

**BOROUGH OF KEYPORT**  
**JOINT MEETING AGENDA**  
**TUESDAY, JUNE 17, 2025, 7:00 PM**  
**MUNICIPAL COMPLEX COUNCIL CHAMBERS**  
**70 W. FRONT STREET, KEYPORT, NJ**

**CALL TO ORDER: PM**

**SUNSHINE LAW NOTICE:**

**ROLL CALL:** \_\_ Councilmember Brady \_\_ Councilmember Gross \_\_ Councilmember McNamara  
\_\_ Councilmember Merla \_\_ Councilmember Reilly \_\_ Council President Vecchio \_\_ Mayor Araneo

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

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

**PLANNING BOARD SPECIAL MEETING**

Review of Fourth Round Housing Element and Fair Share Plan for Compliance with the Borough's Master Plan:

**PLANNING BOARD PUBLIC HEARING**

Motion to Open Public Hearing: MM: 2<sup>nd</sup>:

Motion to Close Public Hearing: MM: 2<sup>nd</sup>:

**PLANNING BOARD RESOLUTION**

Resolution of the Planning Board of the Borough of Keyport Adopting a Fourth Round Housing Element and Fair Share Plan

Motion to Approve: MM: 2<sup>nd</sup>:

\_\_ Mayor Araneo, \_\_ Councilmember Merla, \_\_ Chairman Oviedo, \_\_ W. Kane; \_\_ H. Aumack,  
\_\_ T. Burke, \_\_ C. Demarest, \_\_ W. McDermott, \_\_ D. Pacheco

**RESOLUTIONS OF THE BOROUGH COUNCIL**

R2025-176 Resolution of the Council of the Borough of Keyport Endorsing the Housing Element and Fair Share Plan Adopted by the Keyport Planning Board

R2025-177 Resolution Adopting the Spending Plan for the Affordable Housing Trust Fund

MM: 2<sup>nd</sup>: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

**PROCLAMATIONS**

2025 Pride Month

2025 Juneteenth Celebration

**COMMITTEE REPORTS**

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

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

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

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

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

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

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

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

**PUBLIC COMMENTS**

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

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

Opened: MM: 2<sup>ND</sup>: Closed: MM: 2<sup>ND</sup>:

**CONSENT AGENDA**

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

- R2025-178 Payment of Bills Listed on the May 30, 2025 Bills List
- R2025-179 Payment of Bills Listed on the June 13, 2025 Bills List
- R2025-180 Payment of Bills Listed on the June 17, 2025 Bills List
- R2025-181 Extending Grace Period for Payment of Third Quarter Taxes
- R2025-182 Authorizing Assessment of Fees for Tax Sale Mailings in Lieu of Advertising
- R2025-183 Authorizing Implementation of Mandatory Payroll Direct Deposit for all Borough Employees and Elected Officials
- R2025-184 Authorizing an Electronic Tax Sale
- R2025-185 Authorizing Municipal Auction of Surplus Property
- R2025-186 Authorizing Liquor License Renewals for the 2025-2026 License Term
- R2025-187 Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for 2026 Road Program
- R2025-188 Approving the Request of the Keyport Fire Department to Hold the Annual September 11 Service
- R2025-189 Authorizing Keyport Bayfront Business Cooperative (KBBC) Event on Borough Property

**APPROVAL OF RESOLUTIONS**

Motion to approve resolutions on the Consent Agenda

MM: 2<sup>nd</sup>: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

**PUBLIC HEARINGS/ADOPTION OF ORDINANCES**

**1. Ordinance No. 2025-08 – Amend Film Permit Ordinance**

The Clerk reads the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 5 SECTIONS 14.3 AND 14.4 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT CONCERNING FILMING MOTION PICTURE AND TELEVISION ACTIVITIES IN THE BOROUGH**

- 1a. Motion to Open Public Hearing MM: 2<sup>nd</sup>;
- 1b. Motion to Close Public Hearing MM: 2<sup>nd</sup>;
- 1c. Motion to adopt Ordinance MM: 2<sup>nd</sup>;

Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

- 1d. Motion authorizing the Clerk to publish the Ordinance as adopted MM: 2<sup>nd</sup>

**2. Ordinance No. 2025-09– COLA Rate Ordinance**

The Clerk reads the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)**

- 2a. Motion to Open Public Hearing MM: 2<sup>nd</sup>;
- 2b. Motion to Close Public Hearing MM: 2<sup>nd</sup>;
- 2c. Motion to adopt Ordinance MM: 2<sup>nd</sup>;

Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

- 2d. Motion authorizing the Clerk to publish the Ordinance as adopted MM: 2<sup>nd</sup>

**INTRODUCTION OF ORDINANCES**

**1. Ordinance – Senior Center Membership Fee**

The Clerk reads the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING BOROUGH CODE CHAPTER XI (RECREATIONAL FACILITIES) SECTION 11-7.3 (MEMBERSHIP FEE)**

- 1a. Motion to introduce:  
MM: 2<sup>nd</sup>: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio
- 1b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:  
MM: 2<sup>nd</sup>: Ayes: Nays:

**PUBLIC HEARING/ADOPTION OF 2025 MUNICIPAL BUDGET**

**1. RESOLUTION NO. 2025-190 Resolution to Read the Municipal Budget by Title**

MM: 2<sup>nd</sup>: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio

The Clerk reads the Budget by Title: **MUNICIPAL BUDGET OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY FOR THE YEAR 2025**

The Meeting is opened to the public for comments or questions on the 2025 Municipal Budget

Motion to Open Public Hearing: MM: 2<sup>nd</sup>:

Motion to Close Public Hearing: MM: 2<sup>nd</sup>:

**2. RESOLUTION NO. 2025-191 Adopting the 2025 Municipal Budget**

MM: 2<sup>nd</sup>: **Roll Call:** Brady, Gross, McNamara, Merla, Reilly, Vecchio

**APPROVAL OF MINUTES**

September 17, 2024 Regular Meeting

May 20, 2025 Regular Meeting

MM: 2<sup>nd</sup>: Ayes: Nays:

**REPORTS**

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

MM: 2<sup>nd</sup>: Ayes: Nays:

**PUBLIC COMMENTS**

The Meeting is opened to the public for comments.

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

Opened: MM: 2<sup>ND</sup>: Closed: MM: 2<sup>ND</sup>:

**EXECUTIVE SESSION**

R2025-192 Authorizing a closed session in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b, to discuss attorney-client privileged matter regarding street vacation procedure

MM: 2<sup>nd</sup>: Ayes: Nays:

**ADJOURNMENT**

Motion to Adjourn: MM: 2<sup>nd</sup>:

Amended  
R25-176

RESOLUTION NO. 2025-

**RESOLUTION OF THE COUNCIL OF THE BOROUGH OF KEYPORT  
ENDORING THE HOUSING ELEMENT AND FAIR SHARE PLAN  
ADOPTED BY THE KEYPORT PLANNING BOARD**

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the 1985 New Jersey Fair Housing Act (hereinafter “FHA II”); and

**WHEREAS**, FHA II established a procedure by which municipalities can secure approval of a Housing Element and Fair Share Plan (“HEFSP”); and

**WHEREAS**, that procedure contemplated that municipalities would adopt a resolution by January 31, 2025 committing to a fair share number and filing a declaratory relief action within 48 hours from adoption of the resolution and then filing a HEFSP by June 30, 2025 and filing that plan within 48 hours with the Affordable Housing Dispute Resolution Program (the “Program”); and

**WHEREAS**, in accordance with this statutory procedure, the Borough adopted a binding resolution on January 21, 2025 committing to a Fourth Round Present Need of 29 and Round 4 Prospective Need obligation of 37, subject to applicable adjustments;

**WHEREAS**, in accordance with this statutory procedure, the Borough filed a declaratory relief action within 48 hours from adoption of the binding resolution; and

*Amended* **WHEREAS**, the filing of the declaratory relief action gave the Borough automatic, continued immunity from all exclusionary zoning lawsuits, including builder’s remedy lawsuits, which is still in full force and effect; and

**WHEREAS**, the Borough’s affordable housing planning consultant, McKinley Mertz, PP, AICP, of Heyer Gruel & Associates has prepared a HEFSP to address the Borough’s affordable housing obligations under FHA II; and

**WHEREAS**, the Keyport Borough Planning Board adopted a HEFSP prepared by Ms. Mertz on June 17, 2025 which is attached hereto as Exhibit A; and

**WHEREAS**, in accordance with the procedure established by FHA II, the Borough’s affordable housing counsel shall file the duly adopted HEFSP with the Program created by FHA II within 48 hours from adoption; and

**WHEREAS**, the Mayor and Council of the Borough of Keyport now wishes to endorse the Housing Element and Fair Share Plan adopted by the Keyport Planning Board and seek approval of the HEFSP by the Program and Court.

