formally approve the creation of any new position and authorize the filling of it prior to the initiation of action to do so, and further provides the Borough Council must formally approve by resolution, the filling of any vacancy in any previously authorized or established full time position, before any action is initiated to fill the same; and

WHEREAS, a vacancy exists with the retirement of the Municipal Alliance Coordinator and the Borough Administrator has requested the required authorization to initiate the process to fill this anticipated vacancy.

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 Administrator is authorized and directed to initiate the process required to fill the vacant Municipal Alliance Coordinator position in accordance with Borough policy and the rules and regulations of the New Jersey Civil Service Commission.
3. 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 June 1, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #___-21**AUTHORIZING APPOINTMENT OF ANGEL JEANDRON AS
LOCAL HISTORIAN OF THE BOROUGH OF KEYPORT**

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

WHEREAS, the Borough has determined the need to fill the position of Local Historian for the Borough pursuant to *N.J.S.A. 40:10A-1 et seq.* and Borough Ordinance #2-84; and

WHEREAS, it is the recommendation of the Keyport Historical Society that Angel Jeandron, long time curator of the Keyport Historical Society, be appointed to the position of Local Historian; and

WHEREAS, it is the recommendation of the Mayor, and the Borough Council consents thereto, that Angel Jeandron be appointed to the position of Local Historian and shall serve at the pleasure of the Borough Council; and

WHEREAS, the Local Historian shall serve without compensation, but the Borough Council may annually appropriate such funds as may be necessary to reimburse the Historian for expenses incurred in the performance of his duties and responsibilities.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby appoints Angel Jeandron as Local Historian for the Borough in accordance with Borough Ordinance #2-84.
3. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
4. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
5. This Resolution shall take effect immediately.

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 June 1, 2021.

Michele Clark, RMC
Borough Clerk

ORDINANCE #__-21

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING AND SUPERSEDING CHAPTER III, ARTICLE I "POLICE DEPARTMENT" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT IN ITS ENTIRETY

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

WHEREAS, pursuant to N.J.S.A. 40A:14-118 et seq., the governing body of a municipality may create and establish, as an executive and enforcement function of municipal government, a police force, whether as a department or as a division, bureau or other agency thereof, and provide for the maintenance, regulation and control thereof, by ordinance not contrary to the laws of the State of New Jersey (the "**State**") or of the United States, as it may deem necessary; and

WHEREAS, Chapter III, Article I "Police Department" of the Revised General Ordinances of the Borough (the "**Borough Code**") governs the structure of the Borough's police force;

WHEREAS, the Mayor and Borough Council hereby desire to amend and supersede Chapter III, Article I "Police Department" of the Borough Code in its entirety.

NOW THEREFORE, BE IT ORDAINED by the Council that the Revised General Ordinances of the Borough of Keyport, Chapter III, Article I be and hereby is established as follows:

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

Section 2. This Ordinance shall amend and supersede Chapter III, Article I, "Police Department" of the Borough Code in its entirety.

Section 3. The Council hereby amends Chapter III, Article I of the Revised General Ordinances of the Borough of Keyport to read as follows:

ARTICLE I POLICE DEPARTMENT

3-1 DEFINITIONS

Unless specifically defined below, words or phrases used in this Section shall be interpreted so as to give them the meaning they have in common usage and to give this Section its most reasonable application.

APPOINTING AUTHORITY

The Governing Body.

APPROPRIATE AUTHORITY

The Borough Administrator of the Borough of Keyport.

CIVIL SERVICE

The New Jersey Civil Service Commission.

POLICE DEPARTMENT

The police department of the Borough of Keyport.

3-2 CREATION

There shall be a Police Department of the Borough, the head of which shall be the Chief of Police.

3-3 POLICE STATION

The police headquarters are hereby established in the municipal building, situated at 70 West Front Street, Keyport, New Jersey.

3-4 COMPOSITION

- a. The Police Department shall consist of:

Chief (no more than one)
Captain (no more than one)
Lieutenants (no more than two)
Sergeants (no more than five)
Patrol Officers (no more than 20)

- b. The responsibility of command within the Police Department shall be vested in the Chief of Police.
- c. In the absence of the Chief of Police, the Captain shall be the next ranking officer and shall temporarily assume the office and powers of the Chief of Police.

- d. A chief law enforcement officer of the Borough shall be designated to serve in the absence of the Chief of Police and the Captain. The chief law enforcement officer shall be the next ranking officer. During such periods, the ranking official shall have the same powers as those of the official whose office he temporarily holds.

3-5 GENERAL QUALIFICATIONS

In accordance with N.J.S.A. 40A:14-122, except as otherwise provided by law, no person shall be appointed as a member of the Police Department, unless they:

- (1) are a citizen of the United States;
- (2) are sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to eligibility for membership in the retirement system;
- (3) are able to read, write and speak the English language well and intelligently; and
- (4) are of good moral character and have not been convicted of any criminal offense involving moral turpitude.

No person shall be appointed as a member of the Police Department unless they are a resident of the State of New Jersey, in accordance with N.J.S.A. 40A:14-122.8. Likewise, in accordance with N.J.S.A. 40A:127, no person shall be initially appointed as a member of the Police Department who is under 18 or over 35 years of age. Any person who shall have met the age requirement at the announced closing date of a Civil Service examination for the position shall be considered within the age requirements while the Civil Service list promulgated as a result of that examination is in effect. Notwithstanding the foregoing, these age limits shall be extended for veterans in accordance with N.J.S.A. 38:23A-2.

3-6 APPOINTMENT

- a. Applicants seeking to obtain a position in the Borough's Police Department, who are residents of the Borough, shall be given a preference when the Borough determines its factors and requirements for filling a position. This notwithstanding, pursuant to N.J.S.A. 40A:14-122.1, residency is not a condition of employment, but rather residency will be one of various factors when determining which individual(s) will be offered employment to become a member of the Police Department according to the Civil Service rules of initial hiring.

- b. Classification of Applicants. Before any person shall be appointed as a member of the paid Police Department, the New Jersey Civil Service shall classify all the duly qualified applicants for the available position or positions in the following classes:

Class I: Residents of the Borough of Keyport

Class II: Residents of Monmouth County

Class III: Other residents of the State

Class IV: All other qualified residents

Within each such classification, duly qualified applicants who are veterans shall be accorded all such veterans preferences as are provided by law. Persons discharged from the service within six (6) months prior to making application to such municipality, who fulfill the requirements of N.J.S.A. 40A:14-123.1 and who thereby are entitled to appointment notwithstanding their failure to meet the New Jersey residency requirement at the time of their initial application, shall be placed in Class III.

- c. Order of Appointments. In making such appointments, the Appointing Authority shall first appoint all those in Class I and then those in each succeeding class in the order above listed and shall appoint a person or persons in any such class only to a vacancy or vacancies remaining after all qualified applicants in the preceding class or classes have been appointed or have declined an offer of appointment.
- d. Certification of Eligibles for Positions. The classes of qualified applicants defined by this subsection shall be considered as separate and successive lists of eligibles, and the Civil Service Commission shall, when requested to certify eligibles for positions specified in this subsection, make such certifications from said classes separately and successively and shall certify no person from any such class until all persons in the preceding class or classes have been appointed or have declined offers of appointment.
- e. Applicability. This subsection shall apply only to initial appointments and not to promotional appointments of persons already members of the Police Department.
- f. Temporary Appointments. In accordance with N.J.S.A. 40A:14-122, the Appropriate Authority when authorized to do so, may employ such officers and other personnel for the Police Department and force as temporary employees in emergencies, or for certain specified parts of the year, as needed. In making temporary appointments, the Appointing Authority shall utilize the classifications set forth herein and shall classify accordingly all

duly qualified applicants for the position or positions to be temporarily filled, making such appointments in accordance with applicable New Jersey Civil Service rules.

- g. Probationary Appointment. No person shall be given or accept a permanent appointment as a police officer in the Borough unless such person has first been given a probationary appointment to such office for a period of one year and has successfully completed a police training course at a school approved and authorized by the police training commission in the Department of Law and Public Safety of the State of New Jersey, pursuant to the provisions of N.J.S.A. 52:17B-66, et seq. and any subsequent amendments or revisions thereto.

3-7 LEAVE OF ABSENCE

If any member of the police force is injured, ill or disabled from any cause so as to be physically unfit for duty during the period of such disability and physical unfitness for duty, where same shall be evidenced by the certificate of a physician designated by the Mayor and Council to examine such person he may grant a leave of absence with full pay or such proportion thereof as they may fix to such person, provided no leave of absence with pay shall exceed one (1) year commencing with the date of such illness, injury or disability.

In accordance with N.J.S.A. 40A:14-122, except as otherwise provided by law, any permanent member or officer of the Police Department who shall be absent from duty without just cause or leave of absence, for a continuous period of five (5) days, shall cease to be a member of the Police Department.

3-8 DUTIES

3-8.1 Authority and Duties of the Chief of Police

The Chief of Police shall be the head of the Police Department and shall be directly responsible to the Appropriate Authority for the department's efficiency and day-to-day operations.

Pursuant to policies established by the Appropriate Authority and consistent with N.J.S.A. 40A:14-118, the Chief of Police shall:

- a. Administer and enforce the rules and regulations of the Police Department and any special emergency directive for the disposition and discipline of the department, its members and officers;
- b. Have, exercise, and discharge the functions, powers, and duties of the force and its officers;
- c. Delegate such authority as may be deemed necessary for the efficient operation of the Police Department to be exercised under the Chief's direction and control;

- d. Prescribe the duties and assignments of all subordinates and all other personnel; and
- e. Report at least monthly to the Appropriate Authority in such form as shall be prescribed on the operation of the Police Department during the preceding month and make such other reports as may be requested by the Appropriate Authority.

3-8.2 Duties of Police Officers.

- a. It shall be the duty of police officers to preserve public peace and to see that all laws and ordinances relating thereto are properly enforced; they shall faithfully and promptly obey all orders, rules and regulations prescribed and perform such other duties as directed by the Appropriate Authority.
- b. The authority and duties of each class of officer shall be based upon, but not limited to, the job specification provided for the officer's Civil Service title code.

