

**BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, JUNE 16, 2020 – 7:00 P.M.
MUNICIPAL COMPLEX, COUNCIL CHAMBER
70 W. FRONT STREET, KEYPORT, NJ 08041**

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

Dial In via Computer

The following Link can be accessed in the Public Notice posted at www.keyportnj.org.

Link: <https://us02web.zoom.us/j/86886317361?pwd=cDhqUzdJeUJh3RUk5TWdUZU51dVpNLTUz>

Meeting ID: 868 8631 7361

Password: 520101

Dial In via Telephone

Dial in Number: (646) 558-8656

Meeting ID: 868 8631 7361

Password: 520101

CALL TO ORDER: PM

SUNSHINE LAW NOTICE

Michele Clark, Borough Clerk

ROLL CALL: Councilmembers

Cooper Fotopoulos Goode

McDermott Pacheco Sheridan

Mayor Collette J. Kennedy

Thomas Henshaw, Acting Borough Administrator

Mark Moon, Esq., Borough Attorney

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PRIDE PROCLAMATION

LGBTQ Pride Month Proclamation

PUBLIC HEARING/ADOPTION OF ORDINANCE

1. Ordinance #3-20 – COLA Rate Ordinance

The Clerk reads the Ordinance by Title: **ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40a:4-45.14)**

- 1a. Motion to Open Public Hearing:
Opened: Closed:

*attached are modified
copies of R195-20, R196-20,
R197-20 and R198-20*

*- No substantive changes
were made -*

*also attached are:
Communication 6.1 and
Communication 6.2*

1b. Motion to adopt Ordinance

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

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

MM: 2nd: Ayes: Nays:

RESOLUTION #R173-- 20 Resolution to Read 2020 Municipal Budget by Title

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

PUBLIC HEARING/ADOPTION OF 2020 MUNICIPAL BUDGET

The Clerk reads the Budget by Title: **MUNICIPAL BUDGET OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, FOR THE YEAR 2020**

The Meeting is opened to the public for comments or questions on the 2020 Municipal Budget

Opened: Closed:

RESOLUTION #R174-20 Self Examination of Budget

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

RESOLUTION #R175--20 ADOPTING 2020 MUNICIPAL BUDGET

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

PUBLIC COMMENT PORTION

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

Opened: Closed:

COMMITTEE REPORTS

Councilmember:

Cooper: Recreation/Senior Center/Library/Veteran's Initiative

Fotopoulos: Board of Health/Registrar/Recycling/Environmental/Harbor Commission/Redevelopment

Goode: Fire/First Aid/Emergency Services/Planning Board/Redevelopment

McDermott: Public Works/Construction/Zoning/Property Maintenance/KBBC/MAC

Pacheco: Police/MAC/Harbor Commission/Green Team

Sheridan: Finance/Grants/LEPC/Veteran's Initiative

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.)

R176-20 Payment of Bills

R177-20 Authorizing Change Order for the Contract with Coppola Services, Inc. for the Perry Street Water Treatment Plant Upgrade Project

R178-20 Authorizing the Execution of a Close Out Change Order for the Contract with Black Rock Enterprises, Inc. for Paving Services in Association with the New Jersey Department of Transportation Municipal Aid Program Grant

R179-20 Authorizing Credit for Property Taxes for the Property at 55 West Front Street

R180-20 Authorizing Execution of a Contract with Garden State Roofing & Construction for Repairs to the Roof of the Keyport Public Library as Part of the Borough's Implementation of the Neighborhood Preservation Program Plan

R181-20 Authorizing Execution of Contract with Pereira Masonry, LLC for Repairs to the Stairs and Sidewalk of the Keyport Public Library as Part of the Borough's Implementation of the Neighborhood Preservation Program Plan

R182-20 Authorizing Purchase of Road Closure Arm Gate as Part of the Borough's Implementation of the Neighborhood Preservation Program Plan

R183-20 Authorizing Purchase of Installation of Landscaping at Selected Locations within the Borough as Part of the Borough's Implementation of the Neighborhood Preservation Program Plan

R184-20 Authorizing Revision to the Borough of Keyport Neighborhood Preservation Program Plan to Change the Proposed Repairs to the Keyport Public Library

R185-20 Authorizing the Rental of Eighteen (18) Storage Lockers for Non-Motorized Watercrafts Available to the Public

R186-20 Referring to the Keyport Unified Planning Board for Review and Comment a Redevelopment Plan Entitled "Redevelopment Plan – Block 120, Lots 8 and 9 and Block 130, Lots 42, 48, 49, 50, and 51 (Scattered Site Properties)" Pursuant to the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1, et. seq. – *Hudson Pointe/75 Manchester*

