

BOROUGH OF KEYPORT
MEETING AGENDA
TUESDAY, DECEMBER 17, 2024 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 Peperoni __ Councilmember Reilly __ Council President Vecchio
__ Mayor Araneo

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PRESENTATION

Councilman Ron Peperoni, Jr.

COMMITTEE REPORTS

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

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

Councilmember Gross: KBBC, Public Works/Water-Sewer, Recreation/Senior Center, Redevelopment

Councilmember McNamara: Finance/Grants, Cannabis, Green Team, Police, NPP

Councilmember Peperoni: Planning Board, Recycling, Health/Registrar/Construction/Fire Bureau/Code Enforcement/Zoning, Redevelopment, Harbor Commission,

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

Council President Vecchio: Harbor Commission, NPP, Public Works/Water-Sewer

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

PUBLIC COMMENTS

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

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

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.)

- R2024-376 Payment of Bills Listed on the November 27, 2024 Bills List
- R2024-377 Payment of Bills Listed on the December 13, 2024 Bills List
- R2024-378 Payment of Bills Listed on the December 17, 2024 Bills List
- R2024-379 Authorizing Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Community Affairs FY 2025 Local Recreation Improvement Grant (LRIG)
- R2024-380 Authorizing Execution of the 2025 Grant Agreement Number 13-067 with Monmouth County for the Provision of Social Services by the Keyport Senior Center to Senior Citizens
- R2024-381 Declaring an Emergency Regarding the Needed Replacement of a Steam Boiler at the Keyport Public Library
- R2024-382 Authorizing Extension of a License Agreement with 31 West Front Street, LLC for the Use of Space in a Borough Parking Lot behind 31 West Front Street
- R2024-383 Authorizing "Window" Contract
- R2024-384 Authorizing a Water/Sewer Bill Adjustment for 205 Broadway Due to a Water Leak
- R2024-385 Authorizing Refund of Property Taxes Overpayment for 189 Chingarora
- R2024-386 Authorizing Salary Increase for Superintendent of Public Works
- R2024-387 Authorizing Salary Increase for Municipal Clerk
- R2024-388 Authorizing Salary Increase for Borough Administrator
- R2024-389 Authorizing Appointment of a Full-Time Laborer-1 in the Department of Public Works
- R2024-390 Appointing Phoenix Advisors, LLC as Financial Analysis Consultant for the Feasibility Study of the Sale of the Sanitary Sewer and Drinking Water Utilities for the Borough of Keyport
- R2024-391 Authorizing 2025 Keyport Borough Reorganization Meeting

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the Consent Agenda

MM: 2nd: **Roll Call:** Brady, Gross, McNamara, Peperoni, Reilly, Vecchio

APPROVAL OF MINUTES

July 16, 2024 Regular Meeting
August 20, 2024 Regular Meeting

MM: 2nd: Ayes: Nays:

REPORTS

1. Municipal Clerk's Report for November 2024
2. Tax/Water/Sewer Collector's Report for November 2024
3. Board of Health Treasurer's Report for November 2024
4. Building Department Report for November 2024
5. Municipal Court Report for November 2024

MM: 2nd: Ayes: Nays:

PUBLIC COMMENTS

The Meeting is opened to the public for comments.

Please limit comments to no more than five minutes per person.

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

EXECUTIVE SESSION

R2024-392 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. 10:4-12b, to discuss matters relating to Borough personnel contracts and the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(7).

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn MM: 2nd:

RESOLUTION FOR THE PAYMENT OF BILLS

R24-376
11/27/24

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	\$ 217,618.01
	WATER/SEWER ACCT. 2024	\$ 25,456.09
	PAYROLL FUND BUDGET	\$ 27,607.46
	ANIMAL CONTROL TRUST FUND	\$ 1,400.00
	FEDERAL & STATE GRANTS	\$ 5,745.48
	TRUST OTHER FUND	\$ 6,911.25

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

R24-377

12/13/24

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	\$ 212,629.13
	WATER/SEWER ACCT. 2024	\$ 28,415.83
	PAYROLL FUND BUDGET	\$ 850.00
	FEDERAL & STATE GRANTS	\$ 5,365.48
	TRUST OTHER FUND	\$ 8,054.12

