

**BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, APRIL 6, 2021 – 7:00 P.M.
MUNICIPAL COMPLEX, COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ**

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

Dial In via Computer

The following Link can be accessed from the Public Notice posted at www.keyportonline.com

Link: <https://zoom.us/j/99243306340?pwd=TnBYRnJWckdiTXIraittY1gwSzVyUT09>

Meeting ID: 992 4330 6340

Passcode: 180823

Dial In via Telephone

Dial in Number: 646 558 8656

Meeting ID: 992 4330 6340

Passcode: 180823

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PROCLAMATION

Alcohol Awareness Month

PUBLIC COMMENT PORTION

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

Opened:

Closed:

MAYOR'S UPDATES

CONSENT AGENDA

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

- R86-21 Authorizing the Advertising for Proposals for the Waterfront Boathouse Concession for the 2021 Season
- R87-21 Authorizing the Advertising for Proposals for the Waterfront Food Service Concession for the 2021 Season
- R89-21 Authorizing Execution of License Agreement with the Kiwanis Club for Use of Fireman's Park for Flea Market
- R92-21 Payment of Bills Listed on the March 23, 2021 Bills List
- R93-21 Payment of Bills Listed on the April 6, 2021 Bills List
- R94-21 Supporting the 2021 Statewide Distracted Driving Enforcement and Awareness Campaign
- R95-21 Appointment of Councilmember to Serve as Liaison to the Green Team Creative Team – Kathleen McNamara
- R96-21 Authorizing the Hiring of Seasonal Laborers in the Department of Public Works
- R97-21 Authorizing the Promotional Appointment of Christopher Hicks as Water Treatment Plant Operator Apprentice
- R98-21 Waiving Certain Light Fees for Use of Cedar Street Park Field
- R99-21 Authorizing Retention of CME Associates for Professional Engineering Services Related to Sanitary Sewer Cleaning and Inspection of Atlantic Street and Church Street
- R100-21 Authorizing the Endorsement and Execution of a NJDEP Bureau of Water System Engineering (BWSE) Permit Application for Mariner's Village at Keyport Urban Renewal Company, LLC (Mariner's Village)
- R101-21 Authorizing Change Order No. 1 to the Contract with Mott MacDonald Related to the Perry Street Water Treatment Plant Upgrade Project
- R102-21 Authorizing the Borough of Keyport to Release the Performance Bond Provided by Key144 Property, LLC for Construction at 144 Third Street
- R103-21 Authorizing Submission of the Neighborhood Preservation Program Revised Year 2 Implementation Plan

APPROVAL OF RESOLUTIONS

Motion on the Consent Agenda

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

PUBLIC HEARING/ADOPTION OF ORDINANCE

1. Ordinance #2-21 Amending Chapter V of the Borough Code Section 5-12 Games of Chance

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER V OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT ENTITLED "GENERAL LICENSING AND BUSINESS REGULATIONS" AT SECTION 5-12 (GAMES OF CHANCE)**

1a. Motion to Open Public Hearing

MM: 2nd:

1b. Motion adopt Ordinance

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

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

MM: 2nd: Ayes: Nays:

INTRODUCTION OF ORDINANCES

1. Ordinance – COLA Rate Ordinance

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

1a. Motion to introduce:

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

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

MM: 2nd: Ayes: Nays:

2. Ordinance – Placing a Stop Sign on Beers Street at the Intersection of Beers Street and Clark Street

The Clerk reads the Ordinance by Title: **ORDINANCE AMENDING CHAPTER 7A OF THE BOROUGH CODE ENTITLED “TRAFFIC SCHEDULES” AT SCHEDULE XI (STOP INTERSECTIONS) TO DESIGNATE THE INTERSECTION OF BEERS STREET AND CLARK STREET WITHIN THE BOROUGH OF KEYPORT AS A STOP INTERSECTION**

2a. Motion to introduce:

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

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

MM: 2nd: Ayes: Nays:

INTRODUCTION OF 2021 MUNICIPAL BUDGET

1. RESOLUTION #R104-21 - Introducing the 2021 Municipal Budget

The Clerk reads the Budget by Title: **MUNICIPAL BUDGET OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY FOR THE YEAR 2021**

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

Motion authorizing the Clerk to publish the Budget Summary as introduced for a Public Hearing to be held May 4, 2021.

MM: 2nd: Ayes: Nays:

INTRODUCTION OF 2021 KEYPORT BID, INC. BUDGET

1. RESOLUTION #R105-21 - Introducing the 2021 Keyport Business Improvement District (KBBC) Budget

The Clerk reads the Budget by Title: **KEYPORT BAYFRONT BUSINESS COOPERATIVE 2021 BUDGET**

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

Motion authorizing the Clerk to publish the Budget Summary as introduced for a Public Hearing to be held May 4, 2021.

