

Minutes of the Regular Session Meeting of the Mayor and Council, Borough of Keyport, held on the above date in the Borough Hall Council Chambers, Keyport, NJ, pursuant to the adoption of the Annual Notice on file with the Borough Clerk forwarded to the Asbury Park Press, the Independent, Two River Times and Newark Star Ledger and posted on the Bulletin Board in accordance with the Open Public Meeting Act, P.L. 1975, Ch. 231.

Council President Tomczak called the meeting to order at 7:11PM and Borough Clerk Heilweil read the Sunshine Law Notice.

ROLL CALL

On Roll Call the following were present: Councilmembers Tomczak, Lamberson, Chamberlain, Sheridan, Howe, and McPeck. Others present: Mayor Aumack, Acting Borough Administrator Valerie Heilweil and Borough Attorney Gordon Litwin

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

APPROVAL OF MINUTES

July 1, 2014 – Work Session

Motion to approve made by Sheridan, carried by Chamberlain

Roll Call Vote: Ayes: Lamberson, Chamberlain, Sheridan

Nays:

Absent:

Abstain: Howe, McPeck, Tomczak

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.)

Clerk Heilweil read the Resolutions on the Consent Agenda

R269-14 Authorizing Hatch Mott McDonald LLC to Perform Engineering Services for Water and Sewer Infrastructure Improvements Project, Phase 2

R273-14 Payment of Bills

R274-14 Certifying the Cost of Cleaning Up 187 Washington Street and Placing a Lien upon Such Lands

R275-14 Certifying the Cost of Cleaning Up 37 Myrtle and Placing a Lien upon Such lands

R276-14 Authorizing Approval of Raffle License – Jesus the Lord Church – for an On-Premise 50/50 Cash Raffle to be held October 26, 2014 from 1-5PM

R277-14 Authorizing Approval of Raffle License – Jesus the Lord Church – for a Tricky-Tray to be held on October 26, 2014 from 1-5PM

R278-14 Authorizing Approval of Raffle License – Jesus the Lord Church – for a Tricky-Tray to be held November 16, 2014 from 1-5PM

R279-14 Authorizing Approval of Raffle License – Jesus the Lord Church – for an On-Premise 50/50 Cash Raffle to be held November 16, 2014 from 1-5PM

R280-14 Authorizing Approval of Raffle License – Knights of Columbus #3402 St. Josephs – for an Off-Premise 50/50 Cash Raffle to be held on November 1, 2014 at 7PM

R281-14 Awarding Contract for Water Distribution and Sanitary Sewer Upgrades, Contract #1, to T&T Commonwealth Construction Company

R282-14 Awarding Contract for Elizabeth Street Standpipe Demolition, Contract #3 to William Kohl Construction Corp.

R283-14 Authorizing Application for Local Aid Transportation Grant from the NJDOT

R284-14 Authorizing Change Order #6 and Final Payment for USDA Sanitary Sewer System Updates, Phase III, Contract No. 3A

R285-14 Hiring DPW laborers – Jeremy Lazar & Darven Stewart-Romulus

R286-14 Authorizing the Borough of Keyport to Become a Member and Participate in the Houston Galveston Area Council (HGACBUY) Purchasing Cooperative
R287-14 Authorizing the Borough of Keyport to Become a Member and Participate in the National Joint Powers Alliance (NJPA) Purchasing Cooperative

Motion made to table **R281-14** until October 7, 2014 meeting Awarding Contract for Water Distribution and Sanitary Sewer Upgrades, Contract #1, to T&T Commonwealth Construction Company and **R282-14** Awarding Contract for Elizabeth Street Standpipe Demolition, Contract #3 to William Kohl Construction Corp.