3-9 RULES OF DISCIPLINE

3-9.1 Removal and Suspension

Each regular police officer shall hold his office and continue in his employment during good behavior, efficiency, and no person shall be removed from office or employment for any other causes than incapacity, misconduct, neglect of duty, conduct unbecoming a police officer, disobedience of the rules and regulations established and hereafter established for the department or absence from duty without just cause for five days or more.

Any regular member of the Police Department may be suspended, removed, fined, or reduced from his office or employment, therein, for just cause upon due notice and service of written charges and a hearing. This subsection shall not apply to probationary patrolmen.

3-9.2 Charges Against Police Member

- a. No member or officer of the Police Department shall be suspended, removed, fined or reduced in rank for any cause other than for incapacity, misconduct or disobedience as provided in the New Jersey Statutes and the Police Department's rules and regulations.
- b. All charges against a member of the Police Department, other than the Chief of Police, shall be referred to the Chief of Police for his/her investigation and recommendation. The Chief of Police shall present said charges and recommendations to the Council in a manner

consistent with Title 11 of the N.J. Revised Statutes and N.J. Administrative Code Title 4 for ultimate disposition. Any charges proffered against the Chief of Police shall be referred to the chairman of the Police Committee who shall schedule a Police Committee meeting, and the Committee shall thereupon conduct an investigation and make a recommendation to the Borough Council which shall thereafter act in a manner consistent with law upon the charges.

3-9.3 Rules to Be Made by Appropriate Authority

The Borough Administrator, who is hereby designated as the Appropriate Authority pursuant to N.J.S.A. 40A:13-118, may make such rules and regulations concerning the conduct and duties of the officers. When same have been adopted by the Appropriate Authority, such rules and regulations shall be binding upon each member of the Police Department.

3-10 SPECIAL LAW ENFORCEMENT OFFICERS

- a. Appointment. The Appropriate Authority may appoint special law enforcement officers for a term not exceeding one (1) year, subject to approval by resolution of the Borough Council. Such appointments may be revoked for cause after adequate hearing, unless the appointment is for four months or less, in which event the appointment may be revoked without cause or hearing. The special law enforcement officers so appointed shall not be members of the Police Department. Such special law enforcement officers shall carry out their duties and responsibilities under the direct supervision of the Chief of Police, and their powers, rights, and duties shall be specifically defined by the Chief of Police. These powers, rights and duties, however, shall immediately cease at the expiration of the term for which they were appointed, or upon revocation of their appointment. The special law enforcement officers shall not carry a revolver or other weapon at any time except as otherwise directed by the Chief of Police and as more particularly set forth in paragraph (c)(2) of this section. The resolution approving appointment of special law enforcement officers shall designate the rate of pay, if any.
- b. Qualifications. No person shall be appointed as a special law enforcement officer unless he or she is a citizen of the United States; is able to read, write, and speak the English language; is physically qualified and of good moral character, and has not been convicted of any crime. Every such special law enforcement officer shall be fingerprinted and his or her fingerprints shall be filed with the Division of the State Police and Federal Bureau of Investigation. Reports shall be made by the Chief of Police to the Borough Council concerning the eligibility and qualifications of any person proposed to be appointed a special law enforcement officer.

- c. Classification of Officers. There are hereby established two classifications of special law enforcement officers:
1. Class One. Officers of this class are hereby authorized to perform routine traffic detail, spectator control and similar duties. Class One officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the New Jersey Statutes. The use of a firearm by an officer of this class shall be strictly prohibited, and no Class One officer shall be assigned any duties which may require the carrying or use of a firearm.
 2. Class Two. Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer. The use of a firearm by an officer of this class is authorized only after the officer has been fully certified as successfully completing training as prescribed by the police training commission and only while engaged in the actual performance of the officer's official duties and specifically authorized by the Chief of Police
- d. Uniforms. The uniform worn by the special law enforcement officer shall include an insignia issued by the police training commission which clearly indicates the officer's status as a special law enforcement officer and the type of certification (i.e., Class One or Class Two) issued by the commission.
- e. Carrying of Firearms. Special law enforcement officers who are permitted to carry and return firearms shall do so pursuant to the guidelines established in N.J.S.A. 40A:14-146.14(b).
- f. Rules and Regulations. Special law enforcement officers shall comply with the rules and regulations applicable to the conduct and decorum of the permanent regularly appointed police officers of the Borough, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.
- g. Number of Categories of Officers. The number of special law enforcement officers designated as Class One members shall not exceed ten (10) persons. The number of special law enforcement officers designated as Class Two members shall not exceed four (4) persons.

3-11 UNIFORM AND EQUIPMENT

All members of the Police Department shall provide and maintain in clean and serviceable condition such wearing apparel and equipment as shall be prescribed by the Chief of Police or their designee.

3-11.1 Firearms

All firearms which may be provided by the Borough shall remain the property of the Borough.

3-12 PROMOTIONS

All promotions will be made in accordance with current New Jersey State Department of Personnel Guidelines and procedures and New Jersey Civil Service Regulations.

3-13 SPECIAL DUTY ASSIGNMENTS

- a. Any and all extra duty assignments for police personnel shall be determined and approved by the Chief of Police or their designee. No police officer shall perform special duty assignments for private parties for compensation other than through the procedure set forth in this subsection. The Chief shall obtain such information as he determines necessary and is authorized to approve such special duty police work in accordance with this subsection. The Chief may assign a patrol vehicle for use in performing extra duty if and in the event it is determined that the use of a patrol vehicle is necessary to perform the contracted duty. The Chief may deny the assignment or use of police officers or vehicles and/or impose any condition or requirement as in his sole discretion and determination is in the best interest of the Borough and/or the police officers or public safety. The Chief shall be guided by the nature of the assignment and should avoid those with conflicts of interest and/or high risk of injury.
- b. The work to be performed shall be considered a "special duty assignment from independent contractors" (special duty assignments) and will not be considered a direct assignment. Notwithstanding any provision to the contrary, special duty assignments shall be limited to crowd control, traffic control, and any type of security employment wherein the officer is required to wear his duty uniform. The taking of any and all extra duty assignments shall be on a voluntary basis in accordance with a fair and reasonable system established and administered by the Chief.
- c. Officers engaged in special duty assignments shall be deemed on-duty and shall conform to all Police Department rules, regulations and procedures. All such agreements for special duty assignments shall be contracted for in writing by the completion of a form available from the Police Department which contracts shall be kept on record as other such police documents.

1. An invoice from the Borough for any balance due, or credit for any refund, if any, shall be issued by the Chief Financial Officer. Any payments due under such agreements shall be paid to the Borough fifteen (15) days from the date of billing. Interest shall be charged at the rate of twelve percent (12%) per annum on any amount billed for which payment has not been made within 15 days. Delinquent parties shall be liable for all costs, fees, and attorneys' fees associated with the collection of any amounts due.
 2. The Chief of Police, or his/her designee, shall estimate the number of hours anticipated to be worked, and payment for the estimated work shall be paid to the Borough prior to commencement of the work.
 3. If additional work time is required due to unanticipated circumstances, and such work is approved by the Chief of Police, or his/her designee, the private party shall be liable for payment to the Borough for all such additional hours worked at the specified rate and shall indicate his or her prior consent in writing to the Chief of Police, or his or her representative.
- d. All special duty assignments shall be within the Borough, unless specific written approval is given by the Chief to the officer to work outside of the Borough, and the Chief may contact adjoining municipal Police Departments to see if they are willing to perform such special duty assignments before granting approval to an officer from the Borough's department to work outside the Borough.
 - e. All payments for special duty assignments shall be made through a special police fund established by the Borough Treasurer from which payment shall be made to the individual police officers performing such service. All payments from the trust fund shall be made to the police officers subject to required deductions and an administrative fee to be retained by the Borough. The charges for such services shall be set forth annually in a resolution adopted by the Borough's governing body. Any dispute between the contractor and the police officer on assignment as to services required or compensation due shall be determined by the Chief. His/her decision shall be final and binding.
 - f. Any special duty assignment which is cancelled on less than one (1) hour notice shall be charged against the party.
 - g. The Chief has the authority to order any police officer to vacate or terminate any special duty assignment in response to emergency situations or whenever the assignment creates an unacceptable risk to health, safety and welfare of the police officer and/or public in the

sole determination and discretion of the Chief. The contractor shall not be responsible for any compensation for the time that the police officer is away from the special duty assignments and shall have no claim for any costs or damages against the Borough, the Chief, or the police officer arising from the termination of a special duty assignment other than the prorated return of any costs prepaid to the Borough.

- h. The Borough shall be responsible to provide all necessary insurance coverage as required by law, including but not limited to workers' compensation, public liability, and claims for damage, for personal injury including death or damage to property which may arise as a result from the Borough's performance under the contract.

3-14 POLICE CHAPLAIN

- a. Position Created. The position of Police Chaplain for the Borough of Keyport Police is hereby created in accordance with N.J.S.A. 40A:14-141. The position shall be a volunteer position. The position of Police Chaplain shall be subject to the control of the Chief of Police.
- b. Appointment. The Chief of Police shall recommend to the Appropriate Authority, person(s) that he/she believes meets the qualifications of N.J.S.A. 40A:14-141 as well as the rules and regulations of the Borough of Keyport Police Department with reference to chaplains, if any. All applicants for the position of chaplain shall be reviewed by the Chief of Police and Borough administrator to determine his/her qualifications are in accordance with this subsection and shall make recommendations to the Mayor and Council. The Mayor and Council shall appoint chaplains in accordance with this subsection and in accordance with N.J.S.A. 40A:14-141.
- c. Qualifications. Any person appointed as chaplain shall be an ordained clergyman in good standing in the religious body from which he/she is selected. The chaplain shall be a certified Police Chaplain credentialed in accordance with the rules and regulations of the Borough of Keyport Police Department and shall be qualified in accordance with N.J.S.A. 40A:14-141.
- d. Duties. The duties of the Police Chaplain shall include, but not be limited to, assisting the Borough of Keyport Police Department in any duties that may be assigned by the Chief of Police that pertain to the Police Chaplain.
- e. Any person appointed as chaplain shall serve in that capacity without rank or salary. The position will be a volunteer position.