R187-20 Authorizing Temporary and Limited Closure of West Front Street to Facilitate Outdoor Dining and Retail Displays during Certain Hours

R188-20 Authorizing Temporary and Limited Waiver of Section 5-15 of the Borough Municipal Code Governing Licensing for Sidewalk Cafes as Authorized Under Executive Order 150

R189-20 Authorizing Temporary and Limited Licensing of Retail Display on Sidewalks and Certain Public Right of Ways

R190-20 Appointing Joseph J. "Jay" Delaney, Jr., as Business Administrator

R191-20 Authorizing Hiring of Patricia Olsen as an Administrative Clerk in the Office of the Borough Clerk

R192-20 Authorizing Hiring of Jonathan Hurlburt as a Full-Time Laborer in the Department of Public Works

R193-20 Hiring of Three (3) Part-Time Summer Laborers in the Department of Public Works

R194-20 Authorizing the Appointment of Kathleen McNamara to the Green Team

R195-20 Authorizing Submission of a Grant Application and Execution of a Grant Agreement with the New Jersey Department of Transportation for the Keyport Borough Bikeway Project

- R196-20** Authorizing Submission of a Grant Application and Execution of a Grant Agreement with the New Jersey Department of Transportation for the Fulton Street Area Roadway Improvement Project
- R197-20** Authorizing Submission of a Grant Application and Execution of a Grant Agreement with the New Jersey Department of Transportation for the Green Grove Pedestrian Safety Project
- R198-20** Authorizing Renewal of the Borough's Participation in the United States Department of Defense Logistics Agency Law Enforcement Support Office 1033 Program for the Transfer of Surplus Military Equipment
- R199-20 Authorizing Execution of Agreement with Stress Free Body for Summer Recreation Programs – Tai Chi and Yoga at the Waterfront

APPROVAL OF RESOLUTIONS

Motion on the Consent Agenda

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

INTRODUCTION OF ORDINANCES

1. Bond Ordinance - Multi-Purpose Bond Ordinance

The Clerk reads the Ordinance by Title: **BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, NEW JERSEY, APPROPRIATING \$1,591,498 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,000,100 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

1a. Motion to Introduce:

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

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

MM: 2nd: Ayes: Nays:

2. Ordinance - Adopting Rules and Regulations for use of a Skate Park

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, ESTABLISHING CHAPTER IV, SECTION 29 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

2a. Motion to Introduce:

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

2b. Motion authorizing the Clerk to publish the Ordinance as introduced in the Asbury Park Press for a public hearing

MM: 2nd: Ayes: Nays:

3. Ordinance – Removing Requirement for Payment of a Fee to Obtain a Demolition Permit

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, REMOVING FEE FOR DEMOLITION PERMIT**

3a. Motion to Introduce:

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

- 3b. Motion authorizing the Clerk to publish the Ordinance as introduced in the Asbury Park Press for a public hearing

MM: 2nd: Ayes: Nays:

COMMUNICATIONS BY CONSENT

(For Approval)

1. Application for Membership in Eagle Hose Company #4 from James R. Bishop (subject to State approval) and notification that at the April 13, 2020 meeting the membership accepted the resignation Ned Beaulieu as an active member
2. Application for a COVID-19 Expansion of Premises Permit from Suburban Wine and Liquor Inc (Smith's Liquors)
3. Application for a Sidewalk Café and Restaurant license from the Broad Street Diner
4. Letter from Recreation Secretary requesting permission for the Recreation Committee to have a movie night on July 27, 2020 and requesting use of Fireman's Park for a drive-in movie
5. Letter from Kiwanis Club of Keyport requesting approval to begin Flea Market either on June 22, 2020 or July 5, 2020
6. Request for Use of Borough Park Facilities from Keyport First Aid for a Picnic to be held at Veterans Park on Sunday, August 9, 2020

6.1 Application for Sidewalk Café and Restaurant license from Lenora's Café

6.2 Application for a COVID-19 Expansion of Premises Permit from Keyport-Matawan Elks

(To Receive and File)