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

1. The Mayor and Council of the Borough of Keyport hereby endorses the Fourth Round HEFSP previously adopted by the Keyport Planning Board and attached hereto.

2. The Mayor and Council of the Borough of Keyport hereby directs the Borough's Affordable Housing Counsel to (a) file this resolution with the Program, along with any additional documents the professionals deem necessary or desirable; and (b) seek a Compliance Certification from the Program or Vicinage area judge as may be appropriate formally approving the Plan.
  
3. The Borough reserves the right to further amend the HEFSP attached hereto, should that be necessary.

**CERTIFICATION**

I certify that the foregoing Resolution was duly adopted by the Mayor and Council of the Borough of Keyport at a regular meeting held on the 17th day of June, 2025.

\_\_\_\_\_  
Municipal Clerk

## EXHIBIT A

A copy of the proposed Fourth Round Housing Element and Fair Share Plan of the Borough's Master Plan, and any other relevant documents, are on file for public inspection starting on June 6, 2025, in the Borough Clerk's Office, located at 70 West Front Street, Keyport, NJ 07735, during regular business hours.

**RESOLUTION NO. 2025-**

**RESOLUTION ADOPTING THE SPENDING PLAN FOR THE AFFORDABLE HOUSING TRUST FUND**

**WHEREAS**, the Borough of Keyport has prepared a Fourth Round Housing Element and Fair Share Plan that addresses its regional fair share of the affordable housing need in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and the Fair Housing Act (N.J.S.A. 52:27D-301), as amended; and

**WHEREAS**, in accordance with the Fair Housing Act, as amended, the Borough endeavors to adopt a Spending Plan that accounts for the collections and expenditures of all future affordable housing trust fund monies that will contribute to the development of affordable housing; and

**WHEREAS**, the Borough will additionally establish an affordable housing trust fund where all development fees, payments in lieu of construction of affordable units on site, interest generated by the fees as well as any other source of income will be deposited for the purposes of affordable housing and shall be spent in accordance with the Borough Spending Plan and N.J.A.C. 5:93-1.1 et. seq. or subsequent governing regulations; and

**WHEREAS**, under separate ordinance, the Borough will adopt a Development Fee Ordinance which will establish standards for the collection, maintenance, and expenditure of development fees and other income to be used for providing very low, low- and moderate-income housing in the Borough; and

**WHEREAS**, the Borough of Keyport has prepared a Spending Plan consistent with N.J.A.C. 5:93-1.1 et. seq. and the Fair Housing Act (N.J.S.A. 52:27D-301), as amended.

**NOW THEREFORE BE IT RESOLVED**, that the Council of the Borough of Keyport, the County of Monmouth, and the State of New Jersey hereby adopts the Spending Plan that is attached hereto as Exhibit A, and requests that the Affordable Housing Dispute Resolution Program review and approve the Borough of Keyport's Spending Plan.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

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Michele Clark, RMC  
Borough Clerk

EXHIBIT A: 2025 SPENDING PLAN

# BOROUGH OF KEYPORT

## AFFORDABLE HOUSING TRUST FUND SPENDING PLAN

June 12, 2025  
Approved by Borough Council: \_\_\_\_\_, 2025

Prepared By:

***Heyer, Gruel & Associates***

Community Planning Consultants 236 Broad Street,  
Red Bank, NJ 07701  
(732) 741-2900

The original of this report was signed and sealed in  
accordance with N.J.S.A. 45:14A-12



M. McKinley Mertz, AICP, P.P. #6368

*Contributing content by Gabrielle Thurm, Associate Planner*

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**INTRODUCTION**

Keyport Borough, Monmouth County has prepared and adopted a Fourth Round Housing Element and Fair Share plan that addresses its regional fair share of the affordable housing need in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and the Fair Housing Act (N.J.S.A. 52:27D-301 et seq.) as amended.

As part of the Borough's Fourth Round compliance Keyport will adopt a development fee ordinance and will establish an affordable housing trust fund. The development fee ordinance will require and regulate the collection of residential and non-residential development fees as revenue for the Borough's affordable housing trust fund at a percentage of 1.5% for residential development fees and 2.5% for non-residential development fees.

All development fees, payments in lieu of constructing affordable units on site, interest generated by the fees as well as any other source of income will be deposited into the separate, interest-bearing Affordable Housing Trust Fund for the purposes of affordable housing. These funds shall be spent in accordance with N.J.A.C. 5:93, or applicable regulations, as described in the sections that follow.

This Fourth Round Spending Plan is submitted for approval to expend all current and future affordable housing trust fund monies, as necessary, that will contribute to the development of new affordable housing units.

## 1. REVENUES FOR CERTIFICATION PERIOD

To calculate a projection of revenue anticipated during the period of Fourth Round "Substantive Certification," Keyport Borough considered the following:

### (a) Development fees

1. Residential and nonresidential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
2. All projects currently before the planning and zoning boards for development approvals that may apply for building permits and certificates of occupancy; and
3. Future development that is likely to occur based on historical rates of development.

### (b) Payment in lieu (PIL)

Actual and committed payments in lieu (PIL) of construction from developers.

### (c) Other funding sources

Funds from other sources, including, but not limited to, the sale of units with extinguished controls, repayment of affordable housing program loans, rental income, proceeds from the sale of affordable units.

### (d) Projected interest

Interest on the projected revenue in the municipal affordable housing trust fund at the current average interest rate.

(e) Projected Revenues

Projected Revenues – Housing Trust Fund – 2025 through 2035				
	Current Balance	(a) Projected Development Fees:	(d) Interest	TOTAL
Trust Fund Balance	\$0.00	-	-	\$0.00
2025	-	\$15,000	\$68	\$15,068
2026	-	\$33,000	\$149	\$33,149
2027	-	\$33,000	\$149	\$33,149
2028	-	\$33,000	\$149	\$33,149
2029	-	\$33,000	\$149	\$33,149
2030	-	\$33,000	\$149	\$33,149
2031	-	\$33,000	\$149	\$33,149
2032	-	\$33,000	\$149	\$33,149
2033	-	\$33,000	\$149	\$33,149
2034	-	\$33,000	\$149	\$33,149
2035	-	\$15,000	\$68	\$15,068
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$327,000</b>	<b>\$1,472</b>	<b>\$328,471</b>

To calculate the projection of revenue anticipated from the general development fees, construction data from 2014 through March 2025 (for both residential and non-residential construction) for the Borough, acquired from the New Jersey Department of Community Affairs, was examined.

The Borough projects a total of \$327,000 in development fees will be collected between July 1, 2025 and June 30, 2035. An additional \$1,472 in interest is projected to be earned through the end of June 2035. All interest earned on the account shall accrue to the account to be used only for the purposes of affordable housing. Including the existing trust fund balance, the Borough projects a total of \$328,471 through June 30, 2035.

**ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS**

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by Keyport Borough:

**(a) Collection of development fee revenues:**

Collection of development fee revenues shall be consistent with Keyport's development fee ordinance for both residential and non-residential developments.

**(b) Distribution of development fee revenues:**

The Administrative Agent and the Municipal Housing Liaison will manage the projects outlined in this Spending Plan and the Housing Element and Fair Share Plan.

The release of funds requires the adoption of a resolution by the governing body. Once a request is approved by resolution, the Chief Financial Officer releases the requested revenue from the trust fund for the specific use approved in the governing body's resolution.

**(c) Collection and distribution of barrier free funds:**

Collection and distribution of barrier free funds shall be in accordance with applicable regulations.

## 2. DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

The following sections represent the anticipated affordable housing expenditures within Keyport Borough, that will utilize trust fund monies.

### (a) Rehabilitation and New Construction Programs and Projects (N.J.A.C. 5:93-8.16)

The Borough will actively advertise the Monmouth County Home Improvement Program to aid residents in applying for funds to rehabilitate their homes. However, Keyport will supplement the County funds with funds from the Borough's trust fund if needed and once sufficient funds are collected to the account.