- f. Term. A person appointed as chaplain shall serve from the date of appointment and shall continue to serve in that capacity until he/she is terminated, resigns or retires from that position. The Chief of Police shall be notified and consulted should any of these options be exercised.

Section 4. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 5. 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 6. Except as amended by this Ordinance, all other provisions of the Borough's Revised General Ordinances shall remain in full force and effect.

Section 7. The Borough Clerk is hereby directed, upon adoption of the Ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 8. This Ordinance shall be in full force and effect from and after its adoption and any publication according to law.

Introduced: May 18, 2021
Public Hearing: June 1, 2021
Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport



April 23, 2021

Michele Clark
Borough Clerk
Keyport Borough
P.O. Box 60
Keyport, NJ 07735

RECEIVED
MAY 03 2021
BY:

RE: Invitation to consult on the Empire Wind Project (Empire Wind 1 and Empire Wind 2) Construction and Operations Plan, and Notification of Using the NEPA Process to Fulfill Section 106 Obligations; *response requested by no later than 30 days of receipt of this letter*

Dear Michele Clark,

The Bureau of Ocean Energy Management (BOEM), serving as lead Federal agency under the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA), is reviewing the Construction and Operations Plan (COP) submitted by Empire Offshore Wind, LLC proposing the Empire Wind Project (the Project). BOEM has determined that approval, approval with modification, or disapproval of the COP constitutes an undertaking subject to Section 106 of the NHPA.

If approved, the Empire Wind Project would consist of up to 240 wind turbines, two offshore substations, inter-array cables, up to two submarine export cable routes, up to three export cable landfall areas in New York, onshore export and interconnection cable routes, two onshore substations, and an onshore interconnection cable that connects to the Point of Interconnection, where power is delivered to the existing electrical grid. The Lease Area covers approximately 79,350 acres (32,112 hectares) and is divided into two project areas, Empire Wind 1 and Empire Wind 2. The lease area is located approximately 14 statute miles (12 nautical miles) south of Long Island, New York, and 19.5 miles (16.9 nautical miles) east of Long Branch, New Jersey. The Project location is depicted on Figure 1.

BOEM has assigned ICF as the third-party contractor to facilitate the NHPA Section 106 consultation process. All Federal oversight and decisions will remain with BOEM. ICF's role in this NHPA Section 106 review is to coordinate communication with the consulting parties, facilitate distribution of BOEM-approved documents, provide technical assistance, and arrange and lead the facilitation of meetings, webinars, or calls with consulting parties.

With this letter, BOEM invites you to be a consulting party to this Project regarding potential impacts on historic properties. Consulting parties have certain rights and obligations under the NHPA and its implementing regulations at 36 Code of Federal Regulations (CFR) Part 800 and NEPA and its implementing regulations at 40 CFR Parts 1500–1508. These regulations provide for a review process, known under the NHPA as Section 106 review. The regulations at 36 CFR 800.8(c) provide for use of the NEPA process to fulfill a Federal agency's NHPA Section 106 review obligations in lieu of the procedures set forth in 36 CFR 800.3 through 800.6.

BOEM intends to use the NEPA process to fulfill its NHPA Section 106 review obligations in lieu of the procedures set forth in 36 CFR 800.3 through 800.6 for the Empire Wind Project. The Section 106 process and NEPA substitution are described at: <https://www.achp.gov/digital-library-section-106-landing/citizens-guide-section-106-review> and [https://www.achp.gov/integrating nepa 106](https://www.achp.gov/integrating_nepa_106), respectively. As a part of this process, consultation with Keyport Borough will occur during preparation of the Empire Wind Environmental Impact Statement (EIS) in accordance with NEPA regulations and 36 CFR 800.8(c)(1), during NEPA scoping, environmental analysis, and the preparation of NEPA documents. To aid those Consulting Parties who may not be familiar with the NEPA substitution process, BOEM has developed a *National Environmental Policy Act (NEPA) Substitution for Section 106 Consulting Party Guide*, which is attached for your reference.

By becoming a consulting party, you will be actively informed of steps in the review process, including public meetings, and your views will be actively sought. If you would like to be a consulting party to this project, please respond to January Tavel at EmpireWindSection106@icf.com or (415) 677-7107.

Please submit your request to become a consulting party *no later than 30 days of receipt of this letter*. While you may also request to be a consulting party at a later date, the Project may advance without your input and your opportunity to fully comment on each step of the process may be affected. If you are requesting consulting party status, please nominate one representative and alternate from your organization to receive correspondence and attend meetings. We also request that you indicate your preferred correspondence method: hard copy correspondence by mail, via email, or both.

Additionally, please review the regulations at 36 CFR 800.8(c), and contact January Tavel if you require additional information. We look forward to working with you.

Sincerely,



January Tavel
Empire Wind Section 106 Lead
ICF

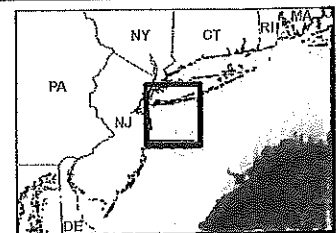
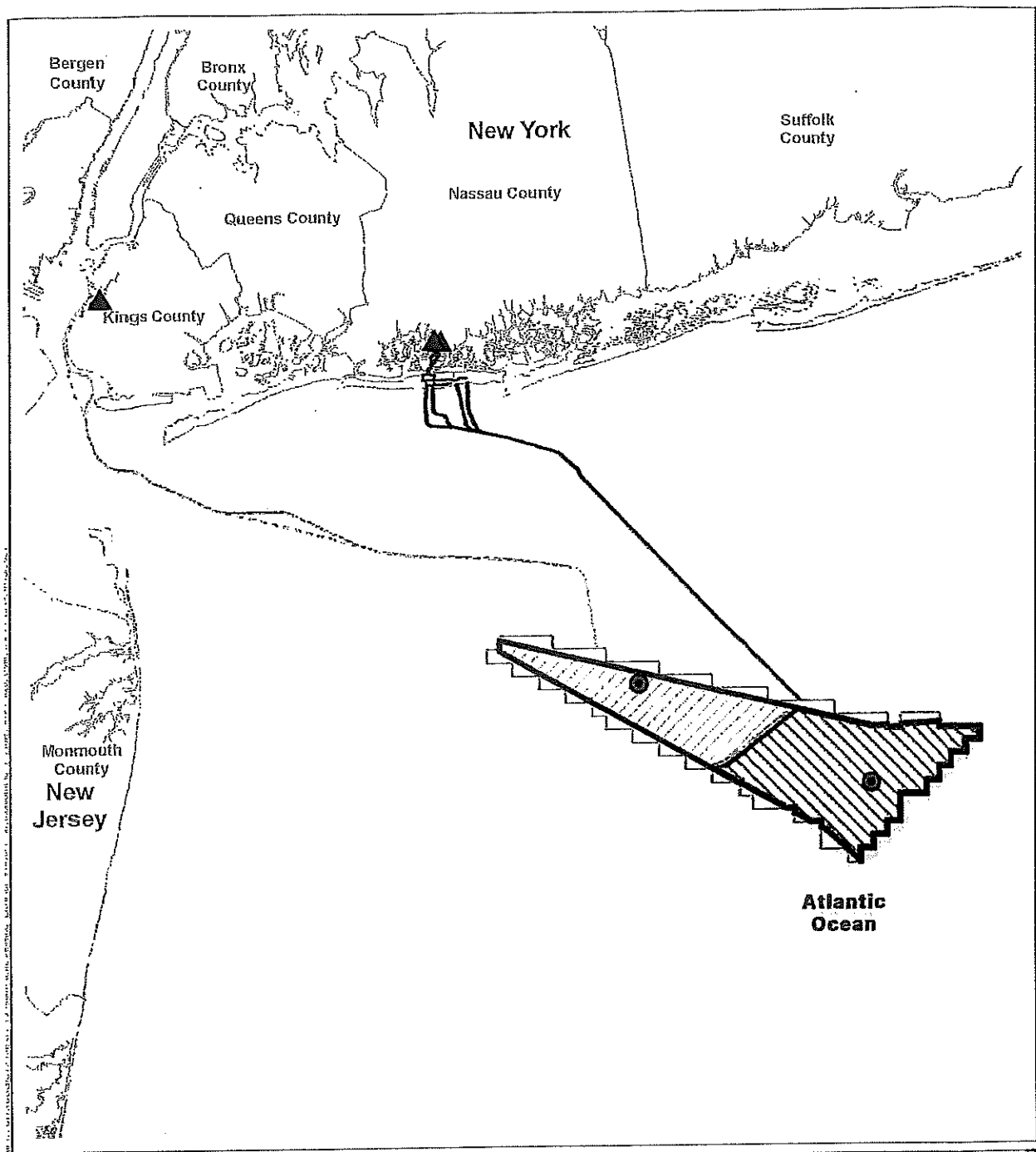


Figure 1
Empire Wind Project Location

I. Introduction

The regulations at 36 CFR § 800.8 provide for use of the National Environmental Policy Act (NEPA) process to fulfill a Federal agency's National Historic Preservation Act (NHPA) Section 106 review obligations in lieu of the procedures set forth in 36 CFR § 800.3 through 800.6. This process is known as NEPA substitution for Section 106 and the Bureau of Ocean Energy Management (BOEM) is using this process on all future offshore wind project Construction and Operations Plans (COPs) for which you may be invited to participate as a Consulting Party.

This document is intended to act as a guide for Consulting Parties on the NEPA substitution for Section 106 process to aid understanding of how this process works, how it compares to BOEM's traditional Section 106 process approach and where in BOEM's NEPA substitution process you will be involved.

More information regarding the NEPA substitution process can be found at:

<https://www.achp.gov/digital-library-section-106-landing/citizens-guide-section-106-review> and https://www.achp.gov/integrating_nepa_106.