Motion made by Howe to pull for separate consideration **R269-14** Authorizing Hatch Mott McDonald LLC to Perform Engineering Services for Water and Sewer Infrastructure Improvements Project, Phase 2

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments or questions on items listed on the agenda at 7:18PM, motion made by Howe, carried by Sheridan with ayes by all present

Mike Lane, 51 First Street – had a session with FEMA regarding data used to generate PFIRM maps. Suggests sending a “Thank You” to Congressman Palone. He requested on update on:

- Keyport Hazard Mitigation Plan – the Clerk reported there will be a public hearing on the Hazard Mitigation Plan.
- SRPR – grants submitted?
- Uptown encroachment
- Uptown signage violation – limits signage to 100 feet
- Assessor hours – call for appointments not on the website

Grace Henning, 102 Main Street, Student Council representative from Keyport High School:

- looking to help with community projects
- will be helping with the Keyport 5K
- Alumni are invited to the October 4th Keyport High School football game

There being no further comments or questions, the meeting is closed to the public at 7:28PM, motion made by Tomczak, carried by Sheridan with ayes by all present

APPROVAL OF RESOLUTIONS

Motion to approve the Consent Agenda made by Tomczak, carried by Sheridan

Roll Call Vote: Ayes: Tomczak, Lamberson, Chamberlain, Sheridan, Howe, McPeek
Nays:
Absent:
Abstain:

Motion made by Sheridan, carried by Tomczak to approve **R269-14** Authorizing Hatch Mott McDonald LLC to Perform Engineering Services for Water and Sewer Infrastructure Improvements Project, Phase 2

Roll Call Vote: Ayes: Tomczak, Lamberson, Chamberlain, Sheridan, McPeek
Nays:
Absent:
Abstain: Howe

COMMUNICATIONS AND PETITIONS

1. Letter from KBBC requesting:
 - A) Sign Inventory and correction of improper signage
 - B) Striping of County roads
 - C) Explanation of 57 West Front Street (rear) zoning approval (Property not listed in Keyport BID schedule). See explanation of Zoning Officer Bob Burlew, included

D) To share Office space with Prosecutor

- A) Sign inventory and Ordinance to DPW Superintendent
- B) Councilman Howe reported the County does not want us to paint their lines. Borough can request County stripe the roads.
- C) How and why approvals received – no satisfactory explanation as to how zoning was approved for a hot dog vendor at the backyard of an apartment building.
- D) Motion made by McPeek, carried by Tomczak to approve KBBC share office space.

Roll Call Vote: Ayes: Tomczak, Lamberson, Chamberlain, Sheridan, Howe
Nays: McPeek
Absent:
Abstain:

Mayor agrees with Councilman McPeek that this should be looked at again.

Councilman Howe – the Turnpike Authority will be taking care of striping by Clark Street

- 2. Request for use of Beach Park picnic and gazebo area from the NJ Marine Education Association for the purpose of a Professional Development workshop to be held on October 16, 2014 from 8-11AM. Also requesting a waiver of the fee

Motion to approve made by Sheridan, carried by Tomczak with ayes by all present

- 3. Letter of Resignation from DPW laborer Mario Teixeira effective September 12, 2014

Motion to receive and file made by Sheridan, carried by Tomczak with ayes by all present

- 4. Invitation from Knights of Columbus St. Josephs Council #3402 to its Breast Cancer Awareness fundraiser/barbecue to be held on September 21, 2014 from 1-5PM. Day will begin with a 2:30PM walk from the boat ramp through the Borough to the Knights' location

Motion to receive, file, refer to Police Department and DPW made by Sheridan, carried by Howe with ayes by all present

- 5. Email from Keyport Recreation Commission requesting use of twelve folding tables and chairs to be brought to Firemen's Park for the KeyportFest 5K race to be held Saturday, September 20th. Also requesting power be available and three to four extra garbage cans and bags

Motion to approve, refer to Fire Department, First Aid, and request recycling cans from DPW made by Howe, carried by Sheridan with ayes by all present. Fire Department will provide power

- 6. Application for membership in Raritan Hose Company from Tom Falcone (subject to State approval) and notice that the membership resignation of Pete Totorell as an active member was accepted at Raritan Hose's August 14, 2014 meeting