7. Letter from Union Beach Council President Albin Wicki thanking Mayor Kennedy and the Governing Body for contribution of personnel and equipment during the funeral procession for late Mayor, Paul J. Smith, Jr.
8. Letter from Keyport Fire Department 2020 Fair Committee Chairperson notifying Mayor and Council of the cancellation of the 2020 Keyport Fire Department Fireman's Fair
9. Minutes of the Keyport Green Team Meeting of May 26, 2020
10. Letter from Planning Board Secretary regarding the Planning Board's review of the Flood Damage Prevention Ordinance
11. Email from Michelle Knox regarding Green Team appointment
12. Email from Michelle Knox regarding cancellation of all ASK summer art walks

APPROVAL and/or RECEIPT AND FILE OF COMMUNICATIONS

Motion on Communications by Consent

MM: 2nd: Roll Call: Cooper, Fotopoulos, Goode, McDermott, Pacheco, Sheridan

REPORTS OF DEPARTMENTS

1. Municipal Clerk's Report April 2020
2. Tax/Water/Sewer Collector's Report for April 2020
3. Board of Health Treasurer's Report for April 2020
4. Building Department Monthly Report for April 2020

5. Municipal Court Monthly Report for April 2020

MM:

2nd:

Ayes:

Nays:

NEW BUSINESS

Boardwalk Power Link, LLC (Anbaric)

Signage at the Keyport Community Labyrinth

UNFINISHED BUSINESS

Funnee Girl Dogs

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:

Closed:

ADJOURNMENT

Motion to Adjourn moved by:

2nd:

Time of Adjournment:

PM

RESOLUTION #__-20

**AUTHORIZING SUBMISSION OF A GRANT
APPLICATION AND EXECUTION OF A GRANT
AGREEMENT WITH THE NEW JERSEY DEPARTMENT
OF TRANSPORTATION FOR THE KEYPORT BOROUGH
BIKEWAY PROJECT**

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

WHEREAS, on April 13, 2020, the New Jersey Department of Transportation (the "**NJDOT**") announced a \$1 million bikeways grant program to fund the projects that create new mileage of bike paths throughout the state of New Jersey (the "**Bikeways Grant**"); and

WHEREAS, the Borough seeks to apply for the Bikeways Grant to fund construction of bike paths from the bus station to Third Street and Green Grove Avenue; and

WHEREAS, the Borough Engineer has prepared an application for the Bikeways Grant to fund construction of bike paths from the bus station to Third Street and Green Grove Avenue; and

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough authorizes the submission of an application for the Bikeways Grant to fund construction of bike paths from the bus station to Third Street and Green Grove Avenue.
3. The Borough formally approved the grant application for the above described project.
4. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to submit an electronic grant application identified as **BIKE-2021-Keyport Borough Bikeway Project-00034** to the New Jersey Department of Transportation on behalf of the Borough of Keyport.
5. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to sign the grant agreement on behalf of the Borough of Keyport and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.
6. 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.

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

8. 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 16, 2020.

Michele Clark, RMC
Borough Clerk

RESOLUTION #___-20

**AUTHORIZING SUBMISSION OF AN APPLICATION AND
EXECUTION OF A GRANT AGREEMENT WITH THE NEW
JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
FULTON STREET AREA ROADWAY IMPROVEMENT
PROJECT**

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

WHEREAS, on April 13, 2020, the New Jersey Department of Transportation (the "**NJDOT**") announced a \$151.25 million Municipal Aid grant program to fund local transportations with a particular focus on projects that support walking and biking in the community (the "**Municipal Aid Grant**"); and

WHEREAS, the Municipal Aid Grant also offers an additional \$10 million in urban aid; and

WHEREAS, the Borough seeks to apply for the Municipal Aid Grant to fund improvements for the roadways located at 7th Street, 8th Street and Fulton Street; and

WHEREAS, the Borough Engineer has prepared an application for the Municipal Aid Grant for submission to the New Jersey Department of Transportation to fund improvements for the roadways located at 7th Street, 8th Street and Fulton Street.

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 approves the grant application for the above stated project and authorizes the submission of the application for the Municipal Aid Grant to the Department of Transportation.
3. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to submit an electronic grant application identified as **MA-2021-Fulton Street Area Improvements-00391** to the New Jersey Department of Transportation on behalf of the Borough of Keyport.
4. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to sign the grant agreement if awarded the Municipal Aid Grant on behalf of the Borough of Keyport and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement

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

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

7. This Resolution shall take effect as provided by law.

OFFERED:
SECONDED:
AYES:
NAYS:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of June 16, 2020.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__-20

**AUTHORIZING SUBMISSION OF A GRANT
APPLICATION AND EXECUTION OF A GRANT
AGREEMENT WITH THE NEW JERSEY DEPARTMENT
OF TRANSPORTATION FOR THE GREEN GROVE
PEDESTRIAN SAFETY PROJECT**