II. Why is BOEM implementing a NEPA substitution process?

BOEM is using the NEPA substitution process as part of a multi-faceted approach to meet the Office of Renewable Energy Program's needs. Multiple orders and regulations requiring increased streamlining and efficiency of the NEPA process have been issued.¹ In addition to efficiency, BOEM anticipates several other benefits from implementing the NEPA substitution process for its Section 106 review of COPs, including the following:

- Earlier and more direct input from Consulting Parties into the development and selection of alternatives and avoidance, minimization, or mitigation measures.
- Better integration of comments and responses, especially concerning natural and cultural resources, historic properties, visual effects, environmental justice issues, and traditional cultural practices.
- Providing a more holistic and meaningful approach to government-to-government consultation with Indian Tribes, as defined at 36 CFR 800.16(m).

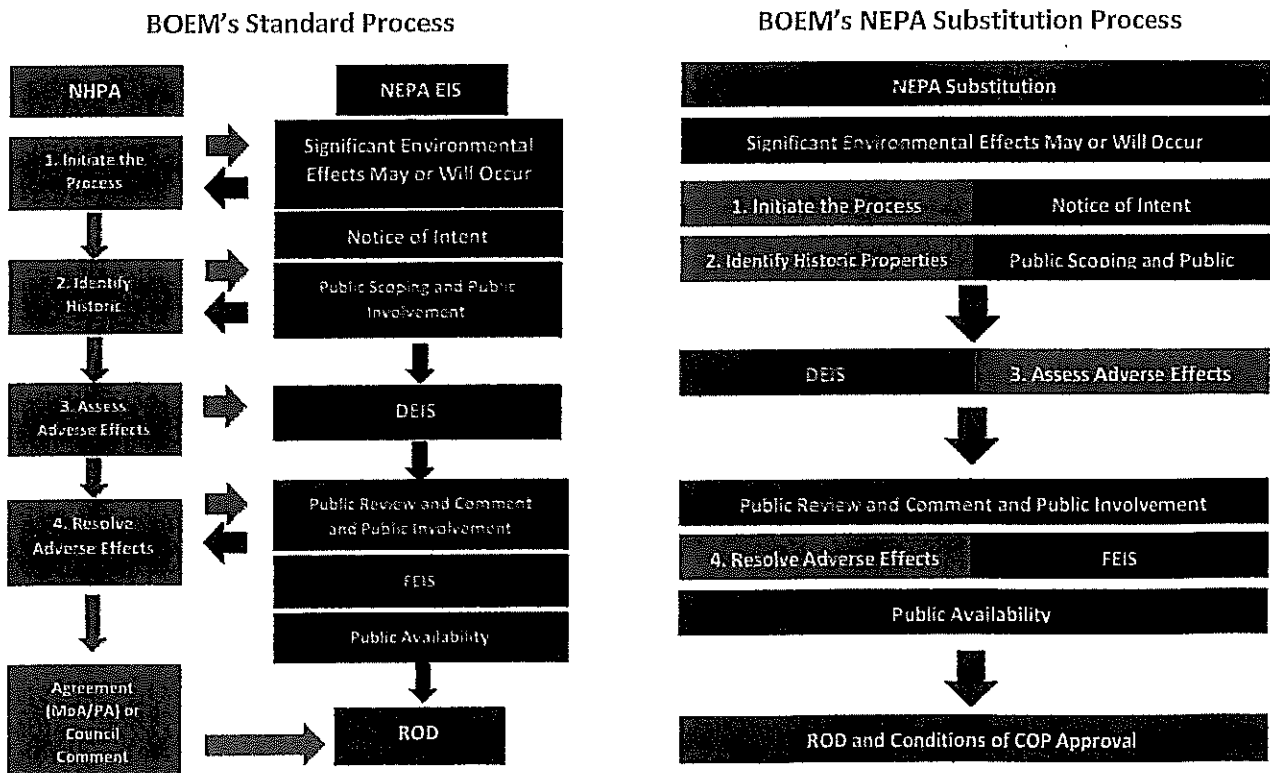
III. What are the major differences between BOEM's Standard Section 106 and its new NEPA Substitution approaches?

The key differences between BOEM's standard approach and its new NEPA substitution approach for Section 106 review of COPs includes the following:

¹ See: Secretarial Order 3355, Streamlining NEPA Reviews and Implementation of Executive Order 13807; Memorandum providing Additional Direction for Implementing Secretary's Order 3355; Council on Environmental Quality's (CEQ) Update to the Regulations Implementing the Procedural Provisions of NEPA; Secretarial Order 3389, Coordinating and Clarifying National Historic Preservation Act Section 106 Reviews; and Memorandum of Understanding Implementing One Federal Decision under Executive Order 13807.

- BOEM will seek formal consultation earlier, during significant NEPA milestones (at scoping and after publication of the Draft EIS); parties may comment throughout the development of the EIS.
- The identification of historic properties, finding of effects, and resolution of adverse effects will be documented in the Draft and Final EIS rather than in a separate documentation of a Section 106 Finding. BOEM will provide the reports documenting the identification of historic properties along with the Draft EIS. These include:
 - the Marine Archaeological Resources Assessment,
 - the Terrestrial Archaeological Resources Assessment, and
 - the Report of Visual Effects on Historic Properties, along with viewshed analyses and visual simulations.
- Resolution of adverse effects will be documented in a binding Record of Decision (ROD) and as conditions of COP approval. This differs from BOEM's standard Section 106 process in which a Memorandum of Agreement (MOA) is developed to resolve adverse effects. The combination of BOEM's binding ROD and application of Conditions of COP approval provide effective and equivalent legal requirements on itself and on the lessee.
- BOEM's government-to-government consultation responsibilities to Federally recognized tribes remain unchanged and efforts to consult with tribes are likely to expand under NEPA substitution.

Below, the graphic on the left illustrates BOEM's standard approach to NEPA and the NHPA Section 106 review, showing the major milestones in each process when executed in parallel. The graphic on the right shows BOEM's NEPA substitution approach, and how these milestones will be combined.



IV. How will BOEM meet the requirements of 36 CFR § 800.8(c) under the NEPA Substitution Process?

As provided in 36 CFR § 800.8(c), four standards must be met:

1. The first standard is to identify Consulting Parties and invite them to participate in the process. Under the NEPA Substitution process, BOEM will identify Consulting Parties for each project pursuant to 36 CFR § 800.3(f) no later than issuance of its Notice of Intent (NOI) to prepare an EIS. During the NEPA scoping period BOEM will send a formal letter to these parties inviting them to participate in the process. These letters will also state that BOEM intends to use the NEPA substitution process to comply with Section 106 in lieu of 36 CFR § 800.3 through § 800.8.
2. The second standard is to identify historic properties and assess the effects of the undertaking in a manner consistent with 36 CFR § 800.4 through § 800.5. Under NEPA substitution, the Draft EIS will identify historic properties and assess the effects of the undertaking using the lessee's cultural resources reports from the COP as well as Consulting Party and public input provided during the scoping period. BOEM's regulations require that lessees include in their COPs information about historic properties, any adverse effects from their project on these historic properties, and how they propose to resolve those adverse effects (through avoidance, minimization, and mitigation measures). This information will be sent to Consulting Parties with the Draft EIS for their review, so that final measures may be developed in consultation. The Final EIS will reflect continued consultations, as well as consulting party comments received on the Draft EIS.
3. The third standard is to consult with Consulting Parties during NEPA scoping, environmental analysis, and the preparation of the EIS regarding the effects of the undertaking on historic properties. Under NEPA substitution, formal consultation will occur during the scoping period as well as during the public comment period after publication of the Draft EIS. However, Consulting Party comments will be accepted at any point during the preparation of the EIS. Additionally, if necessary, Section 106-specific consultation meetings with consulting parties can be arranged. Comments submitted by Consulting Parties provided during NEPA comment periods will help inform the effects analysis on historic properties in the Draft and Final EIS.
4. The fourth standard is to involve the public in accordance with BOEM's NEPA procedures and develop alternatives and proposed avoidance, mitigation, and minimization measures in consultation with Consulting Parties. Proposed measures to avoid, minimize, or mitigate any adverse effects to historic properties will be first presented in the lessee's COP, which Consulting Parties will be able to review prior to scoping, as well as through consultation with Consulting Parties during scoping and the Draft EIS comment period. These measures will be further developed and refined in consultation, and those changes will be reflected in the Draft and Final EIS. Public involvement will take place during the NEPA comment periods and through standard public participation practices for the NEPA process, including posting of relevant information on BOEM's website and through Federal register notices.

V. When and How do I provide input?

Opportunities for formal and informal consultation will occur throughout the development of the EIS. Consulting Parties will be formally invited to submit comments twice during this process: first, during the NEPA Scoping Period (so that comments can be incorporated into the Draft EIS) and second, during the Draft EIS public comment period (so that comments can be incorporated into the Final EIS). Additionally, Consulting Party comments will be accepted at any time during the NEPA process up to the closing of the comment period on the Draft EIS.

Furthermore, BOEM is encouraging lessees to coordinate with Consulting Parties *prior to* their COP submission to request input as they develop their proposed avoidance, minimization, and mitigation measures.

VI. Will sensitive information regarding historic properties or traditional practices or places remain confidential under NEPA Substitution?

All sensitive information provided during the NEPA Substitution Process will be treated the same way it would have been under BOEM's standard Section 106 reviews. Please note that all comments submitted through the NEPA process are submitted through [regulations.gov](https://www.regulations.gov) and are available for viewing by the public. However, BOEM will provide a different means for consulting parties to provide comments that contain sensitive information. For Indian Tribes, as defined at 36 CFR 800.16(m), BOEM's Tribal Liaison Officers can provide additional guidance on sharing sensitive information for Section 106 review purposes.

VII. What is the role of third-party contractors in the NEPA Substitution process?

A third-party contractor has been contracted to aid with the preparation of each EIS assessing the environmental effects of a renewable energy Construction and Operations Plan. The lessee pays for the third-party contractor's services, but BOEM is responsible for providing all work direction as well as reviewing all work performed by the third-party contractor. Third-party contractor support is essential so BOEM can meet deadlines for multiple projects occurring simultaneously. Throughout the NEPA Substitution process you can expect to be contacted by the third-party contractor unless you are an Indian Tribe, as defined at 36 CFR 800.16(m). For all others, letters and other communication will come from the third-party contractor. It is important to note that it is BOEM's responsibility to comply with Section 106 and all decisions and content of the Draft EIS, Final EIS, and ROD as well as other documents are determined by BOEM.