Motion to approve made by Sheridan, carried by Howe with ayes by all present

- 7. Notice from National Kidney Foundation regarding a free public health screening to be held at CentraState Medical Center on Thursday, November 6, 2014 from 10AM-2:30PM

Motion to receive, file and post on Borough website, 50 Beers Street, 500 Broad Street, Senior Center, and Library made by Sheridan with ayes by all present

- 8. Letter from Harbor Commission regarding the use of electric by the Waterfront Park hot dog vendor

Motion to receive, file, investigate and respond to Harbor Commission made by Tomczak, carried by Chamberlain with ayes by all present

Use of electric was approved by the Harbor Commission but not put into the lease. Information never made it to Council. Council feels they have no authority to approve providing electric service.

9. Letter from Keyport VFW Post 4247 requesting the use and delivery of Borough picnic tables for a picnic honoring Veterans to be held on October 4, 2014

Motion to approve and forward to DPW made by Howe, carried by Sheridan with ayes by all present

10. Articles and letter of support regarding 250-acre Monmouth County park along Lake Lefferts and Matawan Creek in Aberdeen Township

Motion to support made by Tomczak, carried by Sheridan with ayes by all present.

Mayor to sign on behalf of the Borough. Aberdeen, Union Beach and Holmdel have filed similar letters of support.

REPORTS OF DEPARTMENTS

1. Municipal Clerk's Report for August 2014
2. Tax/Water/Sewer Collector's Report for August 2014
3. Board of Health Treasurer's Report for August 2014
4. Building Department Monthly Report for August 2014
5. Hazlet/Keyport/Matawan Joint Court Report from August 2014

Motion to receive and file made by Sheridan, carried by McPeck with ayes by all present

COMMITTEE REPORTS

Councilwoman Tomczak: Police:

- Read Police Statistic Report
- August 5th – National Night Out was held
- August 7th – Keyport Kar Night had more than 30 cars
- Dispatchers working on a 12-hour shift is providing savings in overtime
- Spanish American Festival
- Speeding vehicle complaint on Green Grove generated a speed limit electronic sign there
- Be aware of children in cross walks
- Fines have increased for driving while talking on a cell phone
- Keyport 5K race this Saturday, September 20th
- September 27th – Operation Take Back for unused prescription meds 10-2PM

Councilwoman Lamberson: Health and Recreation:

- 5K race this Saturday, September 20th, as well as Keyport Skate Jam in Hazlet at 1PM
- Soap Box Derby on W. Front Street this Saturday
- "Frozen" Movie Night went well
- Recreation Committee recommending Tara Hunt be appointed as a member – needs Mayor's consent
- Meeting set Tuesday, 6PM with garbage collector

Councilman Chamberlain: Buildings/Grounds/Library:

- Generator was on for a week and a half. Calvin could not respond. Generator has now been serviced - malfunction of transfer switch
- Library received a donation of a wooden bear from the Reedy family - working on mounting it

- Patrol room leaking again during rainstorm
- Met with FEMA on September 10th, along with all the County. There was a special meeting just for Keyport. Thanked Congressman Frank Pallone for setting this up.

Councilwoman Tomczak and Mayor Aumack thanked Mike Lane for his presentation at the meeting.

Councilman Sheridan: Finance/Grants/Redevelopment:

- Personnel Committee will meet Thursday at 5:30 for Business Administrator interviews
- American Legion holding Christmas with Santa
- Snapper Contest went well. Recommends closing American Legion Drive next year. 257 children signed up
- Harbor Commission has a resignation - Bill Carey, pier warden

Councilman Howe: Public Works/Recycling/Property Maintenance:

- Starting purchase process for street sweeper and asphalt hot patcher trailer
- Trailer at the boat ramp will be removed for winter
- Osborn Street - valve not able to be shut down. Valve and line will be replaced
- Hot dog vendor parking addressed – signage has been posted
- Recycling committee meeting September 22nd at 7PM
- Clean Ocean Action Beach Sweep on October 25th