As of the writing of this Plan, there are no specific projects planned for that would require funding from the Borough's trust fund. However, as new construction projects materialize, primarily any 100% affordable developments, the Borough will review any requests for funding, should the funds be available at the time of the request.

### (b) Affordability Assistance (N.J.A.C. 5:93-8.16)

As per the requirements regarding the use of funds for affordability assistance laid out in N.J.A.C. 5:93-8.16, the Borough is required to dedicate at least 30% of all development fees collected and interest earned to provide affordability assistance to low-, and moderate-income households. In addition, at least one-third of the affordability assistance shall be used to provide affordability assistance to very-low income households.

The calculation of available affordability assistance funds is performed by considering the lifetime of the trust fund. To project the funding amount that is dedicated to affordability assistance, all actual expenditures spent on new construction activities as well as any rehabilitation activities from the inception of the fund are subtracted from the sum of the actual and projected development fees and interest. That total is multiplied by 30% to determine the 30% requirement. The actual affordability assistance expenditures from inception of the fund are then subtracted from the overall 30% requirement. This final outcome is the total remaining funds that must be dedicated to affordability assistance for the period moving forward.

The Borough has collected \$0.00 in development fees. The Borough projects \$327,000 in development fees and \$1,471 in interest through 2035.

The Borough will contract with a qualified Administrative Agent to establish and maintain a future affordability assistance program. The program will begin once sufficient funds are available with in the trust fund.

Affordability Assistance Projection

<b>Affordability Assistance</b>		
Actual income collected through 06/10/2025		\$0.00
Projected Development Fees July 2025 -June 2035	+	\$327,000.00
Projected Interest July 2025 -June 20235	+	\$1,471.50
Expenditures Towards Housing Activity To Date	-	\$0.00
<b>Total</b>	=	\$328,471.50
30 percent requirement	x 0.30 =	\$98,541.45
<b>PROJECTED MINIMUM Affordability Assistance Requirement</b>	=	\$98,541.45
<b>PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement</b>	÷ 3 =	\$32,847.15
Actual income collected through 06/10/2025	=	\$0.00
Projected Development Fees July 2025 -June 2035	+	\$327,000.00

**(c) Administrative Expenses (N.J.A.C. 5:93-8.16)**

No more than 20% of revenues collected from development fees shall be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop and implement: a new construction program; a housing element; and an affirmative marketing program. Administrative funds may be used for: income qualification of households; monitor the turnover of sale and rental units; and compliance with monitoring requirements.

The calculation of allowable administrative expenses is performed by considering the lifetime of the trust fund. To project the funding amount that will be available for administrative costs, the sum of all development fees actually collected, and all interest earned since the inception of the account will be added to the sum of all projected development fees and interest projected to be collected through the remainder of this round. From this amount, any Regional Contribution Agreement (RCA) expenditures made or contractually obligated from the inception of the account are subtracted. This final amount is multiplied by 20% and then actual administrative expenditures made from inception is subtracted out. The final outcome of this calculation, as depicted in the following table, is the total remaining funds that will be available for administrative expenses through the end of this Round.

The Borough has collected \$0.00 in development fees. The Borough projects \$327,000 in development fees and \$1,471 in interest through 2035. The Borough has never taken part in an RCA, and Keyport has not yet spent any trust fund money on administrative expenses.

<b>Administrative Expenses</b>		
Actual income collected through 06/10/2025		\$0.00
Projected Development Fees July 2025 -June 2035	+	\$327,000.00
Projected Interest July 2025 -June 20235	+	\$1,471.50
<b>Total</b>	=	<b>\$328,471.50</b>
20 percent maximum permitted on administrative expenses based on total projection	x 0.20 =	\$65,694.30
Less Administrative Expenditures through 06/10/2025	-	\$0.00
<b>Projected Allowed Admin. Expenditures</b>		<b>\$65,694.30</b>

Moving forward, the Borough projects that \$65,694.30 will be available from the affordable housing trust fund for administrative expenses for the time period of June 1, 2025 through June 30, 2035. Because the actual administrative expense maximum is calculated on an ongoing basis based on actual revenues, the Township shall be permitted to spend 20% of the actual balance at any given time on administrative fees. Money becomes available for administrative expenses as additional income is collected.

Projected administrative expenditures, subject to the 20 percent cap, include but are not limited to:

- Administration and expenses associated with the Township's affordable housing units;
- Expenses associated with the preparation and implementation of the Housing and Fair Share Plan and monitoring of the current and future housing programs for the Township of Harding;
- Affirmative Marketing;
- Income qualification; and
- Administration of the Township's affordable housing units.

Legal or other fees related to litigation opposing affordable housing sites are not eligible uses of the affordable housing trust fund.

**3. EXPENDITURE SCHEDULE**

Projected Expenditure Schedule – 2025 through 2035				
	New 100% Affordable Construction and / or Rehabilitation Projects	Affordability Assistance	Administration	TOTAL
2025	\$0	\$0	\$0	\$0
2026	\$16,424	\$9,854	\$6,569	\$32,847
2027	\$16,424	\$9,854	\$6,569	\$32,847
2028	\$16,424	\$9,854	\$6,569	\$32,847
2029	\$16,424	\$9,854	\$6,569	\$32,847
2030	\$16,424	\$9,854	\$6,569	\$32,847
2031	\$16,424	\$9,854	\$6,569	\$32,847
2032	\$16,424	\$9,854	\$6,569	\$32,847
2033	\$16,424	\$9,854	\$6,569	\$32,847
2034	\$16,424	\$9,854	\$6,569	\$32,847
2035	\$16,424	\$9,855	\$6,569	\$32,848
<b>TOTAL</b>	\$164,235	\$98,542	\$165,694	\$328,471

**4. EXCESS OR SHORTFALL OF FUNDS**

In the event funding sources as identified within this Spending Plan for the projects detailed in the Housing Element and Fair Share Plan prove inadequate to complete the affordable housing programs, the Township shall provide sufficient funding to address any shortfalls through bonding.

In the event that more funds than anticipated are collected or projected funds exceed the amount necessary to implement the Borough's affordable housing projects, these excess funds will be used to fund eligible affordable housing activity pursuant to applicable rules and regulations.

**SUMMARY**

Keyport Borough intends to spend affordable housing trust fund revenues pursuant to N.J.A.C. 5:93 and consistent with the housing programs outlined in its adopted Housing Element and Fair Share Plan.

As Keyport is in the process of establishing a trust fund, their current balance is \$0.00. The Borough anticipates an additional \$328,471 in revenues and interest by June 30, 2035. The Borough will expend:

- New 100% Affordable Construction and Rehabilitation: \$164,235 for new construction/rehabilitation.
- Affordability Assistance: \$98,542 which includes \$32,847 for the very low-income requirement
- Administration: \$65,694

<b>SPENDING PLAN SUMMARY</b>	
Balance as of June 10, 20225	\$0
<b>Projected REVENUE July 1, 2025 to June 30, 2035</b>	
Development fees	+ \$327,000
Payments in lieu of construction	+ \$0
Other funds	+ \$0
Interest	+ \$1,472
<b>TOTAL REVENUE + CURRENT BALANCE</b>	<b>= \$328,472</b>
<b>EXPENDITURES</b>	
Funds used for New Construction / Rehabilitation	- \$164,235
Affordability Assistance	- \$98,542
Administration	- \$65,694
Excess Funds for Additional Housing Activity	= \$0
<b>TOTAL PROJECTED EXPENDITURES</b>	<b>= \$328,472</b>
<b>REMAINING BALANCE</b>	<b>= \$0</b>

RESOLUTION FOR THE PAYMENT OF BILLS

R25-178

5/30/25

Be it resolved by the Mayor and the Council of the Borough of Keyport, New Jersey that the following numbered vouchers be paid to the person therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers.