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

R24-378

12/17/24

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.2023	\$ 1,259.07
	CURRENT ACCT. 2024	\$ 181,040.47
	WATER/SEWER ACCT. 2024	\$ 123,813.94
	GENERAL CAPITAL FUND	\$ 105,723.65
	FEDERAL & STATE GRANTS	\$ 444,849.07
	TRUST OTHER FUND	\$ 27,107.60
	REC BAYFRONT IMPROVEMENT	\$ 2,226.00
	OPEN SPACE TRUST FUND	\$ 13,280.00
	WATER/SEWER CAPITAL FUND	\$ 1,547.00
	DEVELOPER ESCROW	\$ 13,892.41

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 #2024-**AUTHORIZING APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FY 2025 LOCAL RECREATION IMPROVEMENT GRANT (LRIG)**

WHEREAS, Governor Murphy has appropriated \$20 million in the FY2025 budget for the Local Recreation Improvement Grant to support urgent improvement and repairs to public recreation facilities during this time of heightened community need; and

WHEREAS, the Local Recreation Improvement Grant is a competitive grant that supports improvement and repair of public recreation facilities including local parks, municipal recreation centers, and local stadiums; and

WHEREAS, the Borough of Keyport wishes to apply for funding in the estimated amount of \$100,000.00 through this program to improve and repair recreation facilities at the Keyport Senior Center.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Keyport formally approves the grant application for the FY 2025 Local Recreation Improvement Grant (LRIG) program to improve and repair the Keyport Senior Center.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as FY 2025 Local Recreation Improvement Grant (LRIG) to the New Jersey Department of Community Affairs on behalf of the Borough of Keyport.

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

NOW, THEREFORE, BE IT RESOLVED that the Keyport Borough Council formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application to the New Jersey Department of Community Affairs 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.

OFFERED:
SECONDED:
AYES:
NAYS;
ABSTAIN:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

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

Mayor Rose P. Araneo
Borough of Keyport

RESOLUTION #2024-**AUTHORIZING THE EXECUTION OF THE 2025 GRANT AGREEMENT
NUMBER 13-067 WITH MONMOUTH COUNTY FOR THE PROVISION OF
SOCIAL SERVICES BY THE KEYPORT SENIOR CENTER TO SENIOR
CITIZENS**

WHEREAS, the Borough of Keyport, County of Monmouth (the “**Borough**”) through its Senior Center has been approved to receive grant funding of up to \$37,500.00 from the County of Monmouth (the “**County**”) for the provisions of social services to senior citizens, which will be administered by the Division of Aging, Disabilities and Veteran Services in the County Department of Human Services (the “**Division**”) on behalf of the County for the term of January 1, 2025 through December 31, 2025; and

WHEREAS, the Borough is desirous of accepting those grant funds available from the County so that the Borough Senior Center can continue to provide social services to the elderly residents for information and assistance; physical health screenings and assessments; physical activity programs; education; and socialization and recreation activities to facilitate social contact, reduce isolation and improve life satisfaction of the elderly residents of the Borough; and

WHEREAS, as a condition of receiving the aforementioned grant funding, the County and the Division requires that the Administrator of the Borough execute the 2025 Grant Agreement Number 13-067; and

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby approves, ratifies and confirms the receipt of the 2025 Grant from the County for senior services for the term January 1, 2025 through December 31, 2025 and authorizes the Business Administrator to execute the 2025 Grant Agreement Number 13-067 and any other necessary documents in connection therewith.
3. The appropriate fiscal officer of the Borough is authorized to accept the funds from the County of Monmouth and make disbursements in accordance with the condition of the grant of said funds to the Borough.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**DECLARING AN EMERGENCY REGARDING THE NEEDED REPLACEMENT
OF A STEAM BOILER AT THE KEYPORT PUBLIC LIBRARY**

WHEREAS, the Borough is permitted to declare an emergency due to the malfunction of a steam boiler at the Keyport Public Library, 109 Broad Street, that occurred on November 29, 2024, which impacted the public health, safety and welfare; and

WHEREAS, the public emergency required the immediate delivery of goods and services to respond to that public emergency; and,

WHEREAS, any municipality that experiences an emergency that warrants the immediate delivery of goods or services may negotiate or award a contract without public advertising and bidding, notwithstanding that the contract price will exceed the bid threshold, and need not comply with the pay to play provisions in state law.