RECEIVED
MAY 10 2021

May 3, 2021

Michele Clark
Borough Clerk
Keyport Borough
P.O. Box 60
Keyport, NJ 07735

BY:

RE: Invitation to consult on the New York Bight Lease and Right-of-Way/Right-of-Use Issuance located off the coast of New York, New Jersey, and Rhode Island; ***response requested by no later than 30 days of receipt of this letter***

Dear Michele Clark,

On March 29, 2021, the Bureau of Ocean Energy Management (BOEM) announced that it had completed the Area Identification process to delineate the New York Bight Wind Energy Areas (WEAs), pursuant to 30 Code of Federal Regulations Part 585.211(b). Upon completion of National Historic Preservation Act (NHPA) Section 106 and National Environmental Policy Act (NEPA) reviews, BOEM may issue commercial wind energy leases within the New York Bight WEAs and grant rights-of-way or rights-of-use in support of wind energy development. BOEM has determined that the issuance of commercial and research wind energy leases and the potential granting of rights-of-way or rights-of-use constitutes an undertaking subject to Section 106 of the NHPA and, as such, BOEM will serve as the lead Federal agency for the NHPA Section 106 review.

This letter has three purposes:

- first, to invite Keyport Borough to be a consulting party to the Section 106 review;
- second, to provide information on the undertaking and the Preliminary Area of Potential Effect (PAPE) (Figure 1) to help inform your decision as to whether or not you wish to be a consulting party; and
- third, to provide information on next the next steps in the Section 106 process for parties choosing to participate.

BOEM retained the services of ICF Jones & Stokes, Inc (hereinafter ICF) as the contractor to facilitate the Section 106 consultation process. All Federal oversight and decisions will remain with BOEM. ICF's role in this Section 106 review is to execute various administrative and logistical tasks, including but not limited to coordinating communication with the consulting parties; distributing BOEM-approved documents; providing technical assistance; and hosting and facilitating meetings, webinars, or calls with consulting parties.

Invitation to Consult Under Section 106 of the NHPA

With this letter, BOEM invites you to be a consulting party to this project regarding potential impacts on historic properties. Consulting parties have certain rights and obligations under the NHPA and its implementing regulations at 36 Code of Federal Regulations Part 800. The review

process, known as Section 106 review, is described at: <https://www.achp.gov/digital-library-section-106-landing/citizens-guide-section-106-review>.

By becoming a consulting party, you will be actively informed of steps in the review process, including public meetings, and your views will be actively sought. If you would like to be a consulting party to this project, please respond to Jessica Gabriel at NewYorkBight@icf.com or (503) 412-0431.

Definition of the Undertaking and Area of Potential Effect for the Undertaking

The proposed undertaking includes the issuance of commercial wind energy leases within the Final New York Bight WEAs and takes into account the execution of associated site assessment and site characterization activities within these commercial leases. Site assessment activities would most likely include the temporary placement of meteorological ocean buoys. Site characterization activities would most likely include geophysical and geotechnical, biological, and oceanographic surveys. Additionally, the retrieval of lost equipment may occur as necessary.

In addition to conducting surveys in the New York Bight WEAs, lessees and grantees would survey a minimum 300-meter-wide corridor centered on any anticipated cable locations to characterize the seabed locations where physical disturbances may occur (e.g., anchoring of vessels installing the cable or movement of the proposed cable location, if necessary). Because the leases or right-of-way grants considered as part of this undertaking have not been issued, BOEM is uncertain of the exact location of these cable surveys. However, BOEM can anticipate their geographic extent.

Power generated from potential New York Bight lease areas would need to be transmitted to shore, either directly from the lease areas by individual export cables to onshore cable landings and/or to offshore regional transmission system(s). Because power may be purchased from nearby states, these potential export cables and regional transmission system(s) are anticipated to be located offshore New Jersey, New York, and Rhode Island. Therefore, for the purposes of this undertaking, BOEM estimates cable surveys would occur in the PAPE between shore and the WEAs as far south as a line drawn between the southwestern corner of the Hudson South WEAs to Cape May, New Jersey and as far north as a line drawn between the northeast corner of the Fairways North WEA to the eastern edge of Narragansett Bay (Figure 1).

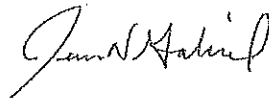
Next Steps

Please submit your request to become a consulting party *no later than 30 days of receipt of this letter*. While you may also request to be a consulting party at a later date, this consultation may advance without your input and your opportunity to fully comment on each step of the process may be affected. If you are requesting consulting party status, please also include the contact information of one representative and one alternate from your organization to receive correspondence and attend meetings and indicate the nature of your organization's demonstrated interest in the undertaking or historic properties that may be affected by the undertaking. We

also request that you indicate your preferred correspondence method: hard copy correspondence by mail, via email, or both.

In your response, please provide any known information on regarding additional historic properties that may be present with the PAPE. This will help inform BOEM's Finding of Effect, which will be developed and distributed in August 2021. BOEM will then request comments and feedback within 30 days and distribute the Final Finding of Effect in September 2021.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jessica Gabriel".

Jessica Gabriel
New York Bight Section 106 Lead
ICF

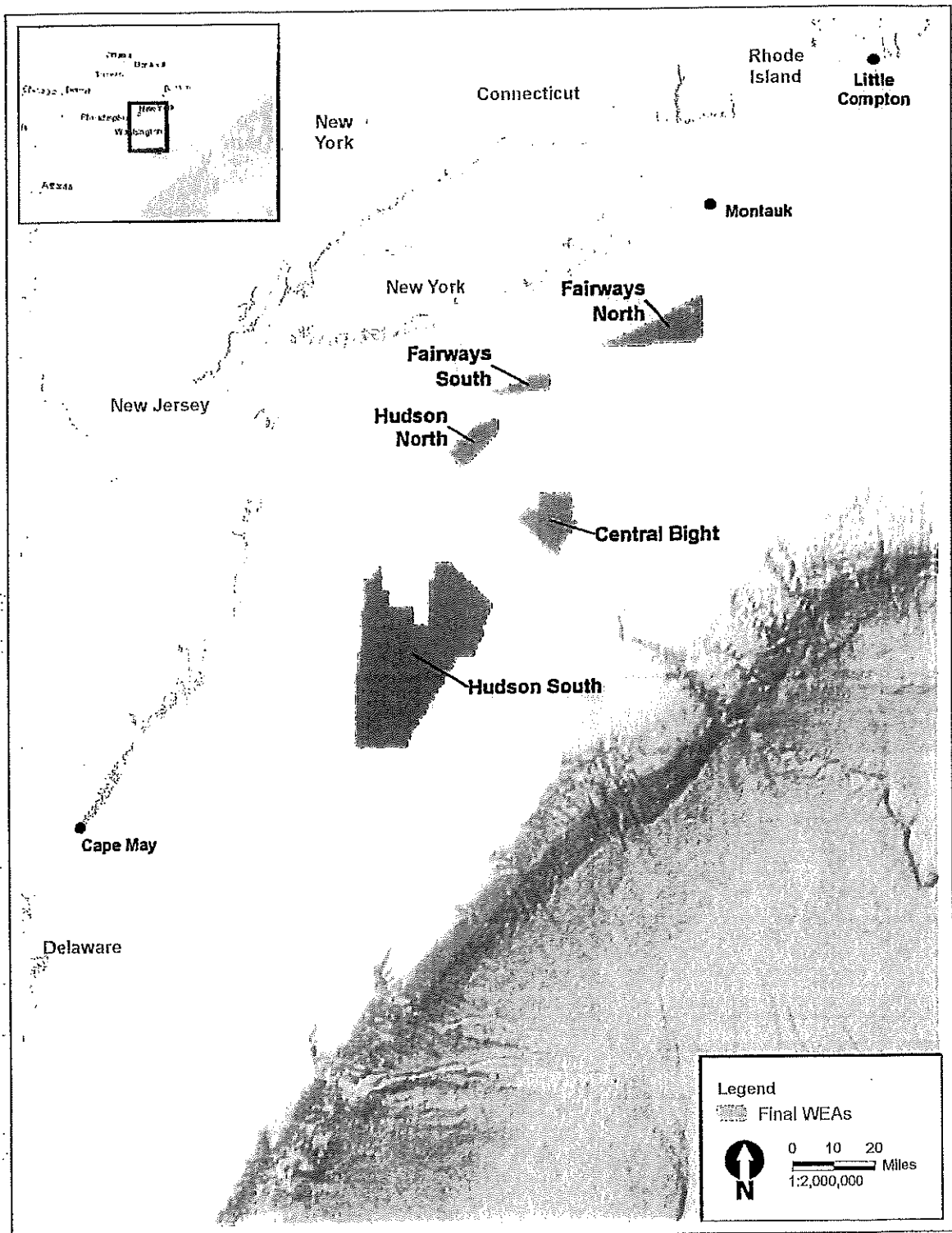


Figure 1. Preliminary Area of Potential Effect
New York Bight Lease and
Right-of-Way/Right-of-Use Issuance

Comm #3
RECEIVED
MAY 11 2021



BY:

Borough of Keyport
70 West Front Street
Keyport NJ 07735

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

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

Date Received _____ Date of Response _____

Property requested Waterfront

Organization Name/Purpose Keyport Public Schools

Name Lisa Savoia, Ed.D.

Address 370 Broad Street

Telephone Number: 732-212-6100

Fax Number 732-212-6125

Email Address: lsavoia@kpsdschools.org

Type of Event Grade 8 Field Trip - Treasure Hunt

Date of Event 6/15/21 Rain date 6/17/21

Time of Event 9:00 a.m.-2:30 p.m.