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

WHEREAS, on April 13, 2020, the New Jersey Department of Transportation (the "**NJDOT**") announced a \$1 million Safe Streets to Transit grant program to fund the construction of safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of mass transit (the "**Safe Streets Grant**"); and

WHEREAS, the Borough seeks to apply for the Safe Streets Grant to fund improvements for the roadways located at Green Grove Avenue leading to the bus station and authorize the execution of a grant agreement with the Department of Transportation if awarded the Safe Streets Grant; and

WHEREAS, the Borough has prepared a grant application for the Safe Streets to Transit Grant for the construction of a pedestrian sidewalk along Green Grove Road leading to the existing bus station.

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 approves the grant application for the above stated project and authorizes the submission of the application for the Safe Streets to Transit Grant to fund improvements for the project.
3. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to submit an electronic grant application identified as **SST-2021-Green Grove Pedestrian Safety-00035** to the New Jersey Department of Transportation on behalf of the Borough of Keyport.
4. The Mayor of the Borough, the Borough Clerk and other reasonably necessary personnel are hereby authorized and directed to execute the grant agreement on behalf of the Borough of Keyport and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.
5. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.

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

7. This Resolution shall take effect as provided by law.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of June 16, 2020.

Michele Clark, RMC
Borough Clerk

R198-20

RESOLUTION #__-20
**AUTHORIZING RENEWAL OF THE BOROUGH'S
PARTICIPATION IN THE UNITED STATES
DEPARTMENT OF DEFENSE LOGISTICS AGENCY LAW
ENFORCEMENT SUPPORT OFFICE 1033 PROGRAM FOR
THE TRANSFER OF SURPLUS MILITARY EQUIPMENT**

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

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

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

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

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

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

WHEREAS, the Borough seeks to renew its participation in the 1033 program..

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 Keyport Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31st of the current calendar year.
3. The Keyport Police Department is hereby authorized to acquire items of non-controlled property designated "**DEMIL A**" which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices

and containers, tools, medical and first aid equipment and supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars and any other supplies or equipment of non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Keyport Police Department without restriction.

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

5. The "DEMIL B through Q" controlled 3-page property list, in its entirety, is hereby approved and hereto attached to this resolution.

6. The Keyport Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property.

7. The Keyport Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request.

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

9. 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.

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

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

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of June 16, 2020.

Michele Clark, RMC
Borough Clerk

	A	B	C	D	E	F	G	Q
AIRCRAFT, FIXED WING								
AIRCRAFT, ROTARY WING								
AIRPLANE, CARGO TRANSPORT								
AIRPLANE, FLIGHT 42A								
AIRPLANE, UTILITY								
AIRPLANE, UTILITY U8F								
ARMORED SECURITY VEHICLE								
ARMORED SECURITY VEHICLE								
AUTOMOBILE, SEDAN								
AUTOMOBILE, WAGON								
BATON, KINETIC ENERGY								
BODY SHIELD								
BREACH SYSTEM								
BREACHING RAM								
BREACHING SYSTEM								
CAPABILITIES SET NON-LETHAL								
CAR, ARMORED								
CAR, ARMORED, MINE DISPOSAL								
CAR, ARMORED, MINE DISPOSAL								
CARRIER, AMBULANCE								
CARRIER, CARGO								
CARRIER, COMMAND POST								
CARTRIDGE, 12 GAGE SHOTGUN								
CARTRIDGE, 12 GAGE SHOTGUN, NON-LETHAL								
CARTRIDGE, 40 MILLIMETER								
CHARGE, DIVERSIONARY								
CLUB, SELF-PROTECTION								
COMMUN, EQUIP, SOMS-B								
CUTTER HEAD, HYDRAULIC BREACHING & EXTRICATION TOOL								
DEMOLITION KIT, BLASTING								
DEMOLITION KIT, BLASTING, PRACTICE								
DEMOLITION KIT, BREACHING SYSTEM, ANTI-PERSONNEL OBSTACLE								
DOOR OPENER, HYDRAULIC BREACHING & EXTRICATION TOOL								