NOW, THEREFORE BE IT RESOLVED on this 17th day of December 2024 as follows:

1. The Borough was required to declare a public health and safety emergency on November 29, 2024, due to the malfunction of a steam boiler at the Keyport Public Library, 109 Broad Street; and
2. The Borough was required to obtain immediate delivery of goods and services to respond to that public emergency, and therefore, the Borough was not able to comply with all the requirements of the Local Public Contracts Law and Pay-to-Play to obtain those goods and services in response to that public emergency; and
3. The Business Administrator is hereby instructed to ensure the filing of the necessary report of the declaration of emergency with the Director of the Division of Local Government Services an "Emergency Procurement Report," within 30 days of the date of any contract issued to respond to this public emergency; and
4. The Borough of Keyport Chief Financial Officer certifies funds to charge account number T-12-56-850-000-822 Reserve for Insurance Claims upon receipt of the invoice.

OFFERED:

SECONDED:

AYES:

NAYS;

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

224-82

RESOLUTION #2024-

**AUTHORIZING EXTENSION OF A LICENSE AGREEMENT WITH
31 WEST FRONT STREET, LLC FOR THE USE OF SPACE IN A
BOROUGH PARKING LOT BEHIND 31 WEST FRONT STREET**

WHEREAS, Resolution #2024-89 adopted February 20, 2024, authorized an extension to the license agreement with 31 West Front Street, LLC for the use of two (2) parking spaces in the Borough parking lot behind 31 West Front Street for the purpose of positioning a construction trailer to be utilized during the period of demolition and construction of property located at 31 West Front Street (Block 21.01, Lot 41); and

WHEREAS, the Local Lands and Building Law N.J.S.A. 40A:12-1 et seq., and case law interpreting same allows municipalities to grant non-possessory interests in land for limited purposes for limited periods of time without advertising for bids or public bidding.

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

1. The Borough Administrator is authorized to extend the license agreement with 31 West Front Street, LLC for the use of two (2) parking spaces in the Borough parking lot behind 31 West Front Street for a period not to exceed six (6) months retroactive to November 1, 2024, pursuant to the terms and conditions of the license agreement attached hereto and made a part hereof by reference.
2. A copy of this Resolution shall be made available for public inspection at the office of the Borough Clerk.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

R24-383

RESOLUTION #2024-

AUTHORIZING "WINDOW" CONTRACT

WHEREAS, Pursuant to N.J.S.A. 19:44A-20.4 et seq. (New Jersey Local Unit Pay-To-Play Laws), the Borough must award by resolution all goods and services contracts with a dollar amount between \$17,500 and \$43,999. These contracts are not bid, but vendors are still responsible to provide political contribution and company disclosure information in order to do business with the Borough; and

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq., when the cost of goods and/or services that fall between \$17,500 and the bid threshold of \$44,000 in the aggregate, an approval by resolution must be in place; and

WHEREAS, the Borough of Keyport retained the services of Archer & Greiner; and

WHEREAS, a request for quotes for the required work to be performed was requested from several vendors for the various work; and

WHEREAS, the above mentioned vendor completed and submitted to the Borough the required documents.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough recognizes that the Purchasing Agent on behalf of the Borough has issued and executed a Purchase Order for the foregoing to the above vendor with funds certified available by the Chief financial Officer.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**AUTHORIZING A WATER/SEWER BILL ADJUSTMENT
FOR 205 BROADWAY DUE TO A WATER LEAK**

WHEREAS, Bolte, Christian, owner of 205 Broadway also known as Block 27 Lot 4, received a high water/sewer bill due to a leaking pipe; and

WHEREAS, based on the letter from said owner and pictures, the leaking pipe has been identified and repaired; and

WHEREAS, the leaked water did not go into the sewer system; and

WHEREAS, the Municipal Collector of Water and Sewer Utility Rents, submits a schedule of adjustments, payment plans and/or refunds due for various reasons; and

WHEREAS, it is the desire of the Mayor and Council to approve these adjustments, payment plans and/or refunds as recommended by the Municipal Collector of Water and Sewer Utility Rents.

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

1. Formal authorization to reduce the sewer portion for 205 Broadway water/sewer bill due to a leak that did not go into the Keyport sewer system.