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT.2025	\$ 223,717.58
	WATER/SEWER ACCT.2025	\$ 96,165.20
	PAYROLL FUND BUDGET	\$ 36,197.94
	FEDERAL & STATE GRANTS	\$ 4,192.73
	TRUST OTHER FUND	\$ 8,525.00

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

\_\_\_\_\_  
MAYOR ROSE P. ARANEO

ATTEST:

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, MICHELE CLARK, BOROUGH CLERK HEREBY CERTIFY THIS TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF KEYPORT AT THE \_\_\_\_\_ MEETING OF

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

R25-179  
6/13/25

# RESOLUTION FOR THE PAYMENT OF BILLS

Be it resolved by the Mayor and the Council of the Borough of Keyport, New Jersey that the following numbered vouchers be paid to the person therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers.

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT.2025	\$ 225,167.60
	WATER/SEWER ACCT.2025	\$ 382,986.57
	PAYROLL FUND BUDGET	\$ 850.00
	FEDERAL & STATE GRANTS	\$ 4,360.79
	TRUST OTHER FUND	\$ 11,947.50

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

\_\_\_\_\_  
MAYOR ROSE P. ARANEO

ATTEST:

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, MICHELE CLARK, BOROUGH CLERK HEREBY CERTIFY THIS TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF KEYPORT AT THE \_\_\_\_\_ MEETING OF

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

**RESOLUTION FOR THE PAYMENT OF BILLS**

R25-180

6/17/25

Be it resolved by the Mayor and the Council of the Borough of Keyport, New Jersey that the following numbered vouchers be paid to the person therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers.

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT. 2024	\$ 25,643.55
	CURRENT ACCT. 2025	\$ 217,190.40
	WATER/SEWER ACCT. 2025	\$ 69,439.28
	ANIMAL CONTROL TRUST	\$ 1,470.00
	GENERAL CAPITAL FUND	\$ 19,272.92
	FEDERAL AND STATE GRANTS	\$ 18,177.63
	TRUST OTHER FUND	\$ 78.95
	REC BAYFRONT IMPROVMENT	\$ 1,138.22
	OPEN SPACE TRUST FUND	\$ 7,573.67
	WATER/SEWER CAPITAL FUND	\$ 11,289.75
	DEVELOPER ESCROW	\$ 6,926.35

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

\_\_\_\_\_  
MAYOR ROSE P. ARANEO

ATTEST:

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, MICHELE CLARK, BOROUGH CLERK HEREBY CERTIFY THIS TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF KEYPORT AT THE \_\_\_\_\_ MEETING OF

\_\_\_\_\_  
MICHELE CLARK, BOROUGH CLERK

**RESOLUTION NO. 2025-**

**EXTENDING GRACE PERIOD FOR PAYMENT  
OF THIRD QUARTER 2025 TAXES**

**WHEREAS**, ordinarily third quarter tax bills were to be mailed by July 15, 2025; and

**WHEREAS**, because of delays beyond the Borough's control, the bills could not be mailed prior to this deadline; and;

**WHEREAS**, N.J.S.A. 54:4-66.3(d) provides that when third quarter tax bills cannot be mailed by the above deadline, taxes shall not be subject to interest until at least 25 days after the tax bills are mailed; and

**WHEREAS**, the governing body of the Borough of Keyport wishes to extend the property tax payment grace period of quarterly taxes due on August 1, 2025 so that interest shall not accrue if payment is made in accordance with the above statutory provision.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Borough of Keyport hereby extends the property tax payment grace period for the third quarter so that interest shall not accrue if payment is made within 25 days after the tax bills are mailed; and

**BE IT FURTHER RESOLVED** that interest shall be charged back to August 1, 2025, for all payments made after the grace period; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Borough Tax Collector and the Borough Chief Financial Officer.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

R25-182

**RESOLUTION NO. 2025-**

**AUTHORIZING ASSESSMENT OF FEES FOR TAX SALE MAILINGS  
IN LIEU OF ADVERTISING**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

**WHEREAS**, the rules and regulations require a municipality to send two (2) notices of tax sale to all properties included in said sale; and

**WHEREAS**, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and

**WHEREAS**, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Borough of Keyport wishes to charge \$25.00 per notice mailed in lieu of advertising which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Keyport, Monmouth County, New Jersey, that a fee of \$25.00 per notice in lieu of advertising be established and is hereby authorized and will be charged for each notice of tax sale in lieu of advertising that is sent in conjunction with the 2025 electronic tax sale.

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 their Regular Meeting of June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-****AUTHORIZING IMPLEMENTATION OF MANDATORY PAYROLL  
DIRECT DEPOSIT FOR ALL BOROUGH EMPLOYEES AND  
ELECTED OFFICIALS**

**WHEREAS**, P.L. 2013 C.28 (codified at N.J.S.A. 52:14-15f) authorizes municipalities to provide for the mandatory direct deposit of net pay for all employees and elected officials effective on or after July 1, 2014; and

**WHEREAS**, the Borough of Keyport (the "Borough") has reviewed its payroll processing methods to better align and streamline functionality, increase productivity with business operations, and provide continuity of pay; and

**WHEREAS**, the Borough is committed to providing employee benefits designed to provide safety and reliability; and

**WHEREAS**, payroll direct deposit provides timeliness, safety, and reliability of employees' pay; and

**WHEREAS**, this policy will require employees and elected officials of the Borough to indicate in writing to the Chief Financial Officer, the specific banking institution(s) and designated checking account(s) and/or savings account(s) to which the deposit shall be made on behalf of the employee or elected official; and

**WHEREAS**, the Borough Council of the Borough of Keyport may provide for any special exceptions that may be permitted by law; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Keyport, in the County of Monmouth, State of New Jersey that effective immediately pursuant to N.J.S.A. 52:14-15f, mandatory direct deposit of net pay for all employees and elected officials of the Borough shall be made to the specific banking institution(s) provided by each employee or elected official.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Borough Administrator and Chief Financial Officer.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

R25-184

**RESOLUTION NO. 2025-**

**AUTHORIZING AN ELECTRONIC TAX SALE**

**WHEREAS**, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services; and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for electronic tax sales; and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales; and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and

**WHEREAS**, the municipality of the Borough of Keyport wishes to participate in an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Keyport, Monmouth County, New Jersey, that the Tax Collector is hereby authorized to participate in an electronic tax sale for the year of 2025 and submit same to the Director of Local Government Services if necessary.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-****AUTHORIZING MUNICIPAL AUCTION OF SURPLUS PROPERTY**

**WHEREAS**, the Borough of Keyport (the "Borough") is the owner of certain surplus property that is no longer needed for public use as specifically identified and described on the attached Schedule "A" ("Surplus Property"); and

**WHEREAS**, the New Jersey Local Public Contracts Law, at N.J.S.A.40A:11-36, provides for the disposition of personal property owned by a municipality; and

**WHEREAS**, N.J.A.C.5:34-5.8 authorizes a governing body to contract with an electronic procurement platform to conduct an online public auction; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services, has approved GovDeals, Inc. as an Internet based vendor authorized to conduct online auctions of municipal surplus property and GovDeals, Inc. is also an approved contractor under New Jersey State Contract No. 012821-GDI; and

**WHEREAS**, the Borough Administrator, through the Superintendent of the Department of Public Works, recommends the Borough utilize the services of GovDeals Inc. via [www.govdeals.com](http://www.govdeals.com) for the purpose of auctioning the Surplus Property under State Contract No. 012821-GDI; and

**WHEREAS**, the Borough reserves the right to reject all bids if determined to be in the public interest.

**WHEREAS**, in consideration for auctioning the Surplus Property on the Borough's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid (but not less than \$5.00) for each asset sold, paid directly by the Borough to GovDeals, Inc. from the proceeds of the sale; and

**WHEREAS**, all other terms and conditions of the auction of the Surplus Property and agreement with GovDeals, Inc. are available on the GovDeals, Inc. website [www.govdeals.com](http://www.govdeals.com).

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

1. The Borough, through the Chief of the Keyport Fire Department, with the approval of the Borough Administrator, is hereby authorized to sell the surplus property identified and described on the attached Schedule "A" ("Surplus Property").

2. The Surplus Property shall be sold by public auction through the online auction site of [www.govdeals.com](http://www.govdeals.com) as more fully described herein.

3. In consideration for auctioning the Surplus Property on the Borough's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid (but not less than \$5.00) for each asset sold, paid directly by the Borough to GovDeals, Inc. from the proceeds of the sales.

4. The Borough shall publish in its official newspaper a Notice of this approved online auction together with a description of the Surplus Property to be sold. The auction shall not be held less than seven (7) days or more than 14 days after the latest publication of the Notice.