MM: 2nd: Ayes: Nays:

COMMUNICATIONS BY CONSENT

(For Approval)

1. Application for a Raffle License from RAINE Organization, Inc., to hold an Off-Premise 50/50 Cash Raffle at the Keyport Yacht Club on June 12, 2021 at 7PM.
2. Application for a Raffle License from Keyport Engine Company #1 to hold an Off-Premise 50/50 Cash Raffle at the Municipal Parking Lot on Front Street (Fireman's Park) on July 31, 2021 at 11PM.
3. Application for Use of Borough Property from Samantha Lugo for a wedding ceremony at Waterfront Pavilion/Promenade on Wednesday, April 21, 2021 at 5PM.
4. Letter dated March 22, 2021 from the Keyport Historical Society requesting financial support.
5. Letter dated March 30, 2021 from Kenny Schwartz and Joseph Merla requesting designation of a loading zone in front of 17-21 W. Front Street on Wednesdays between 6AM and 9AM.

(To Receive and File)

6. Letter dated March 19, 2021 from New Jersey Natural Gas regarding a rate case filing with the New Jersey Board of Public Utilities

APPROVAL and/or RECEIPT AND FILE OF COMMUNICATIONS

Motion on Communications by Consent

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

MINUTES FOR APPROVAL

March 2, 2021 Regular Meeting

March 9, 2021 Special Meeting

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

NEW BUSINESS

1. 2021 Seasonal Boat Ramp Permits
2. Ball Field Netting
3. Virtual Arts Tour
4. Open Letter to Call for an End to Fracking and Fracking Infrastructure

UNFINISHED BUSINESS

Legalization of Recreational Marijuana (Opportunity for Public Comment)

The Meeting is opened to the public for comments

Opened: Closed:

ATTORNEY'S REPORT

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments or questions.

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

Opened: _____ Closed: _____

CLOSED SESSION

**R106-21 – Closed Session Resolution
- PBA Contract Negotiations**

ADJOURNMENT

Motion to Adjourn moved by: 2nd:
Time of Adjournment: PM

RESOLUTION #**AUTHORIZING THE ADVERTISING FOR PROPOSALS FOR
THE WATERFRONT BOATHOUSE CONCESSION FOR THE
2021 SEASON**

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

WHEREAS, the Borough offers on an annual basis a concession for the sale of food, boating, craft, novelty and fishing related products, together with the provision of lessons related to physical fitness, rental of non-motorized water craft such as kayaks, sail boards, stand up paddle boards, rowboats, and canoes that includes the use of a boathouse measuring approximately three hundred (300) square feet located near the Borough operated boat ramp.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough Administrator is authorized and directed to prepare the necessary documents and provide public notice for the receipt of proposals for the operation of this concession for the 2021 season on the same terms and conditions as previously provided.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #**AUTHORIZING THE ADVERTISING FOR PROPOSALS FOR
THE WATERFRONT FOOD SERVICE CONCESSION FOR
THE 2021 SEASON**

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

WHEREAS, the Borough offers on an annual basis a concession to operate and maintain a hot dog/snack cart within a designated portion of the Keyport Waterfront Park adjacent to the Municipal Boat Ramp.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough Administrator is authorized and directed to prepare the necessary documents and provide public notice for the receipt of proposals for the concession to maintain this hot dog/snack cart for the 2021 season on the same terms and conditions as previously provided.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__21

**AUTHORIZING EXECUTION OF LICENSE AGREEMENT
WITH THE KIWANIS CLUB FOR USE OF FIREMAN'S
PARK FOR FLEA MARKET**

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

WHEREAS, the Kiwanis Club of Keyport ("**Kiwanis**") is seeking to hold its flea markets on Sundays from April 11, 2021 to December 19, 2021 at Fireman's Park; and

WHEREAS, the Borough and Kiwanis have negotiated a license agreement (the "**Agreement**"), on file with the Office of the Borough Clerk, whereby Kiwanis will be allowed to hold a weekly flea market on Sundays from April 11, 2021 to December 19, 2021 during the hours of 7:00 a.m. to 4:00 p.m. with hours of 7:00 a.m. to 9:00 a.m. for set up only and 3:00 p.m. to 4:00 p.m. for breakdown and cleanup only; and

WHEREAS, Kiwanis has agreed to manage its vendors to comply with all social distancing requirements as mandated during the COVID-19 virus state of emergency and public health emergency pursuant to the State of New Jersey regulations, executive orders, or laws.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough authorizes the execution of the Agreement on file with the Office of the Borough Clerk.
3. The Mayor or Business Administrator be and is hereby authorized and directed to execute the Agreement on file with the Office of the Borough Clerk for Kiwanis to hold its flea markets at Fireman's Park on Sundays from April 11, 2021 to December 19, 2021 during the hours of 7:00 a.m. to 4:00 p.m. with hours of 7:00 a.m. to 9:00 a.m. for set up only and 3:00 p.m. to 4:00 p.m. for breakdown and cleanup only.
4. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
5. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
6. This Resolution shall take effect as provided by law and consistent with State of New Jersey regulations, executive orders, or laws related to the COVID-19 virus state of emergency and public health emergency.