<u>ACCOUNT #</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>REASON</u>
10022200-0	Bolte, Christian	\$471.20	Reduce Sewer due to leak

2. Certified copies of this Resolution to Municipal Collector of Water and Sewer Utility Rents, Administrator and any other interested parties.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

R24-385

RESOLUTION #2024-

AUTHORIZING REFUND OF PROPERTY TAXES OVERPAYMENT

189 Chingarora

WHEREAS, a double payment of fourth quarter 2024 property taxes has been made by the property owner Raquel Dunn and her mortgage company on Block 1.01 Lot 45.01, Q c0002, also known as 189 Chingarora; and

WHEREAS, said double payment has created an overpayment in the amount of \$3,368.49 on fourth quarter 2024 taxes.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Keyport hereby authorize the refund of the fourth quarter 2024 property taxes overpayment to Raquel Dunn in the amount of \$3,368.49.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at their Regular Meeting of December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-

RESOLUTION AUTHORIZING A SALARY INCREASE FOR THE
SUPERINTENDENT OF PUBLIC WORKS

William Kane

WHEREAS, the Borough of Keyport (Borough) recognizes the dedicated service of William Kane, who serves as the Superintendent of Public Works; and

WHEREAS, the employment agreement between the Borough and William Kane provides for periodic salary adjustments in accordance with the terms of the agreement; and

WHEREAS, it has been determined that a salary increase of 3.5% is appropriate in recognition of his continued service and contributions; and

WHEREAS, this salary increase shall be pro-rated to take effect from October 1, 2024.

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

1. The salary for William Kane, as Superintendent of Public Works, shall be increased by 3.5%, effective October 1, 2024, and will be pro-rated accordingly.
2. The Chief Financial Officer is hereby authorized and directed to implement the salary adjustment in accordance with this resolution and the terms of the employment agreement.
3. A certified copy of this resolution shall be provided to the Chief Financial Officer and William Kane for their records.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**RESOLUTION AUTHORIZING A SALARY INCREASE FOR THE
MUNICIPAL CLERK***Michele Clark*

WHEREAS, the Borough of Keyport (Borough) recognizes the dedicated service of Michele Clark, who serves as the Municipal Clerk; and

WHEREAS, the Borough recognizes the need to adjust salaries periodically to reflect performance, market conditions, and cost of living adjustments; and

WHEREAS, it has been determined that a salary increase of 4.5% is appropriate in recognition of her continued service and contributions; and

WHEREAS, this salary increase shall be pro-rated to take effect from January 1, 2024.

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

1. The salary for Michele Clark, as Municipal Clerk, shall be increased by 4.5%, effective January 1, 2024, and will be pro-rated accordingly.
2. The Chief Financial Officer is hereby authorized and directed to implement the salary adjustment in accordance with this resolution.
3. A certified copy of this resolution shall be provided to the Chief Financial Officer and Michele Clark for their records.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**AUTHORIZING A SALARY INCREASE FOR THE BOROUGH
ADMINISTRATOR AND QUALIFIED PURCHASING AGENT***Kimberly Humphrey*

WHEREAS, the Borough of Keyport (Borough) recognizes the dedicated service of Kimberly Humphrey, who serves as the Borough Administrator and Qualified Purchasing Agent (QPA); and

WHEREAS, the employment agreement between the Borough and Kimberly Humphrey provides for annual salary adjustments in accordance with the terms of the agreement; and

WHEREAS, it has been determined that a salary increase of 2.5% is appropriate for both the Borough Administrator salary and the QPA salary, in recognition of her continued service and contributions; and

WHEREAS, this salary increase shall be pro-rated to take effect from February 15, 2024.

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

1. The salary for Kimberly Humphrey, as Borough Administrator, shall be increased by 2.5%, effective February 15, 2024, and will be pro-rated accordingly.
2. The salary for Kimberly Humphrey, as Qualified Purchasing Agent (QPA), shall also be increased by 2.5%, effective February 15, 2024, and will be pro-rated accordingly.
3. The Chief Financial Officer is hereby authorized and directed to implement the salary adjustments in accordance with this resolution and the terms of the employment agreement.
4. A certified copy of this resolution shall be provided to the Chief Financial Officer and Kimberly Humphrey for their records.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**AUTHORIZING THE APPOINTMENT OF A FULL-TIME
LABORER-1 IN THE DEPARTMENT OF PUBLIC WORKS***Luis M. Torres*

WHEREAS, a vacancy exists within the Borough of Keyport (the "**Borough**") Department of Public Works; and

WHEREAS, the Superintendent of Public Works has requested, and the Borough Administrator has recommended an appointment to fill this vacancy.