No of People Attending 75

Fee Schedule

Borough Property

**Minimum
3 Hours**

**Additional
Per Hour**

Senior Center

\$23.00

\$5.75

Borough Hall Council Room

\$23.00

\$5.75

OTHER

Waterfront Pavilion/Promenade

\$100.00

Pictures at Pavilion/Promenade

\$100.00

Beach Park

\$100.00

** Requesting a waiver of fees*

Mail Check or Money Order Payable to:
Borough of Keyport, PO BOX 60, Keyport, NJ 07735

** Additional information attached and reviewed by
Police Department*

PLEASE READ THE FOLLOWING REGULATIONS PERTAINING TO EVENTS

- Event: Maximum of 100 people.
- Bring permit with you on the date of event. Police or park personnel may ask you to present permit.
- Amplification for music or other purposes is not permitted.
- Rules and directives of park personnel must be strictly adhered to.
- Chairs, tents, rugs and/or runners are not permitted.
- For Wedding Photography: Maximum of 25 people limited to bridal party and parents.
- Throwing of rice, birdseed, flowers and confetti are not permitted.
- A Permit does not include the use of equipment unless by separate agreement approved by Council.
- A staff member must be on duty and/or call during times that groups are using facilities.
- Requests for the use of borough facilities must be made by contacting the Borough Clerk sufficiently in advance (a minimum of 7 days prior to the event) to insure that all conditions are met and to make all necessary arrangements.
- Groups using gymnasiums must wear shoes of a type that will not damage the gymnasium floor.
- A permit does not grant the right to establish concessions or sell items on borough property.
- Groups using Borough Property shall exercise all safety precautions.
- At the discretion of the Business Administrator, any permit for the use of Borough property may be revoked at any time. Applications for borough property must be signed by a responsible citizen who is 21 years of age or older.
- Permits will not be issued for purposes prohibited by ordinance, statute or law of any kind.
- Smoking, alcoholic beverages and/or illicit drugs are not permitted on Borough Property.
- The Borough Clerk shall be responsible for the assessment and collection of fees for the use of Borough property. Payment may be made in advance and cancellation penalty may be assessed for expenses incurred.
- Cancellations of approved applications must be made through the Borough Clerks Office at least 24 hours prior to the event (if the event is on a weekend, cancellation must be made by 10 a.m. the prior business day).
- Organization should provide certificate of insurance naming the Borough as an added insured.

I, the undersigned, agree to floor rules and regulations stated above. I understand that the public has access to any public Borough Park. The Public can only be requested to stay clear of the immediate area of the event.

Signature

Date

5/10/21

Please return completed application/permit to:

Borough of Keyport
Borough Clerk's Office
70 W. Front Street
Keyport, NJ 07735

Grade 8 Treasure Hunt Trip on 6/15/2021.

- 1. How many students will be in attendance?** There are 66 8th graders. A definite number will be available on June 8th when permission slips are due.
- 2. How many staff will be in attendance?** There will be 7 staff members and an administrator or dean of students.
- 3. What is the route that will be taken to and from the school?** Exit KCS heading north on Broad St. We will then make a left on Legion Drive.
- 4. Will you be requesting crossing guards?** Crossing guards are not needed.
- 5. What time will you arrive to the grass area and what time will you depart?** Students and staff should arrive around 9:45 a.m. and leave at 2:30 p.m.
- 6. What businesses will be involved with your treasure hunt and have all business owners been contacted?** Forms were provided to parents on 5/19 who will contact businesses. More information should be available next week.
- 7. Are you requesting an SRO or Officer for the entire trip?** No.
- 8. Will you require a garbage can?** Yes.
- 9. Will someone remain at the grass area at all times?** Yes, someone will be at the grass at all times.
- 10. How many kids per group?** There will be 6 students per group.
- 11. Will students be bringing meals or are you purchasing meals?** Meals will be purchased and snacks and water supplied.
- 12. Will you require DPW or electric for anything?** No.
- 13. Assuming you will need the use of the port-a-pottys, correct?** Yes.
- 14. Will students be using chairs or blankets on the grass to sit?** They will use blankets.
- 15. Can you please give a brief description of the event?** Due to COVID, the decision was made to take a walking trip in our town to avoid the use of a bus as well as the traditional trip with other schools present. The treasure hunt will also provide local businesses with the opportunity to participate by holding clues students will need. This is scheduled to take about an hour and a half. Students will have lunch/snacks on the grass area. Games will also be set up for students to play.

** Reviewed by Chief Torres and Sergeant Wheeler*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2021

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

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

PRODUCER School Alliance Insurance Fund 51 Everett Drive, Suite B-40 West Windsor NJ 08550	CONTACT NAME: Craig Klein PHONE (A/C No. Ext): 609-275-1155 FAX (A/C No.): 609-275-9662 E-MAIL: cklein@saifund.com ADDRESS: cklein@saifund.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: School Alliance Insurance Fund INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Keyport Board of Education 370 Broad Street P.O. Box 80 Keyport NJ 07735	NAIC # 0	

COVERAGES

CERTIFICATE NUMBER: 623245888

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			NJSA 18A:18B-1 ET.SEQ.	7/1/2020	7/1/2021	EACH OCCURRENCE	\$ 5,000,000
	☒ COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 2,500,000	
	☐ CLAIMS-MADE ☒ OCCUR		MED EXP (Any one person)				\$ 10,000	
			PERSONAL & ADV INJURY				\$ 5,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 50,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	\$ 50,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

CERTIFICATE HOLDER IS ADDED AS ADDITIONAL INSURED AS RESPECTS TO
USE OF FACILITIES AT KEYPORT WATERFRONT FOR 8TH GRADE TREASURE HUNT TRIP JUNE 15, 2021 - JUNE 17, 2021.

CERTIFICATE HOLDER**CANCELLATION**

Borough of Keyport
70 West Front Street
Keyport, NJ 07735

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

AUTHORIZED REPRESENTATIVE

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Comm #4
RECEIVED
MAY 19 2021

BY:

Mayor and Council
Borough of Keyport

Keyport, New Jersey 07735

5/10/2021

This is to advise you that at the last regular meeting of EAGLE HOSE Company
Held 4/12/21 the membership accepted the resignation of JESSIE JOHNSON
as an active member.

Please be advised at that same meeting McDONALD DARNELL residing at [REDACTED]
[REDACTED] Keyport, NJ 07735 was accepted to membership.

We appreciate your attention and prompt action. Thank you for your cooperation and
considerations.

Sincerely

Thomas A. Gallo
Secretary EAGLE HOSE Co. #4

Cc:
Keyport Firemen's Relief Association
Robert M Poling, Secy.
39 Oak Street
Keyport, New Jersey 07735

ASSOCIATION #	COMPANY #	LINE #
FOR STATE OFFICE USE ONLY		

New Jersey State
Firemen's Association
Application for Membership

Form 100 -- REV 5/19

Date 05/18/2021

KEYPORT FIREMEN'S 171 Keyport Monmouth
Relief Association Name Assoc. Number Municipality County

Eagle Hose Keyport Fire Department
Fire Company Name Fire Department Name

Applicant Name Darnell J McDonald MIA
First Middle Initial Last Suffix

Home Address [REDACTED] Keyport 07735 19
Street Municipality Zip Code # of years

Date of Birth [REDACTED] Birth Place Olympia, WA SS # [REDACTED]
(REQUIRED)

Applicant Phone Number [REDACTED] Applicant Email Address [REDACTED]

Have you ever applied to be a member of the NJSFA? ☒ Yes ☐ No If yes, when Keyport Fire Dept. where

If you have a line number with another Relief Association: ☒ Stay with previous Association ☐ Move records to new Association

Signature of Applicant (witnessed by a Notary Public): [Signature]

State of New Jersey, County of MONMOUTH

On MAY 18, 20 21 before me, ROBERT M. POLING, Notary Public in and for said county, personally appeared DARNELL J. McDONALD, (signer) who has satisfactorily identified himself/herself as the signer to the above referenced document.

My Commission Expires APRIL 30, 2026

ROBERT M. POLING
NOTARY PUBLIC
STATE OF NEW JERSEY

[Signature]
Notary Public Signature

(Affix Notary Stamp Here)

[Signature]
Signature of Relief Association Secretary

[Signature]
Signature of Chief of Department

Type of Firefighter the Applicant will be: ☐ Career (full time paid) ☐ Volunteer

Municipal/Fire District Approval: I hereby certify that this applicant was admitted to active membership in the Department and has been approved by the governing body of _____ on the _____ day of _____, 20____.

Signature of Municipal Clerk/Board of Fire Commissioners: _____

- Application portion should be completed by Applicant -- Typed or Printed ONLY
- Application must have the Physical Test Record completed by a New Jersey Licensed Physician, Nurse Practitioner or Physician's Assistant
- The completed Application and Physical Test Record must be returned to the Local Relief Secretary
- The Local Relief Secretary shall review the application for completeness, attain the proper signatures, and forward to the NJSFA State office.

The Applicant is not a member of the NJSFA until the completed ORIGINAL application is received AND approved at the NJSFA State office.

BOROUGH OF KEYPORT • RECREATION COMMITTEE
Program & Activity Planning Summary

RECEIVED
MAY 20, 2021
Comm #5

PROGRAM/ACTIVITY: CHALK ACTIVITY

CONTACT NAME: REBECCA KAHANE

PHONE: _____ EMAIL: Sneakers74@aol.com

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 Starting June 7th to July 10 TH

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: Keyport Borough

EVENT DESCRIPTION (Provide narrative and attach diagram of planned layout):
patriotic theme chalk art in front of residents houses.