OFFERED:
SECONDED:
AYES:
NAYS:
ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

LICENSE AGREEMENT

THIS LICENSE AGREEMENT dated _____ day of _____ in the year 2021.

BY AND BETWEEN

THE BOROUGH OF KEYPORT, a municipal corporation of the State of New Jersey, with principal offices located at 70 West Front Street, Keyport, New Jersey 07735 (hereinafter referred to as "**LICENSOR**");

AND

THE KIWANIS CLUB OF KEYPORT, a non-profit organization with a mailing address of P.O. Box 778, Keyport, New Jersey 07735, County of Monmouth and the State of New Jersey (hereinafter referred to as "**LICENSEE**").

WITNESSETH, that the Borough of Keyport hereby licenses to the Licensee and the Licensee accepts the terms of this License Agreement (hereinafter referred to as this "**AGREEMENT**") governing the access and use of a designated portion of Fireman's Park located at 109-149 West Front Street, as identified on Exhibit "**A**" annexed hereto (hereinafter the "**FIREMANS PARK**" or the "**LICENSED PREMISES**") in the Borough of Keyport for the purpose of permitting Licensee to hold a weekly flea market on Sundays from April 11, 2021 to December 19, 2021 during the hours of 7:00 a.m. to 4:00 p.m. with hours of 7:00 a.m. to 9:00 a.m. for set up only and 3:00 p.m. to 4:00 p.m. for breakdown and cleanup only (hereinafter the "**PERMITTED USE**"). The said Fireman's Park shall be used for the Permitted Use and for no other purpose whatsoever. This Agreement is a limited license. If the Licensee has any concerns as to what constitutes an acceptable activity, the Licensee shall notify the Licensor of the proposed activity.

Section 1: Term. The term of this Agreement shall be for a period of six (6) months commencing on the Licensor's adoption of a resolution authorizing execution of this Agreement. The Licensee agrees that the Licensor shall have the right to reschedule the Permitted Use for a different day, in the event that the Borough requires the use of the Licensed Premises during the term of this Agreement which conflicts with the Permitted Use. In the event that the Permitted Use needs to be rescheduled due to weather or any other unseen circumstance, the Licensor and Licensee (collectively the "**PARTIES**") agree to reschedule the Permitted Use on a new date and time during the Term of this Agreement. The Parties also agree that Sections 6, 7, and 9 of this Agreement governing insurance and indemnification shall remain a binding and valid obligations after the end of the Term of this Agreement.

Section 2: Reserved.

Section 3: Assignment. The Licensee shall not assign its rights under this Agreement or the license for use of Fireman's Park or any portion thereof to any other parties, except to

the extent that it shall allow vendors to participate in the Permitted Use and utilize portions of the Licensed Premises.

Section 4: Condition of the Premises. The Licensee represents that it has examined the designated area in Fireman's Park and accepts the same in its present condition (except as otherwise expressly provided herein) and without any representations on the part of the Borough, or its agents as to the present or future condition of the said premises. Upon the completion of the Permitted Use, the Licensee shall quit and surrender the premises in as good condition as found prior to the Permitted Use and shall not make any alterations, additions or improvements to the Licensed Premises, including painting or altering parking spaces. Licensee acknowledges and agrees that the Permitted Use shall end at 4:00 p.m., including the breakdown of all vendor stands and removal of all trash and debris.

The Licensee agrees that it and the invited vendors participating in the Permitted Use will not utilize the trash receptacles outside of the Licensed Premises and shall dispose of their own garbage, rubbish and waste. The Licensor agrees that it shall be responsible for the removal of the trash in the trash receptacles outside of the License Premises.

The Licensee shall keep the Licensed Premises and all parts thereof in a clean and sanitary condition and free from trash, inflammable material, and other objectionable matter. The Licensee shall also comply with all Federal, State, County, and local rules and regulations now existing or hereafter adopted with regard to the operation and appearance of the Licensed Premises herein.

Section 5: Security Deposit. Licensee shall submit a check in the amount of \$500 payable to "the Borough of Keyport" (the "**SECURITY DEPOSIT**"). The Licensor shall return the Security Deposit to Licensee at the end of the term upon request, provided the condition of the Licensed Premises is left in a condition equal to the condition prior to the Permitted Use.