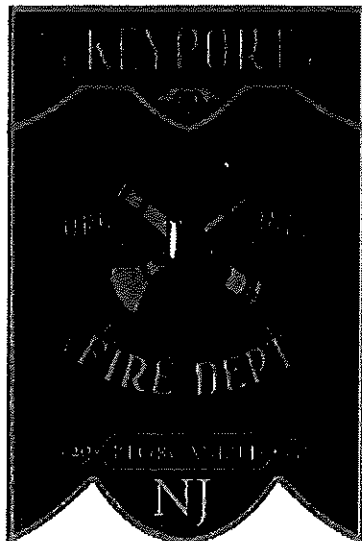
5. A certified copy of this Resolution shall be sent to the Division of Local Government Services, Department of Community Affairs, the Chief Financial Officer and the Qualified Purchasing Agent.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

SCHEDULE "A"



May 14, 2025

Kim Humphreys  
Borough Administrator

Rose Araneo  
Mayor

Borough of Keyport  
70 West Front Street  
Keyport, NJ 07735

---

**EDWARD  
LEWANDOWSKI**

**Chief of Department**

**KEYPORT FIRE DEPARTMENT INC.**

**70 West Front Street**

**Keyport, NJ 07735**

**[REDACTED]**

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Mayor and Council,

I have attached a list of items with photographs and descriptions. I am submitting the following request to surplus these listed items as excess equipment and are no longer needed for department use.

I highly recommend that the items be placed up for auction upon approval of the Mayor and Council. Unless otherwise directed by the Mayor and Council, I respectfully request that the revenue generated by this auction be made readily available to the fire department for use towards its reorganization.

Respectfully,

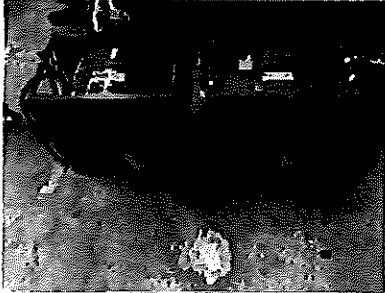
Edward Lewandowski

Chief of Department

Lot: 001

Item: Ventilation Fans

Description: (2) Negative Pressure Box Fans



Lot: 002

Item: Extension Cord with Reels

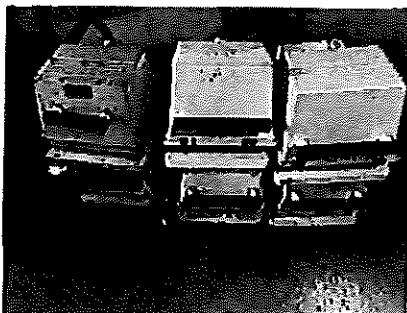
Description: Various Extension Cords with Reels



Lot: 003

Item: Portable Lighting

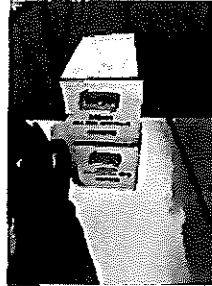
Description: (6) Portable Lights



Lot: 004

Item: SCUBA Tanks & Parts

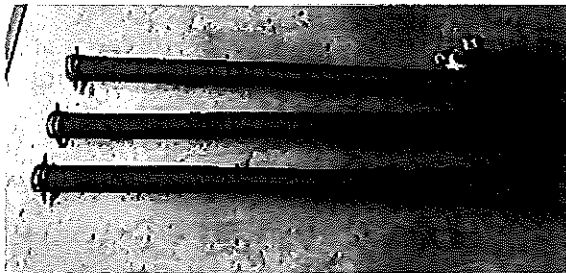
Description: (2) SCUBA Tanks & PR-4 Pres Prot Valves



Lot: 005

Item: 3 Sections 10 FT Hard Suction with Strainer

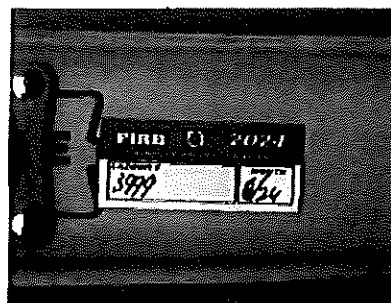
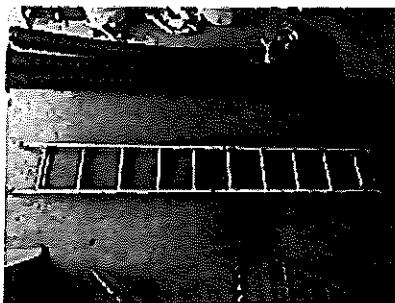
Description:



Lot: 006

Item: 12 FT Fiberglass Roof Ladder

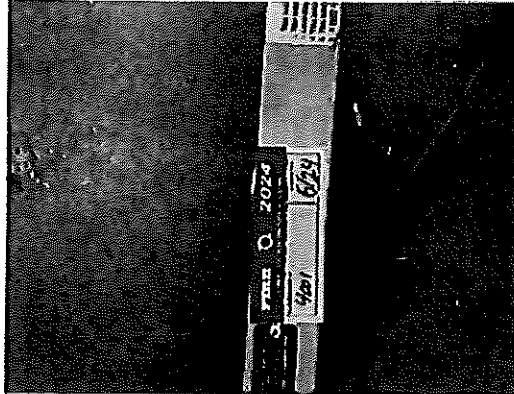
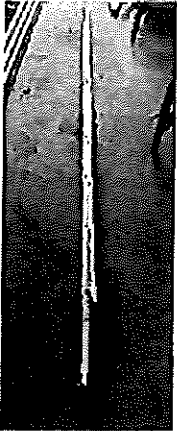
Description: 12 FT Fiberglass Roof Ladder last tested in June of 2024



Lot: 007

Item: Folding Attic Ladder

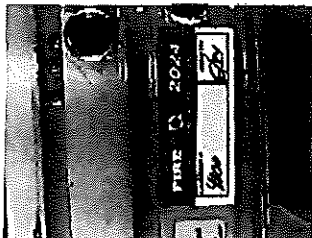
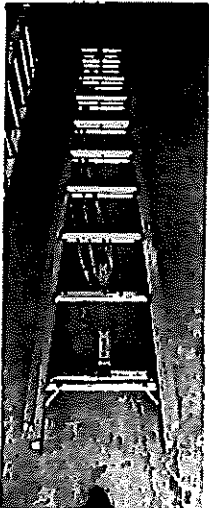
Description: Folding Attic Ladder last tested in June of 2024



Lot: 008

Item: 24 FT Extension Ladder

Description: 3 Section 24 FT Aluminum Extension Ladder last tested in June of 2024



Lot: 009

Item: Flashlights

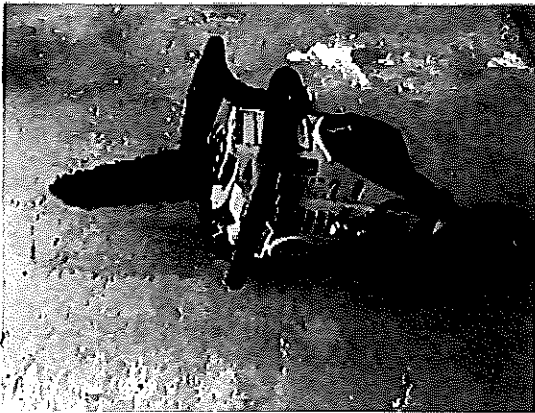
Description: Various Flashlights



Lot: 010

Item: Echo Quick Vent Saw

Description: Echo Quick Vent Saw



Lot: 011

Item: Echo Quick Vent Saw

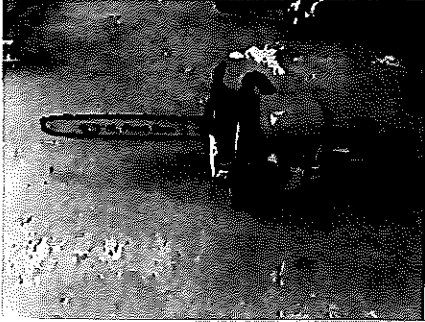
Description: Echo Quick Vent Saw with Metal Box