Councilman McPeck: Fire/First Aid/Emergency Services:

- 9-11 Memorial held Sunday, September 14th at 7PM. A monument was dedicated
- Firemen's Convention held this past weekend in Wildwood. Keyport took some awards - 2nd place for our ambulance and 1st place in State overall for Keyport Fire Department
- Aberdeen has disbanded its First Aid. Ambulances and supplies were donated to Keyport
- Read Fire Department statistics for month of August

NEW BUSINESS

Councilman Howe

- Property maintenance for 343 Atlantic Street – looking for Council to approve increased cost of cutting and maintenance
- Personnel Handbook - ambiguities in the discipline process. He would like to consult a labor attorney to be sure we are in compliance with civil service

Administrator will identify those ambiguous areas of Personnel Manual

Councilwoman Lamberson – received a letter from Jessica Evans of the Baykeeper regarding 44 Beers Street application. Borough's CRS system rating may be affected by allowing development there.

Jessica Evans, of the Baykeeper – mentioned changing the zoning to prevent future development in a flood plain.

Ms. Evans' Letter will be distributed to Council.

UNFINISHED BUSINESS

- Grant Writing Seminar available – will send out to Department heads
- Administrator reported we have been working with Civil Service to prepare an ad for Court staffing

ATTORNEY'S REPORT

Williamson Street memo from Attorney-Clerk will distribute to Council

Motion made by Howe, carried by McPeek with ayes by all present to send letter to Planning Board recommending setting time lines after site approval given and urging time line for demolition phase and stipulations on an uninhabitable property.

ADMINISTRATOR'S REPORT

- joined Cooperative for NJPA for purchase of asphalt dump trailer
- joined Cooperative for HGAC for purchase of street sweeper
- had bids come in for Elizabeth Street standpipe demolition and water/sewer improvements. Bids came in over Engineer's cost estimate so we cannot certify funds at this time.
- CME resubmitted our application to DOT for Elizabeth Street improvements between Broad and Atlantic. Awaiting DOT's approval and anticipate going to bid in October.
- CME arranged a tentative meeting with new water meter vender October 1st
- attended JIF meeting last week. At first JIF meeting found Keyport was not in compliance with equipment and Borough property surveys required by the JIF. Happy to report that at the last JIF meeting attended was informed that Keyport is now in compliance.

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments or questions at 8:54PM, motion made by Sheridan, carried by Chamberlain

Gaylee Benedict, Main Street – requested library receive grant writing information and requested Council speak up when addressing one another.

Bob Ludwig, 50 Beers Street – spoke of line-of-site obstacles at crosswalks due to parked cars. Feels it is a safety issue. Mentioned, again, the PILOT agreement and construction affecting market values at 50 Beers Street due to approved project at 44 Beers Street. Would like construction monitored by someone outside the Borough.

Mike Lane, 51 First Street –

- waterfront area is in a VE zone which means there can be no structure on ground level
- parking at hot dog vendor has improved somewhat due to signs
- mentioned new projects at 44 and 45 Beers Street being approved in the flood zones. Feels by not requiring fill, it violates our flood mitigation ordinance
- Borough hasn't updated the Master Plan for mixed use developments
- suggests hiring a professional grant writer. Need an effort on the future
- feels we need flood gates and pump stations at Beach Park

Elmer Graham, Jr., 22 St. Peters Place – asked if Ms. Heilweil is being considered as Borough Administrator.

Councilman Sheridan – she is a candidate.

Elmer Graham, Jr. – suggested calling 101.5FM to ask Governor for a Town Hall Meeting. Spoke of a property in Holmdel. He would like Mayor Aumack to speak to the Mayor of Holmdel.

There being no further comments or questions, the meeting is closed to the public at 9:12PM, motion made by Sheridan, carried by McPeek with ayes by all present

CLOSED SESSION

No closed session

ADJOURNMENT

Motion to Adjourn at 9:12PM moved by Chamberlain, carried by Sheridan with ayes by all present