Section 6: Claims against the Licensor. Under no circumstances or condition shall any claim whatsoever be made by the Licensee against the Borough for damages of any kind or description. More specifically, but not by way of limitation, the Licensor and/or its agents shall not be liable for any personal injury, property damage, or loss of business or profits during or as a result of the Permitted Use that may occur to any invitees to the Permitted Use. The Licensee is liable for any loss, injury or damages to any person or property caused by the action, inaction, or neglect of the Licensee or arising out of the Permitted Use.

Section 7: Indemnification. The Licensee agrees to and shall release, defend, indemnify and hold harmless the Borough of Keyport (and its agents) from and against any and all payments, losses, damages, expenses, costs, liabilities and attorney fees for any and all claims and liability or losses or damage to property or injuries to persons, occasioned wholly, or in part, by or resulting from any acts or omissions by the Licensee or the Licensee's agents, employees, guests, licensees, invitees, subtenants, assignees or

successors; and cause or reason whatsoever (including claims from third parties) arising out of or by reason of the use of the Licensed Premises by the Licensee in connection with the Permitted Use under this Agreement.

Section 8: Compliance with All Laws. The Licensee agrees to observe and comply with all laws, ordinances, rules and regulations of the Federal, State, County and Municipal Authorities applicable to the Permitted Use and the conduct by the Licensee in and on the Licensed Premises. This provision of the Agreement shall include, but shall not be limited to, any and all requirements issued by the State of New Jersey governing social distancing or other regulations, executive orders, or laws related to the COVID-19 virus State of Emergency and Public Health Emergency.

Licensee shall erect temporary signage during the Permitted Use which shall provide the detailed social distance requirements as set forth in the State of New Jersey regulations, executive orders, or laws related to the COVID-19 virus State of Emergency and Public Health Emergency.

Licensee agrees to monitor and manage all invitee vendors during the Permitted Use to ensure that they are maintaining and complying with all requirements as set forth in the State of New Jersey regulations, executive orders, or laws related to the COVID-19 virus State of Emergency and Public Health Emergency.

Section 9: Insurance. The Licensee shall be responsible for carrying general liability and personal injury insurance in the amounts of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) for aggregate general liability and personal injuries; and five hundred thousand (\$500,000.00) for property damage, insuring the Licensee, and specifically naming and including the Borough (its agents, representatives, and employees) and the State of New Jersey, Green Acres as named/additional insured. Licensee shall submit ~~with the License Fee~~ a Certificate of Insurance showing the required additional parties named as additional insured.

Notwithstanding the provisions of the preceding paragraph, the Licensee further agrees to release, defend, indemnify and save harmless the Borough of Keyport and the State of New Jersey (and its agents, representatives and employees) from and against any and all loss, injury, damages, and any and all claims, demands actions, judgment cost, and expenses (including attorney's fees) of every nature which may arise or may result from or by reason of any injury to persons or property sustained upon the Licensed Premises during or caused by the Permitted Use.

Section 10: Termination. This Agreement may be terminated by either party in the event of a breach of any of the terms and conditions contained herein.

Section 11: Entire Agreement. This Agreement represents the entire agreement between the Parties hereto and there are no collateral oral agreements or understandings. All additions, variations or modifications to this Agreement shall be made in writing and signed by the Parties.

Section 12: Green Acres. Both the Licensor and Licensee recognize and agree that the within property is currently listed on the inventory of Green Acres. As such, the provisions set forth in *N.J.A.C. 7:36-25.10* and *N.J.A.C. 7:36-25.11* shall be made applicable to the terms of this Agreement. The Parties agree to fully cooperate with respect to the Green Acres Program. The Parties further agree that the purpose of this Agreement is to promote recreational activities for the general public consistent with the objectives of the Green Acres Program. In addition, Licensee agrees that it will not exclude any members of the public from participating in the Permitted Use and shall not deny access to the Licensed Premises to members of the public except as reasonably necessary to hold the Permitted Use.

Section 13: Governing Law. This Agreement shall be governed in accordance with the laws of the State of New Jersey.

Section 14: Venue. Any dispute arising hereunder shall be filed by the Parties with the Superior Court of New Jersey, Monmouth County, New Jersey. The Parties waive all rights to a jury trial.

Section 15: Entire Agreement. This Agreement, including any attachments and exhibits hereto, constitutes the entire agreement by the Parties hereto.

Section 16: Severability. If a provision of this Agreement is held invalid by a Court of competent jurisdiction, the remaining provisions of this Agreement shall nonetheless remain enforceable in accordance with their terms.

Section 17: No Waiver. The failure of either party to insist upon strict compliance shall not constitute a waiver, amendment or modification of any term or provision under this Agreement.

Section 18: Binding Agreement. The parties recognize and agree that the covenants and promises herein contained are binding and enforceable against the Parties herein and their respective heirs, successors and assigns.