	A	B	C	D	E	F	G	Q
DRONE, TARGET								
DRONES								
FACESHIELD, MILITARY, RIOT CONTROL								
FACESHIELD, RIOT CONTROL								
FACESHIELD, RIOT CONTROL								
FORCED ENTRY & RESCUE EQUIPMENT, AIRCRAFT CRASH								
GLIDERS								
GOGGLES, PROTECTION, RIOT CONTROL								
GRENADE, HAND								
GRENADE, HAND, NON-LETHAL								
GROUND SENSOR SURVEILLANCE VEHICLE								
GUN, PORTABLE RIOT CONTROL								
HATBOX, RIOT CROWD								
HELICOPTER, FLIGHT TRAINER								
HELICOPTER, FLIGHT TRAINER TH55A								
HELICOPTER, MEDEVAC								
HELICOPTER, OBSERVATION								
HELICOPTER, SEARCH AND RESCUE								
HELICOPTER, UTILITY								
HELMET, POLICE								
HELMET, SAFETY								
KIT, MECHANICAL BRE								
KIT, RIOT PROTECTION								
LIGHT ARMORED VEHICLE								
MINE CLEARING VEHICLE								
MINE DETECTOR SYSTEM, VEHICLE MOUNTED								
MINE RESISTANT VEHICLE								
MISCELLANEOUS WEAPONS - LOGSA LSN								
MODIFICATION KIT, GUN, WEAPON								
MUNITION, CROWD CONTROL MODULAR, NON-LETHAL								
No Item Name Available								
NON-BALLISTIC BODY SHIELD								
NON-LETHAL WEAPONS CAPABILITIES SET								

	A	B	C	D	E	F	G	Q
ONLY COMPLETE COMBAT/ASSAULT/TACTICAL WHEELED VEHICLES								
PROTECTIVE SHIELD, T								
RAM, BATTERING								
RAM, DOOR, MINI								
RIOT CONTROL SHIELD								
SECURITY VEHICLE								
SHIELD, PERSONAL PROTECTIVE								
SHIELD, SELF-PROTECTION								
SHOP EQUIPMENT, CONTACT MAINTENANCE								
SHOP SET, CONTACT MAINTENANCE, TRUCK MOUNTED (ENGINEER)								
SHOP, SET, CONTACT MAINTENANCE, TRUCK MOUNTED (ORDNANCE)								
SIGHT, THERMAL								
SLEDGE HAMMER								
TOOL, BREAKER, HINGE								
TRAINING KIT, DEMOLITION								
TRUCK, TRACTOR								
TRUCK, AMBULANCE								
TRUCK, ARMORED								
TRUCK, BOLSTER								
TRUCK, BOMB SERVICE								
TRUCK, CARGO								
TRUCK, CARRYALL								
TRUCK, COMMAND RECONNAISSANCE								
TRUCK, DUMP								
TRUCK, MAINTENANCE								
TRUCK, MATERIALS HANDLING-CONTAINER HOISTING								
TRUCK, PALLETIZED LOADING								
TRUCK, PANEL								
TRUCK, STAKE								
TRUCK, TANK								
TRUCK, UTILITY								
TRUCK, VAN								
TRUCK, WRECKER								

	A	B	C	D	E	F	G	Q
TRUCKS AND TRUCK TRACTORS, DEMIL C								
UNMANNED AIRCRAFT								
UNMANNED VEHICLE								
UP ARMORED NTVS								
UTILITY VEHICLE, OFF ROAD								

136/16/2020 1:17 PM1:17 PMMichele Clark

Comm # 6, 1
LENORA'S

Michele Clark

From: Mark Hafner <mkhafner@keyportpd.org>
Sent: Tuesday, June 16, 2020 12:09 PM
To: 'Michele Clark'; 'Laurie Graham'; gfalco@keyportonline.com; dolsen@keyportonline.com
Cc: storres@keyportpd.org
Subject: RE: Lenora's Sidewalk Cafe Application

I am

Mark K. Hafner
Chief of Police
Borough of Keyport
(Office) 732-739-5144
(Fax) 732-739-0610

From: Michele Clark [mailto:mclark@keyportonline.com]
Sent: Tuesday, June 16, 2020 11:15 AM
To: 'Laurie Graham' <lgraham@keyportonline.com>; mkhafner@keyportpd.org; gfalco@keyportonline.com; dolsen@keyportonline.com
Cc: storres@keyportpd.org
Subject: RE: Lenora's Sidewalk Cafe Application
Importance: High

Thank you, Laurie.

Chief, are you good with this?

Thank you.
Michele

From: Laurie Graham [mailto:lgraham@keyportonline.com]
Sent: Tuesday, June 16, 2020 9:27 AM
To: 'Michele Clark' <mclark@keyportonline.com>; mkhafner@keyportpd.org; gfalco@keyportonline.com; dolsen@keyportonline.com
Subject: RE: Lenora's Sidewalk Cafe Application

Both Dave & George are good with this.