NUMBER OF: PARTICIPANTS EXPECTED: _____

VOLUNTEERS NEEDED: none VOLUNTEERS CONFIRMED: _____

If a fee will be charged for participants, indicate amount per individual, team or other:
none

If the event will include sponsors or donations include details as to why and sponsorship amounts:
none

Provide plans to publicize the event: Borough of Keyport website, Recreation facebook page and Borough facebook

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

3 gift cards for the winners (1st place 50.00, second place \$35.00 Third place \$15.00) 100.00

total expenses 100.00

2020.12

BOROUGH OF KEYPORT * RECREATION COMMITTEE
Program & Activity Planning Summary

PROGRAM/ACTIVITY: Saturday Mornings Children Shows 2021

CONTACT NAME: Dave Quinn

PHONE: [REDACTED]

EMAIL: DQUINN2276@GMAIL.COM

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 SAT. July 10 10 AM High Tides: _____

Day/Date SAT July 24 11 AM 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): 9 AM - 11³⁰ AM

Shows begin 10 AM and last 45 min

LOCATION: MINI PARK STAGE

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

7/10 Puppet Show 45 min show

7/24 Magic Show 45 min show

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:

N/A

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

N/A

RECEIVED
MAY 19 2021

Provide plans to publicize the event: SOCIAL MEDIA

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 *perhaps "explorers" @ Wfront + MAIN*..... ☒ 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 *using benches/tables that are there*..... ☐ YES ☒ NO

OTHER: _____

REVENUES ANTICIPATED

Sponsorships..... *N/A*.....

Registration Fees *N/A*.....

TOTAL REVENUE

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

7/10.....

7/24.....

Currier's Magical Mania, LLC

4 Birch Court
Jacobstown, NJ 08562

Date	Invoice #
5/13/2021	9347

Bill To		Event Location	
Borough of Keyport Recreation PO Box 60/70 West Front Street Keyport, NJ 07735		Mini Park 37 West Front Street Keyport, NJ 07735	
Event Date	Show Time	Type of Event	Payment Terms
7/10/2021	10:00am	Summer Program	Payment Due Date of Performance

Description	Item Price
Join Professor Al O'Saurus and his Prehistoric Puppet Pals on a journey into the fascinating world of the Dinosaurs! One of the most amazing finds in all of paleontology was that of the a Velociraptor (Raptor) and a Protoceratops locked in mortal combat. Explore this by meeting each of these five foot long dinosaurs in person, Next, witness the hatching of a Brontosaurus egg. Finally, encounter the long necked aquatic, seven foot long Plesiosaurus. (45 minute show)	335.00

Make all checks payable to Currier's Magical Mania

We now accept Visa, MasterCard and Amex

877-446-2442

Thank you for your Business!!!!

Balance due \$335.00

Currier's Magical Mania, LLC

4 Birch Court
Jacobstown, NJ 08562

Date	Invoice #
5/20/2021	9363

Bill To		Event Location	
Borough of Keyport Recreation PO Box 60/70 West Front Street Keyport, NJ 07735		Mini Park 37 West Front Street Keyport, NJ 07735	
Event Date	Show Time	Type of Event	Payment Terms
7/24/2021	10:00am	Summer Program	Payment Due Date of Performance

Description	Item Price
Pirate Magic - Pirate Kevin is the roughest, toughest and funniest pirate to ever sail the 7 Seas. (45 minute show)	335.00

Make all checks payable to Currier's Magical Mania

We now accept Visa, MasterCard and Amex

877-446-2442

Thank you for your Business!!!!

Balance due \$335.00

BOROUGH OF KEYPORT • RECREATION COMMITTEE
Program & Activity Planning Summary

RECEIVED
MAY 20 2021
BY Comm # 7

PROGRAM/ACTIVITY: KeyportFest 5k

CONTACT NAME: Nancy Jones

PHONE: [REDACTED] EMAIL: Jharrier282@aol.com

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 25, 2021 High Tides: _____

Day/Date Friday, September 24, 2021 High Tides: _____

Day/Date _____ High Tides: _____

Day/Date _____ High Tides: _____

RAIN DATE(s) (If any): No Rain Date

TIME (provide set-up and clean-up times, if applicable): Friday Boro Lobby for Race packet pick up on 1 pm - 8 pm

Saturday - Race starts at 8:30 am on Saturday, Set up at 5:30 am, Runners check in at 7 am

LOCATION: Boro Lobby on Friday and 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 tables, tables for trophies and medals, tables for DJ

On 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 participant fee prior to 9/19/2021. After that date, fee of \$30. \$3 discount for current USATF members

Discounted entry fee for students under 21 of \$20. After 9/19/2021, student fee is \$30

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 name on the back of the race shirt. Promotes the Keyport Community. Attached is tentative sponsor guide. 3 levels - Platinum \$300

Gold \$150 and Silver \$75

Provide plans to publicize the event: Advertise the race on Boro Facebook page, local and national running web sites and facebook pages. Send press releases to local newspapers.

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):
 Water bottles, bagels, bananas, yogurts, etc. All will be free

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 Electrical Power ☒ YES ☐ NO

Tables..... ☒ YES ☐ NO

Chairs/Seating..... ☒ YES ☐ NO

OTHER: Will need all of the above

REVENUES ANTICIPATED

AMOUNTS

Sponsorships.....

Registration Fees

TOTAL REVENUE

On budget ss

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

AMOUNTS

All are listed on the budget ss

TOTAL EXPENSES

On budget ss

Michele Clark

From: Denise Nellis <dnellis@keyportonline.com>
Sent: Thursday, May 20, 2021 3:54 PM
To: 'Michele Clark'
Cc: Sneakers74@aol.com; 'Nancy Jones'; 'Kathleen McNamara'; 'Jay Delaney'
Subject: FW: KeyportFest 5k 2021
Attachments: Copy of Budget Info 5k 2021 and 2019 Exp Dep.xlsx; KeyportFest 5k 2021 SweatShirt Sponsor Guide.doc; KeyportFest 5k 2021 Tentative Race App.pdf; 5k race request and budget.pdf

Michele

Keyport Recreation is asking that the attached event go on the June 1st agenda for review of Mayor and Council.

Thank you
Denise

From: Nancy Jones [mailto:jharrier282@aol.com]
Sent: Wednesday, May 19, 2021 4:44 PM
To: kmcnamara@keyportonline.com; mayorkennedy@keyportonline.com; administrator@keyportonline.com; sneakers74@aol.com; mgoode@keyportonline.com; dnellis@keyportonline.com
Subject: Fwd: KeyportFest 5k 2021

Attached and below is additional information for the race that had been requested in the e-mail from May 18.
I attached everything so it would all be in one e-mail.

Attached is Projected Budget for 2021 and on second tab deposits and expenses for 2019 race (there were 346 finishers in that race).

Attached is a tentative sponsorship opportunity guide.

(Budget, tentative race application and tentative sponsor guide sent at beginning of the year)

Also, attached is a tentative race application for 2021.
The waiver probably has to be updated, I have not heard back from the finish line company asking if there is a new standard covid 19 waiver.

Also, unconfirmed sponsors are listed on the race application and USATF-NJ does not have a their 2021 GP logo yet, I was advised that they are working on a new sponsor.
Also, I would change the packet pick up to time and placed to "TBA".

Also, when I have confirmation from the finish line company, we want to add a team awards category to the race.

And lastly, we will probably have to add a projected finish time to the race application, just in case we have to have a staggered start (for example - start 50 people at a time).

Please let me know if the race can go "live" prior to the next council meeting and if we can approach sponsors for their support. My feeling is that local businesses like to see their company name / logo on the back of the race shirts. It instills a sense of community in both the business and the runner.
I think that we should let the businesses decide if they would like to sponsor the race (the levels are \$300 or \$150 or \$75 as per attached sponsorship guide).

Thank you,
Nancy Jones

BUDGET 2021

Expenses			
Participant and Volunteer T-shirts	550 (500 at \$9.50 and 50 at \$10.50 XXL)	\$ 5,275.00	PO - A
Sweatshirts (available to purchase for volunteers and sponsors)	30 at \$25	\$ 750.00	PO - A
Tank Tops - marketing tool	25 at \$10	\$ 250.00	PO - A
Finish Line and Results Company	Elite Racing Systems	\$ 1,700.00	PO - B
Medals		\$ 1,000.00	PO - C
Trophies		\$ 500.00	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	Paid for 2020 - deferred to 2021	\$ 75.00	PO - E
600 bottles of water - Pre and After Run water		\$ 80.00	
Bananas		\$ 30.00	
Yogurt and other food		\$ 100.00	
Goody Bag Stuff - Oriental Trading		\$ 60.00	
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		\$ 40.00	
Paper Cups and Water for 2 Water Stops		\$ 60.00	
Various gift certificates from sponsors for raffle		\$ 50.00	
Bagged ice for water bottles		\$ 30.00	
		\$ 11,350.00	
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 - Donation Port-A-Johns			
PO - Donation Bagels			

[illegible][illegible]



2021 KeyportFest 5K Sponsor Opportunities

The Fourteenth Edition of the KeyportFest 5K race will be held Saturday, September 25, 2021. The race is being presented by the Keyport Recreation Committee. We are seeking your support to sponsor this great event.
All sponsors receive a 5K Race Tee Shirt and a Certificate of Appreciation.
All sponsors will be recognized at the Award's Ceremony.

NEW for 2021 – All Platinum Sponsors will receive a complimentary KeyportFest 5k race sweatshirt. Please designate the size requested for your sweatshirt below.

Platinum – Your business name or logo will be printed in jumbo print on the back of all tee shirts distributed to race participants and volunteers. Your business will be highlighted in press releases and media related to this event.
\$300 donation or in kind donation

Gold – Your business name or logo will be printed in large print on the back of all tee shirts distributed to race participants and volunteers.
\$150 donation or in kind donation

Silver – Your business name will be printed in regular print on the back of all tee shirts distributed to race participants and volunteers.
\$75 donation or in kind donation

We ask that all sponsor commitments for the race be made by September 1, 2021.
Please contact Nancy with any questions.

The race will be giving out 350 runner “goody bags” to the KeyportFest 5K participants.
Please let us know if you would like to have an item from your business included in the “goody bag”.

Thank you for your anticipated support!!

Nancy Jones, KeyportFest 5K

P.O. 712

Keyport, NJ 07735

KeyportFest5k@gmail.com

Cell # 732-977-9501 jharrier282@aol.com or



Sponsorship Form
2021 KeyportFest 5K Race
Saturday, September 25, 2021

Business Name: _____
Contact: _____
Address: _____
Phone #: _____
E-mail: _____
T-Shirt Size: _____
SweatShirt Size (one free to all Platinum sponsors): _____

Goody Bag Participant: Yes or No

Item needed by 9/20/2021 350 goody bags will be given out

Please check one: *(For Platinum or Gold level sponsors, please email an electronic copy of your logo to Jharrier282@aol.com)*

_____ **Platinum Sponsor** (\$300 donation or in kind donation)

_____ **Gold Sponsor** (\$150 donation or in kind donation)

_____ **Silver Sponsor** (\$75.00 donation or in kind donation)

All sponsors are welcome to order a sweatshirt(s) at the price of \$25 per sweatshirt.