Section 19: Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

Section 20: Headings. Any headings preceding the text of any of the paragraphs or subparagraphs of this Agreement are inserted solely for convenience of reference, shall not constitute a part of this Agreement and, therefore, shall not affect its interpretation.

Section 21: Authority to Sign. The undersigned warrants and represents that he/she is authorized and empowered to enter this Agreement for the purposes herein contained, with the lawful authority to do so.

IN WITNESS WHEREOF, the Borough of Keyport has caused this document to be signed by its Mayor, attested by its Borough Clerk, and its corporate seal to be hereunto affixed and the Licensee, hereunto sets his/her hand and seal the day and year above written.

ATTEST:

BOROUGH OF KEYPORT

Michele Clark
Borough Clerk

By: _____
Collette J. Kennedy
Mayor, Borough of Keyport

Date:

ATTEST:

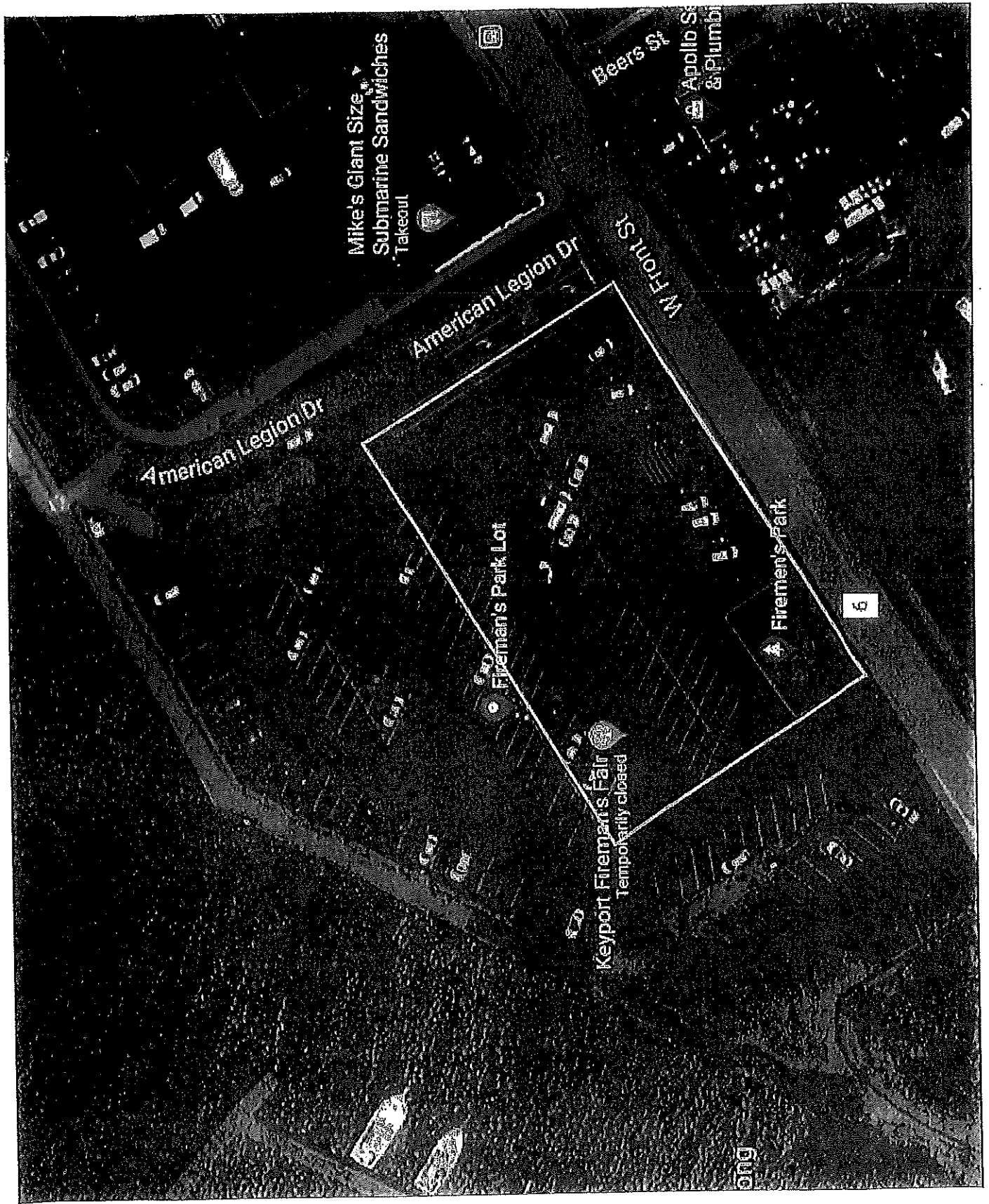
THE KIWANIS CLUB OF KEYPORT

Witness

By: _____
Martin Slezak
President

Date:

Exhibit “A”



B92-21

RESOLUTION FOR THE PAYMENT OF BILLS 3/23/21

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

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing	CURRENT ACCT. 2021	\$ 1,174,918.20
	WATER/SEWER ACCT. 2021	\$ 55,715.08
	FEDERAL & STATE GRANTS	\$ 6,207.00
	TRUST ACCT.	\$ 3,850.00

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR COLLETTE KENNEDY

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

MICHELE CLARK, BOROUGH CLERK

R93-21

RESOLUTION FOR THE PAYMENT OF BILLS 4/6/21

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

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing	CURRENT ACCT. 2020	\$ 21,302.64
	WATER/SEWER ACCT. 2020	\$ 1,295.40
	CURRENT ACCT. 2021	\$ 932,247.34
	WATER ACCT. 2021	\$ 355,499.17
	ANIMAL CONTROL ACCT.	\$ 1,478.58
	GENERAL CAPITAL ACCT.	\$ 834.25
	FEDERAL & STATE GRANTS	\$ 2,195.60
	TRUST ACCT.	\$ 4,595.32
	REC. BAYFRONT IMPROVEMENT	\$ 50.00
	DEVELOPER ESCROW	\$ 4,144.68

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR COLLETTE KENNEDY

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

MICHELE CLARK, BOROUGH CLERK

RESOLUTION #__-21

**SUPPORTING THE 2021 STATEWIDE DISTRACTED DRIVING
ENFORCEMENT AND AWARENESS CAMPAIGN**

WHEREAS, more than 700 injury crashes involve distracted driving on an average day and the economic toll of all motor vehicle crashes in the U.S. annually exceeds \$400 billion; and

WHEREAS, talking on a mobile phone even in hands-free mode, texting, programming your dashboard infotainment system or GPS device can divert your attention away from driving and result in physical or cognitive distraction; and

WHEREAS, Keyport residents and all Americans deserve to live in communities that promote safe driving behaviors and healthy lifestyles; and

WHEREAS, preventing distracted driving injuries and deaths requires the cooperation of all levels of government, employers and the general public; and

WHEREAS, the National Safety Council works to promote policies, practices and procedures leading to increased safety, protection and health in business and industry, in schools and colleges, on roads and highways, and in homes and communities; and

WHEREAS, the National Safety Council in 2021 will provide this nation with a month-long distracted driving public campaign; and

WHEREAS, spring is a time when people begin to log more miles on the road and it is imperative to focus attention on motor vehicle injury risks and preventions.

THEREFORE, be it resolved that the Governing Body of the Borough of Keyport declares its support for the 2021 Statewide Distracted Driving Enforcement and Awareness Campaign *UDrive. UText. UPay.* to be carried out locally from April 1-30, 2021 and strongly urges the citizens and businesses of Keyport to observe Distracted Driving Awareness Month by practicing safe driving behaviors and pledging to drive distraction-free.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

News Release
Keyport Police Department

For Immediate Release:
April 1, 2021

Contact:
Chief Shannon Torres

**Statewide Distracted Driving
Enforcement and Awareness Campaign**
UDrive. UText. UPay.
**to be carried out locally from
April 1 – 30, 2021**

Borough of Keyport -- Law enforcement officers from the Keyport Police Department will be cracking down on distracted drivers during April as part of New Jersey's *UDrive. UText. UPay.* enforcement campaign.

Beginning April 1 and running through the end of the month, the high visibility law enforcement initiative will target motorists who engage in dangerous distracted driving behaviors such as talking on hand-held cell phones and sending text messages while driving.

The National Highway Traffic Safety Administration reports that in 2018 alone, 2,841 people were killed in distracted driving crashes on our nation's roads and an estimated 400,000 people were injured. In New Jersey, driver inattention was listed as a contributing circumstance in 50 percent of the state's crashes in 2018. Driver inattention was in fact listed as a contributing factor in crashes at a rate seven times higher than that of the next highest contributing factor (speed).

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving. Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for five seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed.

New Jersey is one of eight states nationally to receive dedicated federal funds this year to tackle the issue of driver distraction. This federal funding will be used for police overtime enforcement grants at the local level as well as a statewide multimedia public awareness campaign on this important issue.