Laurie Graham
Technical Assistant
Tax Assessor's Office
Fire Prevention Bureau
Code Enforcement
PO Box 60
Keyport, NJ 07735
732-739-5134
Fax 732-739-3479

From: Michele Clark [mailto:mclark@keyportonline.com]
Sent: Monday, June 15, 2020 10:34 AM

236/16/2020 1:17 PM1:17 PMMichele Clark

To: 'Laurie Graham' <lgraham@keyportonline.com>; mkhafner@keyportpd.org; gfalco@keyportonline.com; dolsen@keyportonline.com

Subject: RE: Lenora's Sidewalk Cafe Application

Importance: High

Good Morning,

I spoke with Lenora regarding a minimum 4' walkway and some type of fencing between pedestrian foot traffic and the tables.

She said her drawing indicates there will be a 5' walkway for pedestrians.

She also said she plans to separate the tables from the pedestrian traffic with a type of stand-rope barrier.

Please let me know asap if this is sufficient to move forward with approving her application.

Thank you for your help.

Michele

From: Laurie Graham [<mailto:lgraham@keyportonline.com>]

Sent: Friday, June 12, 2020 2:47 PM

To: 'Michele Clark' <mclark@keyportonline.com>; mkhafner@keyportpd.org; gfalco@keyportonline.com; dolsen@keyportonline.com

Subject: RE: Lenora's Sidewalk Cafe Application

Both Dave & George would like to ensure there is a minimum of 4' walkway for pedestrians. They would also like to see some type of fencing between the pedestrian foot traffic & the tables. Dave suggested a snow fence down the alley to separate the tables from the pedestrian traffic,

Laurie Graham
Technical Assistant
Tax Assessor's Office
Fire Prevention Bureau
Code Enforcement
PO Box 60
Keyport, NJ 07735
732-739-5134
Fax 732-739-3479

From: Michele Clark [<mailto:mclark@keyportonline.com>]

Sent: Tuesday, June 09, 2020 4:58 PM

To: mkhafner@keyportpd.org; gfalco@keyportonline.com; dolsen@keyportonline.com; 'Laurie Graham' <lgraham@keyportonline.com>

Subject: Lenora's Sidewalk Cafe Application

Importance: High

Good Evening,

Today Lenora dropped off the attached sidewalk café application.
Please review and provide your recommendations as soon as possible.

Thank you.

Michele

APPLICATION FOR SIDEWALK CAFÉ AND RESTAURANT

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

FEE: \$25.00 Season begins March 1st

Applicants Name Leon Jimenez

Business Name LEONORAS CAFE

Address 18 West Front street Keyport NJ

Business Phone Number 732 2171483

Cell Phone Number [REDACTED]

- Please include a **Certificate of Insurance** – limits of liability shall not be less than the amount of One Million Dollars (\$1,000,000.00) in respect to any one person and in the amount of One Million Dollars (\$1,000,000.00) in respect to any one accident or occurrence, as well as a **certified true copy of the comprehensive liability policy** naming the Borough of Keyport as an additional insured and including an endorsement that such insurance policy may not be modified or canceled except upon 30 days' written notice to the Borough. Also include **evidence of payment** for the policy.
- Please include a **drawing of the area** showing where tables and chairs will be placed and indicating the amount of space for pedestrians between the café area and the curb
- Each licensee is responsible for keeping the area of the outdoor café and the adjacent sidewalks and streets, free and clear of any debris or litter occasioned by the café. Areas must be cleaned as needed and by the time that business is closed and at the beginning of each business day, but not later than 9:00AM. Failure to clean the adjacent sidewalks and streets shall result in a doubling of the fine under the existing little ordinance as well as the suspension of the license issued under this ordinance.
- All tables, chairs and equipment must be removed from the sidewalk area at the close of business each night.

Application will be provided to the Chief of Police, Zoning Officer and Construction official who will provide their reports with recommendations for presentation to the Governing Body. The Governing Body, in its unlimited discretion, shall issue or deny the license.

I agree to the terms and conditions listed above.

Applicant's signature [Signature]

*Paid - \$25
ck # 2350*

5 feet for traffic.
Used at the Alley for Outdoor Seating.

Each table 6 feet apart.

7 feet.

feet.

table

table

table

table

table

table

table

side
Door.