Lot: 012

Item: STHL Chainsaw

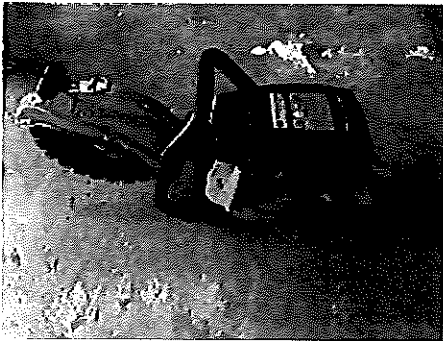
Description: STHL Chainsaw MS 290



Lot: 013

Item: Partner K950 Saw

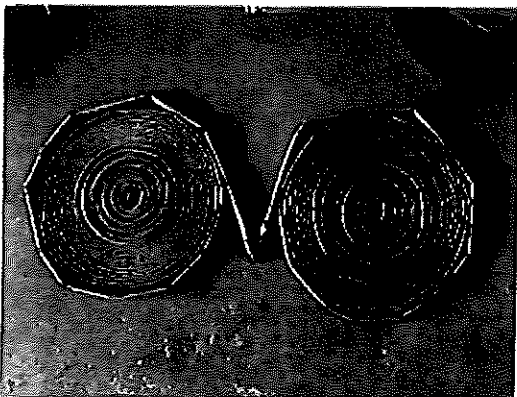
Description: Partner K950 Saw with Wood Blade



Lot: 014

Item: Forestry Line

Description: (2) Lengths of Forestry Hose



Lot: 015

Item: 1 ½ Hose

Description: (12) Lengths of 1 ½ Hose



Lot: 016

Item: 1 ¾ Hose

Description: (20) Lengths of 1 ¾ Hose



Lot: 017

Item: 2 ½ Inch Hose

Description: (20) Lengths of 2 ½ Hose



Lot: 018

Item: 3 Inch Hose

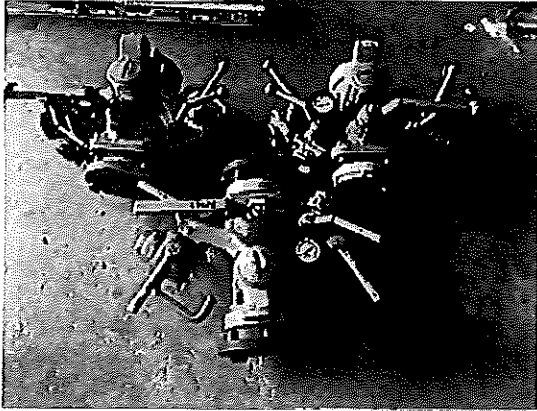
Description: (6) Lengths of 3-inch hose



Lot: 019

Item: Manifold

Description: (3) Manifold



Lot: 020

Item: 5-inch Supply Hose

Description: (6) 100 Foot Lengths of 5 Inch Hose (1) 50 Foot Length of 5 Inch Hose



Lot: 021

Item: Class K Extinguishers

Description: (2) Class K Fire Extinguishers



R25-186

RESOLUTION NO. 2025-

GRANTING RENEWAL OF CERTAIN PLENARY RETAIL CONSUMPTION,  
PLENARY RETAIL DISTRIBUTION AND CLUB LIQUOR LICENSES  
FOR THE 2025-2026 LICENSE TERM

WHEREAS, application for renewal of certain plenary retail consumption, plenary retail distribution and club licenses has been made to the Mayor and Council of the Borough of Keyport as hereinafter set forth; and

WHEREAS, the Borough Clerk certifies that the requisite fee by each and every applicant has been paid; and

WHEREAS, the Borough Clerk certifies that the requisite Alcoholic Beverage Retail Licensee Clearance Certificate (Renewal) has been received; and

WHEREAS, the Borough Clerk certifies the Fire Official, Police Department and Monmouth County Board of Health have advised her that all pertinent Statutes, Rules and Ordinances of the Borough of Keyport have been complied with by each of the applicants.

NOW, THEREFORE, BE IT RESOLVED that plenary retail consumption licenses be issued by the Borough of Keyport and the appropriate officers of the Borough are hereby authorized to issue and sign the same in the name of the Borough of Keyport for the period commencing July 1, 2025 and ending June 30, 2026, upon application filed by:

- 1322-32-005-013                      Keyport Liquor 56 Inc., t/a Keyport Liquor & Deli
- 1322-32-009-002                      Suburban Wine & Liquor Inc., t/a Smiths Liquor Shop
- 1322-33-003-012                      Keyport Waterfront Liquor Limited Liability Company, t/a Old Glory  
Brew Hall & Brick Oven
- 1322-33-004-007                      Fantasies, Inc., t/a Fantasies
- 1322-33-006-005                      Vestri Corp. t/a Up the Creek Tavern
- 1322-33-008-009                      Kal Bhairav t/a Jack's Bar & Liquor
- 1322-33-010-009                      Four Cheers LLC t/a The Chill Bar & Lounge
- 1322-33-011-010                      Timber Hill Associates II LLC, t/a Burlew's Seafood & Steak
- 1322-33-012-010                      Keyport Liquor License LLC, t/a McDonagh's Pub
- 1322-33-019-005                      TC Inn Beverage Corporation, t/a Town and Country

NOW, THEREFORE, BE IT RESOLVED that a plenary retail distribution license be issued by the Borough of Keyport and the appropriate officers of the Borough are hereby authorized to issue and sign the same in the name of the Borough of Keyport for the period commencing July 1, 2025 and ending June 30, 2026, upon application filed by:

- 1322-44-001-009                      MD Liquor & Wine LLC, t/a Buyrite of Keyport

**BE IT FURTHER RESOLVED** that **club licenses** be issued by the Borough of Keyport and the appropriate officers of the Borough of Keyport are hereby authorized to issue and sign same in the name of the Borough of Keyport for the period commencing July 1, 2025 and ending June 30, 2026 upon application filed by:

1322-31-013-002	Raritan Post 23 American Legion, t/a American Legion Raritan Post 23
1322-31-014-002	Columbian Club of Keyport, t/a Knights of Columbus
1322-31-015-002	Keyport-Matawan Elks BPOE 2030
1322-31-016-002	Keyport Yacht Club

**BE IT FURTHER RESOLVED** the Borough Clerk is hereby directed to transmit a certified true copy of this resolution to the New Jersey Division of Alcoholic Beverage Control.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

R25-187

**RESOLUTION NO. 2025-**

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR 2026 ROAD PROGRAM**

**NOW, THEREFORE, BE IT RESOLVED** that the Keyport Borough Council formally approves the grant application for the above stated project to include Chandler Avenue (Broadway-dead end) and Provost Avenue (Broadway-dead end).

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2026- Keyport Borough - 00311 to the New Jersey Department of Transportation on behalf of the Borough of Keyport.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized 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.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