###

RESOLUTION #__-21

**APPOINTMENT OF COUNCILMEMBER TO SERVE
AS LIAISON TO THE GREEN TEAM CREATIVE TEAM**

Kathleen McNamara

WHEREAS, the Borough of Keyport, County of Monmouth (the "**Borough**") created the Keyport Green Team (the "**Green Team**") by Ordinance of the Borough; and

WHEREAS, the Green Team is a group of unpaid volunteers appointed by the Keyport Borough Mayor and Council as an adjunct team to the Environmental Commission; and

WHEREAS, the Borough has reached Bronze Certification from the Sustainable Jersey program, in part by the establishment of a Creative Team to connect the arts and creative sector of the Borough with the economic development, the environment and social justice issued for the sustainability efforts in the Borough; and

WHEREAS, the Borough has designated the Arts Society of Keyport as the Creative Team consistent with the framework established by the Sustainable Jersey program; and

WHEREAS, the Borough seeks to appoint a council liaison to the Creative Team; and

WHEREAS, it is the recommendation of the Mayor, and the Borough Council consents thereto, to the appointment of Councilmember Kathleen McNamara as council liaison to the Green Team Creative Team, with a term ending December 31, 2021.

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

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

2. Kathleen McNamara is hereby appointed as council liaison to the Green Team Creative Team by the Mayor of the Borough and with the advice and consent of the Borough Council, for a term commencing April 6, 2021 and ending December 31, 2021.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__-21**AUTHORIZING THE HIRING OF SEASONAL LABORERS
IN THE DEPARTMENT OF PUBLIC WORKS**

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

WHEREAS, the Borough requires additional personnel in the Department of Public Works during selected times of the year; and

WHEREAS, the Superintendent of Public Works and the Borough Administrator have reviewed the applications submitted for these positions, have interviewed prospective employees, and have recommended the appointment of individuals to these temporary seasonal positions.

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

1. Effective this date, the following temporary/seasonal appointments are hereby authorized:

Michael Miele Laborer

2. The individual(s) appointed shall serve no more than six (6) months in accordance with Civil Service requirements and shall be compensated on an hourly basis within the hourly pay range established by ordinance and approved by the Borough Administrator.
3. The Borough Administrator is hereby authorized to execute all documents necessary to effectuate this appointment.
4. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, the Public Works Superintendent, and the appointed employee(s).

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__-21**AUTHORIZING THE PROMOTIONAL APPOINTMENT OF
CHRISTOPHER HICKS AS WATER TREATMENT PLANT
OPERATOR APPRENTICE**

WHEREAS, a vacancy exists in the position of Assistant Water Treatment Plant Operator within the Borough of Keyport (the "**Borough**") Department of Public Works; and

WHEREAS, the Superintendent of Public Work has recommended the promotion of Christopher Hicks from Public Works Repairer to Water Treatment Plant Operator Apprentice to fill this vacancy; and

WHEREAS, the Borough Administrator has recommended this appointment be authorized on a provisional basis, effective April 7, 2021 with a base annual salary of \$54,465.00 which represents a \$6,000.00 increase for the promotion from Public Works.

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. Christopher Hicks is hereby appointed as Water Treatment Plant Operator Apprentice on a provisional basis effective April 7, 2021 and shall be compensated at the annual salary of \$54,465.00.
2. The Borough Administrator is hereby authorized to execute all documents necessary to effectuate this promotional appointment.
3. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, the Public Works Superintendent, and Christopher Hicks.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION # __-21**RESOLUTION OF THE MAYOR AND COUNCIL OF
THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH,
STATE OF NEW JERSEY, WAIVING CERTAIN LIGHT FEES
FOR USE OF CEDAR STREET PARK FIELD**

WHEREAS, Borough Code 11-1.3A(b) requires any teams or organizations utilizing the Cedar Street Park Athletic Facility lights to remit a fee of \$100 per session; and

WHEREAS, the continuing State of Emergency has impacted Borough residents and visitors; and

WHEREAS, the Borough is of the opinion that it would be beneficial to the health, safety and welfare of its citizens and visitors to encourage outside socially distant activities and suspend collection of the Cedar Street Park light fees.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby waives the \$100 per session fee for use of the Cedar Street Athletic Facility lights until December 31, 2021.

BE IT FURTHER RESOLVED that the Borough Clerk forward a certified copy of this resolution to the Borough Finance Officer and the Borough Administrator.

OFFERED:

SECONDED:

AYES:

NAYS:

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 their Regular Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

RESOLUTION #__-21

**AUTHORIZING RETENTION OF CME ASSOCIATES FOR
PROFESSIONAL ENGINEERING SERVICES RELATED
TO SANITARY SEWER CLEANING AND INSPECTION OF
ATLANTIC STREET AND CHURCH STREET**

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

WHEREAS, on January 1, 2021, the Borough Council adopted Resolution #4-21 appointing Gregory R. Valesi, PE, PP, CME, CFM, CPWM, from the firm CME Associates ("CME") as the Borough Engineer; and

WHEREAS, CME has submitted a proposal for engineering services dated February 8, 2021 and revised March 22, 2021 related to the planned Cleaning and Inspection of Sanitary Sewers on Atlantic Street and Church Street in the amount of \$6,500 (the "**Proposal**"), a copy of which is attached; and