LEWIS CAFE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/08/2020

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

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

PRODUCER Edgewood Partners Insurance Center P. O. Box 1689 Pearl River NY 10965		CONTACT NAME: Deslee Mathe PHONE (A/C, No, Ext): (201) 661-2000 FAX (A/C, No): (201) 661-2499 E-MAIL ADDRESS: deslee.mathe@apicbrokers.com	
INSURED Lenora's Cafe LLC 18 W Front Street Keyport NJ 07735-2101		INSURER(S) AFFORDING COVERAGE INSURER A: AXIS Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 37273	

COVERAGES

CERTIFICATE NUMBER: 0000000000

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			0000000000	11/20/2019	11/20/2020	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,00
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
	☒ GEN'L AGGREGATE LIMIT APPLIES PER:						
	☒ POLICY ☐ PROJECT ☐ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS ONLY						
	☐ UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						
	☐ CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						PER STATUTE
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder is included as Additional Insured subject to the policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

Keyport of Borough 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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Michele Clark

From: ABCDoNotReply@njoag.gov
Sent: Saturday, June 13, 2020 12:22 PM
To: mclark@keyportonline.com
Subject: NJ ABC - Permit Application for an event in your municipality.
Attachments: outside.pdf



FOR ALL APPLICANTS: You are receiving a courtesy copy of your application.

FOR APPLICANTS OF COVID 19 EXPANSION OF PREMISES PERMIT : You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality in which the expanded premises that is the subject of this application is located.

FOR APPLICANTS OF SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISES AND LIMITED BREWERY OFF-PREMISES EVENT PERMITS FOR EVENTS TO BE HELD ON MUNICIPAL OR PRIVATE PROPERTY: You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality in which the event that is the subject of this application.

FOR APPLICANTS OF TEMPORARY STORAGE PERMITS: You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality that is the subject of this application.

FOR MUNICIPAL ISSUING AUTHORITIES: A Special Permit (Social Affair or Catering or Extension of Premises or Limited Brewery Off-Premises or COVID-19 EXPANSION OF PREMISES) has been applied for in your jurisdiction. Please login to the Division website to review the Permit Application and provide your Endorsement of the application by the noted due date. If you have any questions regarding the application, please contact the Division at 609-984-2830, and request to speak with a representative of the Permit Unit.

FOR APPLICANTS OF SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISE AND LIMITED BREWERY OFF-PREMISES PERMITS FOR EVENTS TO BE HELD ON PROPERTY OR PREMISES THAT ARE OWNED BY OR UNDER THE CONTROL OF A STATE OR COUNTY ENTITY: You are responsible for obtaining the Endorsements of the Chief Law Enforcement Officer and Chief Administrative Official with jurisdiction over the property or premises on which the event that is the subject of this application will be held. For instructions on obtaining the required Endorsements, please scroll down to the end of this Notification.

FAILURE TO OBTAIN THE REQUIRED ENDORSEMENTS WILL RESULT IN DENIAL OF YOUR APPLICATION.

This notification is being sent to the following email addresses:

- mclark@keyportonline.com
[REDACTED]

Permit Type: COVID-19 Expansion of Premises Permit
File Number: 374322
Permittee: KEYPORT MATAWAN ELKS BPOE 2030
License Number: 1322-31-015-002
Mailing Address:
Physical Address: 249 BROADWAY
KEYPORT, NJ 07735
USA
Contact: STEPHEN SZCZEPANIAK
(732) 264-6742

Applicant Email: [REDACTED]

Additional Permit Information

County: 13 - MONMOUTH COUNTY
Municipality: 22 - KEYPORT BOROUGH

Location

Location Description:
Ketport-Matawan Elks #2030

Address:
249 Broadway
Keyport, NJ 07735
USA

Application Questions

Question 1: Describe the property that is intended to be used for the expansion (e.g., parking lot, deck, patio, sidewalk, park, "parklet" or public right-of-way). If the property is not contiguous with the licensed premises, describe its distance (in feet) from the licensed premises.

Response: Parking lot on the property

Question 2: Does the licensee or permittee own or lease the property?

Yes / No
Response: Yes

Question 3: Is this property owned by or under the control of a A) municipality, B) county, or C) State?

Yes / No
Response: No

Question 4: Please upload any written document that gives you permission to use property not owned by you for this expansion. If the property is owned by a public entity upload the resolution, ordinance or other document that allows you to use it for expansion of premises.

Response: We own the property

Question 5: What are the total dimensions (i.e., sq. footage) of the proposed expanded premises?

Response: 70x30

Question 6: Set forth the proposed hours of operation of the proposed expanded premises.