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. Luis M. Torres is hereby appointed to the position of Laborer-1 and shall be compensated in accordance with the Collective Bargaining Agreement between the Borough of Keyport and the union representing this full-time position in the Public Works Department.
2. The Borough Administrator is hereby authorized to execute all documents necessary to effectuate this appointment.
3. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator and the Public Works Superintendent.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-**APPOINTING PHOENIX ADVISORS, LLC AS FINANCIAL ANALYSIS
CONSULTANT FOR THE FEASIBILITY STUDY OF THE SALE OF THE SANITARY
SEWER AND DRINKING WATER UTILITIES FOR THE BOROUGH OF KEYPORT**

WHEREAS, the Borough of Keyport ("Borough") owns and operates sanitary sewer and drinking water utilities for the benefit of its residents; and

WHEREAS, the Borough Council has determined that it is in the public interest to evaluate the feasibility of selling these utilities to a third-party operator; and

WHEREAS, the Borough requires the services of a qualified financial analysis consultant to conduct a feasibility study for the potential sale of the sanitary sewer and drinking water utilities; and

WHEREAS, Phoenix Advisors, LLC, having demonstrated expertise in municipal financial consulting, has submitted a proposal to provide the required services for a total cost of \$12,000; and

WHEREAS, the Borough's Chief Financial Officer has certified that funds are available for this purpose, [account number].

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. Phoenix Advisors, LLC is hereby appointed as the financial analysis consultant for the Borough of Keyport to conduct a feasibility study regarding the potential sale of the sanitary sewer and drinking water utilities.
2. The Borough shall enter into a professional services agreement with Phoenix Advisors, LLC for the services outlined in their proposal, at a total cost not to exceed \$12,000.
3. The Mayor and Borough Administrator, are authorized to execute any and all necessary documents to effectuate the terms of this resolution.
4. This appointment is made after advertising for a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law.
5. A copy of this resolution and the executed agreement with Phoenix Advisors, LLC shall be on file and available for public inspection in the Office of the Borough Clerk.
6. This resolution shall take effect immediately upon adoption.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

R24-391

RESOLUTION #2024-

AUTHORIZING 2025 KEYPORT BOROUGH REORGANIZATION MEETING

WHEREAS, N.J.S.A. 40:45A-1 provides that, notwithstanding any other provision of law, the governing body of a municipality in which any of the members of the governing body are elected for terms commencing January 1 may, by resolution, fix the date and time of its annual organization or reorganization meeting at 12 o'clock noon on January 1, or at some other hour on any day during the first week in January.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Keyport in the County of Monmouth, State of New Jersey, desire to hold the 2025 Reorganization Meeting on January 1, 2025, beginning at 12 o'clock noon, at the Keyport Central School, 335 Broad Street, Keyport, New Jersey.

BE IT FURTHER RESOLVED that the Borough Administrator, Borough Clerk, and other reasonably necessary personnel, are hereby authorized to coordinate the use of the Keyport Central School all purpose room on January 1, 2025, with the Keyport School Superintendent, Building and Grounds Supervisor, and other reasonably necessary personnel.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at a meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk

RESOLUTION #2024-

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

WHEREAS, the Borough of Keyport, County of Monmouth (the “**Borough**”), a public body corporate and politic of the State of New Jersey, is subject to certain requirements of the Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.* (the “**Act**”), and

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

WHEREAS, it is necessary for the Borough to discuss, in a session not open to the public, pursuant to *N.J.S.A. 10:4-12b*, to discuss matters relating to Borough personnel contracts and the attorney-client privilege pursuant to *N.J.S.A. 10:4-12b(7)*.

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 December 17, 2024 and determined that an Executive Session closed to the public shall be held on December 17, 2024 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.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on December 17, 2024.

Michele Clark, RMC
Borough Clerk