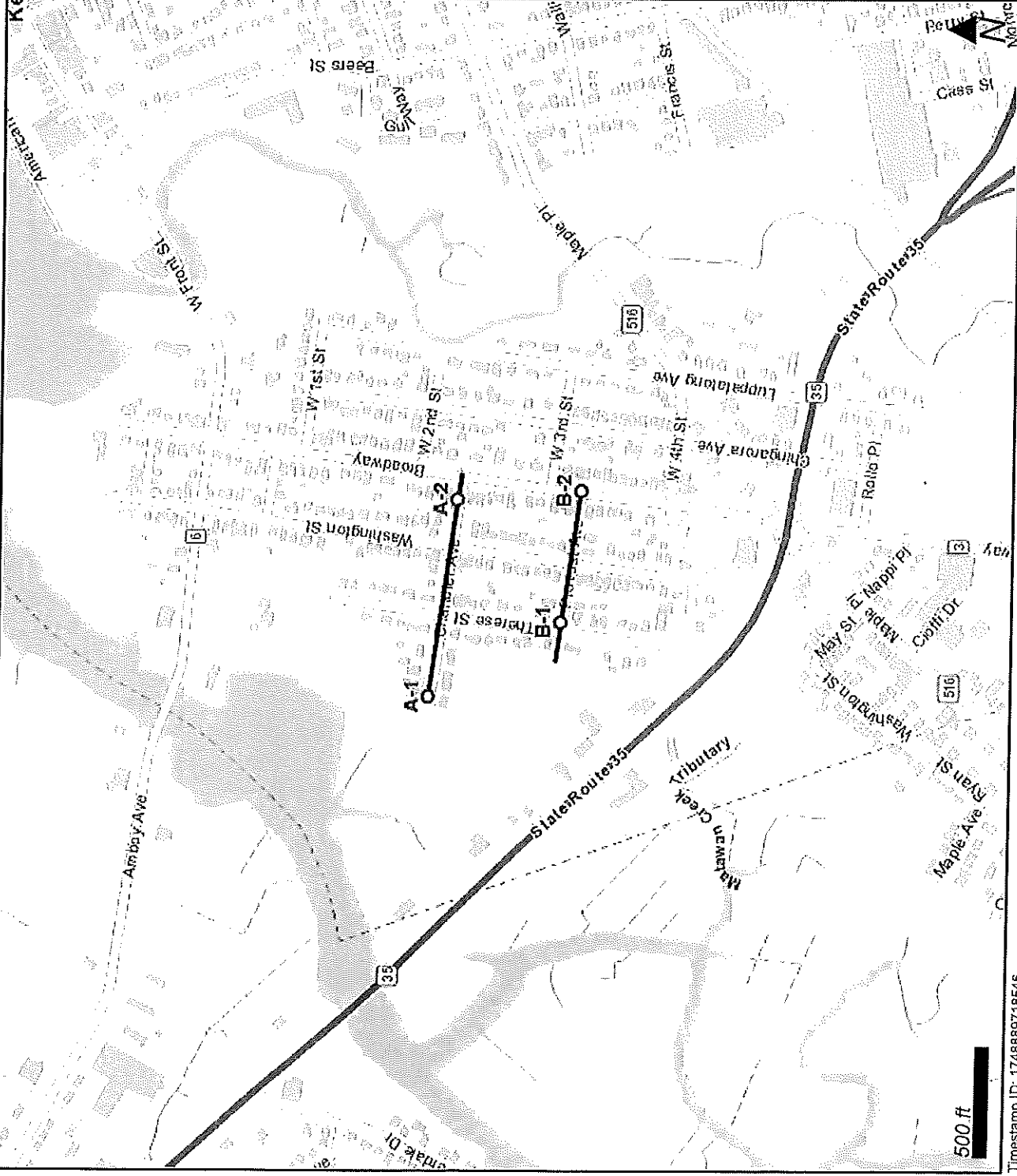
ATTEST and AFFIX SEAL

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

\_\_\_\_\_  
Rose P. Araneo, Mayor  
Borough of Keyport

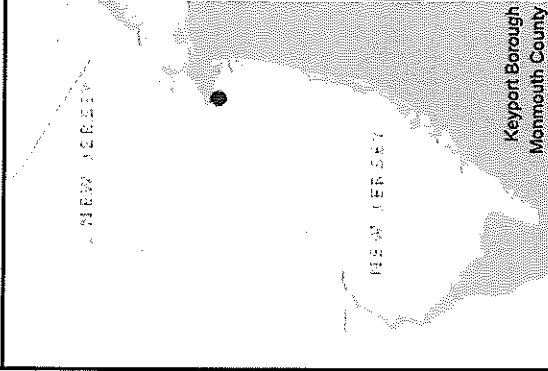
# CHANDLER AVE & PROVOST AVE IMPROVEMENTS

Chandler Ave, Provost Ave



Project Location		
○	Nearest SRI Mile Point	
#	MP	Standard Route ID
A-1	0	13221074
A-2	0.15	13221074
B-1	0.1	13221073
B-2	0	13221073

Total Length: 0.31 miles



205-188

**RESOLUTION NO. 2025-**

**APPROVING THE REQUEST OF THE KEYPORT FIRE DEPARTMENT  
TO HOLD THE ANNUAL SEPTEMBER 11 SERVICE**

**WHEREAS**, a request has been received from the Keyport Fire Department to hold a 9/11 Service in the Borough of Keyport on American Legion Drive at the 9/11 monument on Thursday, September 11, 2025, at 7:00PM.

**WHEREAS**, it will be necessary to close a portion of American Legion Drive from 6:00PM to approximately 8:00PM.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Keyport that:

1. This Resolution shall constitute approval to permit the Keyport Fire Department to hold a 9/11 Service in the Borough of Keyport on American Legion Drive at the 9/11 monument on Thursday, September 11, 2025, at 7:00PM, including closing a portion of American Legion Drive from 6:00PM to approximately 8:00PM.
2. The Borough Clerk is directed to forward a certified copy of this Resolution to the Keyport Fire Department, the Chief of Police and the DPW Superintendent.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

---

Michele Clark, RMC  
Borough Clerk

R25-189

**RESOLUTION NO. 2025-**

**AUTHORIZING KEYPORT BAYFRONT BUSINESS COOPERATIVE (KBBC)  
EVENT ON BOROUGH PROPERTY**

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

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

**WHEREAS**, the KBBC has requested authorization to hold the following event on properties that are owned by the Borough:

Keyport Car Show Thursday, August 14, 2025 6PM-9PM

- Use of Mini Park and Fireman’s Park parking lot
- Closure of W. Front Street between Beers Street and Broad Street
- Closure of Main Street between W. Front Street and Municipal parking lot entrance

**WHEREAS**, a KBBC Program and Activity Request form has been provided to the Borough Clerk and the Police Chief; and

**WHEREAS**, the closure of roadways within the Borough will be coordinated with the Police Chief.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Keyport hereby authorizes the event listed herein taking place on Borough property on Thursday, August 14, 2025, between 6PM and 9PM.

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 17, 2025.

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

PUBLIC HEARING/  
ADOPTION

ORDINANCE #2025-08

ORD # 1

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 5 SECTIONS 14.3 AND 14.4 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT CONCERNING FILMING MOTION PICTURE AND TELEVISION ACTIVITIES IN THE BOROUGH

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

WHEREAS, sections 5-14.3 and 5-14.4 of the Borough's Revised General Ordinances governs filming motion picture and television activities within the Borough; and

WHEREAS, the Governing Body of the Borough desires to amend certain sections of Chapter 5 to align with State Film Ready requirements recommended by the New Jersey Motion Picture and Television Commission; and

WHEREAS, the Council of the Borough (the "Council") has determined to amend sections 5-14.3 and 5-14.4 (additions are underlined, deletions are ~~stricken~~).

NOW THEREFORE, BE IT ORDAINED by the Council that sections 5-14.3 and 5-14.4 of the Revised General Ordinances of the Borough of Keyport hereby is amended as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Council hereby amends sections 5-14.3 and 5-14.4 of the Revised General Ordinances of the Borough of Keyport to read as follows:

**§ 5-14.3 Rules and regulations.**

a. ~~No permit shall be issued for filming at a particular location in a residential zone within the Borough of Keyport which would permit filming at said location on more than eight days during any one calendar year. Reserved.~~

b. No permit shall be issued for filming upon public lands within the Borough of Keyport unless the applicant for such permit:

1. Provides proof of insurance coverage as follows: for bodily injury for any one person in the amount of \$500,000, for any aggregate occurrence in the amount of \$1,000,000, and for property damage for each occurrence in the amount of \$500,000.