Response: Monday-Friday 4PM-9PM, Saturday and Sunday 2PM-9PM

Question 7: Explain in DETAIL the security plan to be implemented on the expanded premises. The plan should include a description of how the expanded premises will be demarcated (e.g., stanchions, concrete barriers, planters, etc.) and what methods will be in place to check IDs to prevent underage consumption, pass offs, and over consumption of alcoholic beverages. A security plan may be uploaded.

Response: Parking lot will be taped off, with one entrance in and out. Bar will be in the kitchen with an accessible window to receive service. A TAM certified bartender will be checking ID's and membership cards. Members only will be admitted. No one under 21 will be permitted.

Question 8: Confirm the following: I have reviewed all applicable local and State Covid 19 safety and social distancing guidelines including Executive Order No. 150 (2020) and the COVID-19 Outdoor Dining Guidelines for Retail Food Establishments, and I affirm that the proposed expanded premises will be operated in accordance with those guidelines or any that may be promulgated during the term of this permit.

Yes / No
Response: Yes

Question 9: Please upload a sketch or diagram of the proposed expanded premise. The sketch or diagram must indicate boundaries, entrances and exits, area where alcohol will be prepared, served, stored or consumed and location of ID checking area if applicable.

Documents

See below for a list of documents attached to this email.

Document Type	File Name	Upload Date
Site Plan/Sketch of Premise	outside.pdf	Jun 13, 2020

SPECIAL NOTE TO ALL SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISES AND LIMITED BREWERY OFF-PREMISES EVENT APPLICANTS FOR EVENTS TO BE HELD ON PROPERTY OR PREMISES OWNED BY OR UNDER THE CONTROL OF A STATE OR COUNTY ENTITY

1) If you identified in question two (2) above that the event will be held on property or at a premises which is either owned by or under the control of a County or State entity, you are required to obtain the Endorsements of the Chief Law Enforcement Officer and Chief Administrative Official with jurisdiction over the property on which the event is to be held.

2) This notification and all documents identified above must be submitted to the appropriate officials;

3) If the Chief Law Enforcement Officer or Chief Administrative Official objects to the application or seeks to impose Special Conditions on the requested permit, they shall provide, in writing, the reason(s) for the objections or Special Conditions.

4) The Endorsements required herein must be returned to the Division via email (NJABCPpermits@njoag.gov) by no later than five business days prior to the date of the event. Counterparts of the Endorsements may be submitted, provided that both Endorsements are received by the Division no later than five business days prior to the date of the event.

THIS SECTION IS TO BE COMPLETED BY THE OFFICIALS OF THE COUNTY OR STATE ENTITY WITH JURISDICTION OVER THE PREMISES OR PROPERTY ON WHICH THE EVENT IS TO BE HELD

CERTIFICATION OF CHIEF ADMINISTRATIVE OFFICIAL AND CHIEF LAW ENFORCEMENT OFFICER:

I hereby certify that:

1. I have the authority to act on behalf of the State or County entity in this matter;
 2. I have reviewed the application submitted;
 3. I have considered any objections made to this application; and
 4. I have concluded that there are not more than 25 permits issued for the premises designated in this application for this calendar year.
- I further certify that the statements provided herein are accurate. If any of the foregoing statements are willfully false, I am subject to punishment.

Print Name: _____ Title: _____

Chief Administrative Official

Signature: _____ Date: _____

Name of State or County Entity: _____

Contact Phone: _____

Email Address: _____

Print Name: _____ Title: _____

Chief Law Enforcement Officer

Signature: _____ Date: _____

Name of State or County Entity: _____

Contact Phone: _____

Email Address: _____

If there are any questions regarding the Certification section above, please contact the Division at 609-984-2830 and request to speak with a representative of the Permit Unit.

Thank you,

NJABC Permit Unit

Please note: Upon the request by the Division, original signatures must be provided.

CONFIDENTIALITY NOTICE The information contained in this communication from the Office of the New Jersey Attorney General is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Office of the Attorney General at (609) 292-4925 to arrange for the return of this information.

EXISTING PERMITTED
FACILITIES
WILL BE LOCKED

RESTROOMS

ONLY
ENTRANCE
TO
RESTROOMS

EXISTING PERMITTED
FACILITIES
WILL BE LOCKED

KITCHEN WHISK
BAR WILL
BE LOCATED

LINE
FOR
SERVERS

ENTRANCE
TO AREA
REST WILL
BE TAKEN
OFF

REQUESTED
PERMITTED
AREA

SMOKING AREA