Please check here if you would like to order a race sweatshirt - _____ Size

Orders are needed by September 1, 2021

Checks can be made payable to the Borough of Keyport or Keyport Recreation Committee. Thank you in advance for your support. Nancy Jones

Keyport Recreation Committee KeyportFest5k@gmail.com or Jharrier282@aol.com

The 14th Edition

KeportFest 5k



Saturday, September 25, 2021 - 8:30 AM

Rain or Shine

Register Online At register.eliteracingsystems.com

- Presented by the Keport Recreation Committee
- Registration begins at 7:00 AM • 5k Start Time is 8:30 AM
- \$25 Pre-Entry postmarked by September 19, 2021 / \$30 after Sep. 25, 2021
- \$3 Discount for current USATF Members
- Discounted entry fee of \$20 for students under age 21 until Sep. 19 / \$30 afterward
- 5k Tech Shirt Guaranteed to the first 300 pre-registrants for the 5k & Pint Glasses
- Awards for Top 3 Overall & Age Groups 5k (No Duplicate Awards except for Emergency Services & Keport Resident)
- 50 minute course cut off time • Post Race Refreshments and Raffles • Medals To All Finishers
- Award for First Male and Female Keport Resident and Keport Emergency Services Personnel
- Check-In at Waterfront Park at the Pavilion - Start at 12 West Front St.
- Pre-race number and packet pick up - TBA - New for 2021 Team Challenge Entries See Runsignup
- Food Drive For Ministerium Food Pantry - Donate A Non Perishable item And Receive a Chance for a Raffle

For more info., please call the Recreation Hotline at 732-739-5145 or Email: keportfest5k@gmail.com

Please, No baby strollers or dogs allowed in the KeportFest 5k race

**MAKE CHECKS PAYABLE TO:
KEYPORT RECREATION Committee**

KeportFest 5k Race. \$25 Until Sept. 19 and \$30 after Sept. 19

Student Discount Fee of \$20 Until Sept. 19 and \$30 after Sept. 19 **TEAM NAME:** _____

First Name _____ Last Name _____

DOB _____ Age on Race Day _____ Gender _____ Email Address _____

Street _____ City _____ State _____ Zip _____

Phone _____ Shirt Size (Circle One) Adult: S M L XL XXL Keyport Resident? Yes _____ No _____

Keport Emergency Services? Yes _____ / No _____ USATF # _____ Predicted Finish Time _____ : _____

I know that running a road race is a potentially hazardous activity and that I should not enter and run unless I am medically able and properly trained. I agree to abide by any race official decision, relative to my ability to safely complete the run. I assume all risk associated with running this event including but not limited to: falls, contact with other participants, the effect of weather, including low or high temperatures and / or humidity, traffic and the conditions of the course; all such risks being known and appreciated by me. Having read the waiver and knowing these facts and in consideration of your accepting my entry, I, myself and anyone entitled to act on my behalf, waive and release the Borough of Keport and its Departments and employees, their volunteers, their representatives, employees and successors, their representatives and volunteers, from any or all claims and liabilities of any kind arising out of my participation in this event or carelessness of the persons named in the waiver. We must prohibit strollers/baby joggers and animals in the KeportFest 5K race. We cannot have runners in costumes in the race as this may present a hazard to other runners. We ask please, for your cooperation. I grant all of the foregoing to use any photographs, motion pictures, recordings or any other record of this event for legitimate purposes. I further agree to abide by the Center for Disease Control's (CDC) recommendations for the prevention of the spread of the 2019 Novel Coronavirus Disease (COVID-19) and other communicable diseases, and I attest to having read the CDC's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. I assume all such risks being known, appreciated, and accepted by me.

Signature _____ (Parent/Guardian if under 18) Date ____ / ____ / 2021

Presented By: Keport Recreation Committee

Please Mail Completed Race Entry To:
Keport Recreation Committee
% KeportFest 5k
P.O. Box 712 Keport, NJ 07735



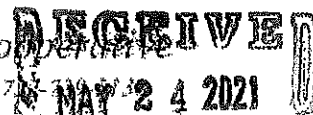
PINE BELT



732-264-4333
Keport, N.J.



Keyport Bayfront Business Cooperative

70 West Front Street • Keyport, NJ 07735 • 732-771-1111
www.visitkeyport.org • kbbsc@visitkeyport.org

BY:

Dear Borough of Keyport Administration & Clerk,

The Keyport Bayfront Business Cooperative (KBBC) would like to request official use of the MiniPark area including the full seating and stage areas on Monday's starting July 26th through August 30th from 6:30 pm until 8 pm ET named "Monday night's Dancing on the Bayfront". Pre-registration for couples Salsa lessons with live music for 6 weeks. All activities will follow social distancing and state/county/local regulations or ordinances.

As previously communicated during last Council meetings, KBBC will be working with Recreation Committee to deliver two-family friendly Saturday events planned in June 2021. Also, June 12th is the Town wide Yard Sale from 9 am to 3 pm ET

Regarding the Farmer's Market, it will begin on June 10th on Thursdays from 2 pm to 7 pm ET, excluding July 10th & July 17th due to Keyport Fireman's Fair. We ask for the blockage of the parking in Fireman's Parking lot area like previous years the day before for the vendors and/or visitors while accommodating social distancing.

In addition, KBBC plans to sponsor the Annual Car Show on August 19th from 5 pm to 9 pm ET. It will require street closure of West Front Street from Broad Street though American Legion Rd.

If any questions arise, please contact kbbsc@visitkeyport.org.

Best regards,

Keyport Bayfront Business Cooperative



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lieutenant Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

Comm # 9
RECEIVED
MAY 14 2021
BY:

May 12, 2021

Collette Kennedy
Mayor, Keyport Borough
70 West Front Street
Keyport, NJ 07735

Dear Mayor Kennedy:

Thank you for your interest in the 2020 Transportation Alternatives Set-Aside (TA Set-Aside) Program. The TA Set-Aside Program continues to be very popular and increasingly competitive. As a result, we regret that we are unable to fund many worthwhile projects each year. This year's solicitation generated 133 applications totaling over \$100 million in requests for approximately \$9.75 million in available funding.

Unfortunately, the Green Grove Avenue Bikeways and Pedestrian Walkways Project was not among those selected to receive funding. I encourage you to continue to pursue the goals of your community and reapply for the TA Set-Aside Program during the next solicitation. Staff of the Local Aid District office in your area remain available to work with you on any future applications. Please feel free to contact them directly with any questions or assistance you may need.

Sincerely,

Laine Rankin
Director
Local Aid & Economic Development

cc: Municipal Clerk
Municipal Engineer

Jay Delaney

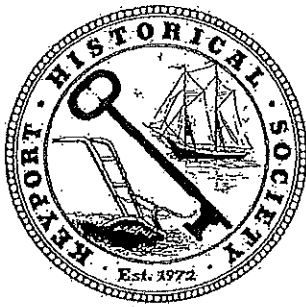
From: BARBARA HILLIARD <[REDACTED]>
Sent: Monday, May 17, 2021 1:39 PM
To: Jay Delaney
Subject: notice of retirement

Jay,

As per my conversation with you, I will be retiring from Keyport as of 5/31/21.

Thank you,

Barbara Hilliard



Keyport Historical Society

post office box 312 • keyport new jersey 07735

Comm #11
RECEIVED
MAY 18 2021

May 18, 2021

To: Councilwoman Kathleen McNamara
From: Tom Gallo, President Keyport Historical Society

Good day Councilwoman McNamara,

Kindly share at the Council meeting.

On behalf of the Keyport Historical Society, members thank the current and previous elected officials for their support since our formation in 1972. The fully volunteer effort to preserve Keyport's rich and diverse history began at a time when the grand Kearny Mansion fell into disrepair and was tragically lost.

Since those early days, members of the society began to collect and preserve thousands of artifacts and ephemera related to Keyport's past including many items removed from the Steamboat Dock Museum before Sandy struck.

On June 6, 2021, the Society will reopen its museum doors to the public from 1 p.m. until 4 p.m. Our team will ensure limited interior access following current precautions.

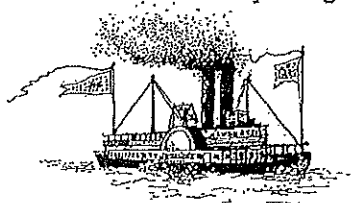
The Society is also offering visits by appointment to achieve seven day a week access during our seasonal months from now until October. Reach us on our website or Facebook page. There is never an admission charge and we are fully ADA compliant.

The Society is excited that the Women's Suffragist Exhibit, held in place since April 2020, will finally be accessible to the public. The display recognizes this important event in our country's history. Our town has been placed on the map as a tourist site owing to three prominent women of Keyport that have been recognized by the state on the New Jersey Women's Heritage Trail. The New Jersey Women's Heritage Trail leads the public on a journey throughout the state, using historic places to tell the collective story of women who contributed to the agricultural, industrial, labor and domestic history of the state.

Ongoing behind the scenes through the isolation of COVID-19, the Collection Committee continued to identify and catalog hundreds of existing and newly donated artifacts over the last 14 months. These items will be used as the Exhibit Committee selects topics of Keyport's history for our rotating exhibits and displays.

Future plans include a work in progress outdoor exhibit which can be viewed at will during daytime hours.

Thank you again for your continued support.



RESOLUTION #__-21

**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, contract discussions regarding PBA contract negotiations, pursuant to *N.J.S.A. 10:4-12(b)(4)*.

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 June 1, 2021 via Zoom Video Conference and determined that an Executive Session closed to the public shall be held on June 1, 2021 at approximately 8:00 P.M. via teleconference for the discussion of matters relating to the specific items designated above.
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 June 1, 2021.

Michele Clark, RMC
Borough Clerk