2. Agrees in writing to indemnify and save harmless the Borough of Keyport from any and all liability or damages from the use of such public lands.

c. The holder of a permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Keyport Police Department with respect thereto.

d. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit to the extent possible any interference with normal public activity on such public lands.

e. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for removing all equipment, debris and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.

f. Filming shall be permitted ~~only Monday through Friday~~ Sunday between the hours of ~~8:00 7:00 a.m. and 7:00 p.m. or sundown, whichever is earlier, 10:00 p.m.~~ in residential zones.

g. The Borough Clerk may refuse to issue a permit whenever it is determined on the basis of objective facts and after a review of the application and a report thereon by the Police Department and by other Borough agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or ordinance or would unreasonably interfere with the public's use of public lands, unreasonably interfere with the

use and enjoyment of adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare.

h. Any person aggrieved by a decision of the Borough Clerk denying or revoking a permit or a person requesting relief waiver pursuant to paragraph i. may appeal to the Mayor and Council. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Borough Clerk. ~~An appeal from the decision of the Borough Clerk shall be filed within 10 days of the Borough Clerk's decision. The Mayor and Council shall set consider the matter down for at a hearing within 30 days of the day on which the notice of appeal was filed. The decision of the Mayor and Council shall be in the form of a resolution. A resolution supporting which shall support the decision of the Borough Clerk or granting relief grant a permit or waiver pursuant to paragraph i. of this section. A resolution shall be approved by the Mayor and Council at the first regularly scheduled public meeting of the Mayor and Council after the hearing on the appeal unless the appellant agrees in writing to a later date for the decision. If such a resolution is not adopted in the time required, the decision of the Borough Clerk to deny, revoke, or not issue a waiver shall be deemed to be reversed and a permit , and any waiver from the requirements or limits of this section, shall be issued in conformity with the application or the relief pursuant to paragraph i. shall be deemed denied.~~

i. ~~The Mayor and Council Borough Clerk may authorize a waiver of any of the requirements or limitations of this section and may authorize filming other than during the hours herein described or may extend the duration of a permit beyond 10 days or may permit filming at a particular location in a residential zone on more than eight days during any one calendar year or may waive any other limitation or requirement of this section whenever it is determined determines that strict compliance with such limitations will pose an unreasonable burden upon the applicant and that such a permit may be issued without endangering the public's health, safety or welfare.~~

j. The applicant shall notify the Chief of the Fire Department 24 hours before filming takes place and permit the Fire Department to inspect the site and the equipment to be used. The applicant shall comply with all fire safety instructions issued by the Chief of the Fire Department.

k. The Borough, in the discretion of the Chief of Police, reserves the right to require one or more on-site patrolmen in situations where the proposed production may impede the proper flow of traffic, the cost of said patrolmen to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

#### § 5-14.4 Fees.

The filming permit fee schedule shall be: \$500. ~~The permit is good for a period not to exceed 30 days. The Borough Council has the authority to waive or reduce the permit fee in cases where the applicant is a nonprofit or educational organization.~~

<u>CATEGORY</u>	<u>FEE</u>
<u>Basic filming permit (one-time; with 4 or more days advance notice of the first day of filming)</u>	<u>\$100</u>
<u>Expedited basic filming permit (one-time; with 3 or less days advance notice of the first day of filming)</u>	<u>\$250</u>
<u>Basic filming permit for nonprofits, including student films (one-time; no daily rate required)</u>	<u>\$25 unless waived</u>
<u>Daily filming on public property</u>	
<u>Film and television projects with a budget under \$20mm</u>	<u>\$150</u>
<u>Film and television projects with a budget over \$20mm</u>	<u>\$500</u>
<u>Daily filming on private property</u>	<u>No fee charged by Borough</u>
<u>Public Safety</u>	
<u>Hiring of off-duty police and fire inspections, according to agreed upon public safety plan</u>	<u>The Borough's standard hourly rates for police and fire</u>
<u>Inconvenience fees</u>	
<u>Street closures</u>	<u>\$1,000</u>
<u>Properties in background - or used - in shot</u>	<u>Fee is negotiated between a production company and a private business or residence</u>
<u>Daily prep of business that is being "dressed"</u>	<u>Fee is negotiated between a production company and a private business</u>

<u>Daily filming of business that is "dressed"</u>	<u>Fee is negotiated between a production company and a private business</u>
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No daily filming fee will be imposed for filming on private property.

3. 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.

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

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

Introduced: May 20, 2025  
Public Hearing: June 17, 2025  
Adopted:

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk  
Borough of Keyport

\_\_\_\_\_  
Rose P. Araneo, Mayor  
Borough of Keyport

ORDINANCE NO. 2025-09

PUBLIC HEARING /  
ADOPTION

ORD # 2

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Borough Council of the Borough of Keyport in the County of Monmouth finds it advisable and necessary to increase its CY 2025 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Borough Council hereby determines that a 1.0 % increase in the budget for said year, amounting to \$94,633.52 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated, as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Borough Council of the Borough of Keyport, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2025 budget year, the final appropriations of the Borough of Keyport shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$331,217.31, and that the CY 2025 municipal budget for the Borough of Keyport be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**Offered for Introduction: Gross**

**Seconded: Reilly**

**Ayes: Brady, Gross, McNamara, Merla, Reilly, Vecchio**

**Nays:**

**Abstain:**

**Absent:**

**Introduced: May 20, 2025**

**Public Hearing: June 17, 2025**

**Adopted:**

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

\_\_\_\_\_  
Rose P. Araneo, Mayor  
Borough of Keyport

**RESOLUTION NO. 2025-**

**BOROUGH OF KEYPORT, COUNTY OF MONMOUTH  
RESOLUTION TO READ 2025 MUNICIPAL BUDGET BY TITLE**

**WHEREAS**, N.J.S.A. 40A:4-8 as amended provides that the Budget shall be read in full at the public hearing, or that it may be read by its title only if:

1. At least one week prior to the date of the hearing and at the hearing a complete copy of the approved Budget:

- a.) shall be made available for public inspection, and
- b.) shall be made available to each person upon request.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Keyport that it is hereby declared that the condition of N.J.S.A. 40A:4-8, as amended set forth in subsections 1(a) and 1(b) have been met and therefore the Budget for 2025 shall be read by title only.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

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Michele Clark, RMC  
Borough Clerk

**SECTION 2 - UPON ADOPTION FOR YEAR 2025**

RESOLUTION

Be it Resolved by the KEYPORT COUNCIL MEMBERS of the MONMOUTH BOROUGH that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 9,003,145.85 (Item 2 below) for municipal purposes, and
- (b) \$ - (Item 3 below) for school purposes in Type I School Districts only (N.J.S.A. 18A:9-2) to be raised by taxation and,
- (c) \$ - (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only (N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of the following summary of general revenues and appropriations.
- (d) \$ 308,416.00 (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$ - (Sheet 44) Arts and Culture Trust Fund Levy
- (f) \$ 391,017.00 (Item 5 Below) Minimum Library Tax

**RECORDED VOTE**  
(Insert last name)

Ayes	Nays	Abstained
Absent		

SUMMARY OF REVENUES		08-100	13-099	15-499	07-190
1. General Revenues	Surplus Anticipated	\$ 900,000.00	\$ 2,251,062.40	\$ 530,000.00	\$ 9,003,145.85
	Miscellaneous Revenues Anticipated				
	Receipts from Delinquent Taxes				
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)					
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:	Item 6, Sheet 42				
	Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)				
	TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY				
4. To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:	Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)				
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX					
<b>Total Revenues</b>		\$ 391,017.00	\$ 13,075,225.25		

R25-191

## SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:	XXXXXX	XXXXXXXXXXXXXX
Within "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a & b) Operations Including Contingent	XXXXXX	XXXXXXXXXXXXXX
(e) Deferred Charges and Statutory Expenditures - Municipal	34-201	\$ 8,390,300.00
(g) Cash Deficit	34-209	\$ 1,277,233.00
(g) Cash Deficit	46-885	\$ -
Excluded from "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 1,082,908.40
(c) Capital Improvements	44-999	\$ 277,000.00
(d) Municipal Debt Service	45-999	\$ 1,424,810.00
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgments	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	29-405	\$ 42,792.00
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 580,181.85
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)	07-195	
Total Appropriations	34-499	\$ 13,075,225.25

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the \_\_\_\_\_ day of \_\_\_\_\_, 2025. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2025 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this \_\_\_\_\_ 17th day of \_\_\_\_\_ June \_\_\_\_\_, 2025, \_\_\_\_\_, Clerk  
Signature

R25-192

**RESOLUTION NO. 2025-**

**RESOLUTION OF THE BOROUGH OF KEYPORT, COUNTY OF  
MONMOUTH, NEW JERSEY AUTHORIZING A MEETING NOT OPEN  
TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE  
NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12.**

**WHEREAS**, N.J.S.A. 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by resolution; and

**WHEREAS**, it is necessary for the Borough to discuss, in a session not open to the public, attorney-client privileged matters regarding street vacation procedure pursuant to N.J.S.A. 10:4-12b(1).

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

1. The Mayor and Council assembled in public session on June 17, 2025, and determined that an Executive Session closed to the public shall be held on June 17, 2025, at approximately 7:00 P.M. at the Borough Hall located at 70 West Front Street, Keyport, New Jersey, for the discussion of matters relating to the specific items designated above.

2. This resolution will take effect immediately.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on June 17, 2025.

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Michele Clark, RMC  
Borough Clerk