WHEREAS, the Borough Administrator has reviewed the proposal and recommends its acceptance.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough Administrator is authorized to retain CME to perform engineering services related to the planned Cleaning and Inspection of Sanitary Sewers on Atlantic Street and Church Street in accordance with the proposal dated February 8, 2021 and revised March 22, 2021 in the amount of \$6,500.00.
3. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
4. This Resolution shall take effect as provided by applicable law.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

February 8, 2021

Revised March 22, 2021

Via Electronic & 1st Class Mail

Mayor Kennedy and Borough Council
Borough of Keyport
70 West Front Street
Keyport, NJ 07735

Attn: Jay Delaney
Borough Administrator

**Re: *Estimate of Fees for Professional Engineering Services
Sanitary Sewer Cleaning and Inspection
Borough of Keyport, Monmouth County, NJ
Proposal No. 2021-031***

Dear Mr. Delaney:

We are pleased to submit our fee estimate for professional engineering services for the above-mentioned project. Our office will solicit bids for one (1) day of jetting and TV inspection of sanitary sewer mains along the following roadways:

- Atlantic Street from NJSH to next upstream manhole
- Church Street Sanitary Sewer (as time permits)

This assessment of the existing sewer system is required due to recent backups with the sanitary main and will also identify deficient areas within Church Street that need to be addressed prior to upcoming road improvements. These cleaning and inspections will also work towards the Borough's obligation to inspect the entire sanitary sewer system on a decennial basis, as required in Bayshore Regional Sewerage Authority's (BRSA) sewer service agreement.

With this being said, our office anticipates the following scope of work:

A. Permit Phase Services

The project will require a permit from the New Jersey Department of Transportation for the sewer contractor to occupy the NJSH Route 36 right of way in order to perform their inspection work. This phase will include preparation and submission of a highway occupancy permit application to the DOT for approval.

Work in this phase will also include the coordination with the NJDOT and the Contractor to ensure traffic control measures for lane and shoulder closings comply with NJDOT standards.

S:\Keyport\Proposals\21-03-22 - Church and Atlantic Sewer TV Fee Estimate.docx

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0756



Mayor Kennedy and Borough Council
Keyport Borough
Re: Sanitary Sewer Cleaning and TV Inspections

March 22, 2021
Proposal No. 2021-031
Page 2

B. Contract Document Phase Services

The work under this task will include the preparation of final construction plans and specifications to be utilized in the subsequent bid phase:

1. Preparation of front end and technical specifications;
2. Preparation of location maps using Borough master infrastructure mapping;
3. Preparation of contract documents, and;
4. Preparation of a final construction cost estimate.

C. Construction Administration Phase Services

Our office estimates that the project will require one (1) working day to complete. During this time, our office will provide full time observation of the cleaning and inspection as well as the following contract administration services:

1. Attend the pre-construction meeting;
2. Provide construction observation services;
3. Provide responses to RFI's from contractor on an on-call, as-needed basis; and,
4. Prepare a final payment recommendation pending completion of the work.

Summary of Fee Estimates

A. Permit Phase Services.....	\$1,500.00
B. Contract Document Phase Services.....	\$2,500.00
C. Construction Phase Services.....	\$2,500.00
Total Fee Estimate.....	\$6,500.00

Exceptions:

- * Any work not specified as listed in the above phases shall be considered additional services and will be invoiced at the time said work is authorized by the Borough.
- * Application fees are considered extra and will be requested at time of submission.

The above fee estimates are based on information provided to us by the Borough. Should the scope of the project change requiring additional professional fees, we will detail same in writing and seek authorization prior to proceeding.



Mayor Kennedy and Borough Council
Keyport Borough
Re: Sanitary Sewer Cleaning and TV Inspections

March 22, 2021
Proposal No. 2021-031
Page 3

Should you accept our fee estimate, kindly provide a purchase order or professional services Resolution authorizing same. We trust this is the information you require at this time. Should you have any questions or wish to discuss the above further, please do not hesitate to contact this office.

Very truly yours,
CME Associates

Trevor J. Taylor, PE, PP, CME
Borough Engineer's Office

TT:mmm
Enclosures

RESOLUTION # -21**RESOLUTION AUTHORIZING THE ENDORSEMENT AND EXECUTION
OF A NJDEP BUREAU OF WATER SYSTEM ENGINEERING (BSWE)
PERMIT APPLICATION FOR MARINER'S VILLAGE AT KEYPORT
URBAN RENEWAL COMPANY, LLC (MARINER'S VILLAGE)**

WHEREAS, the Unified Planning Board of the Borough of Keyport granted Mariner's Village at Keyport preliminary and final major site plan approval for the purpose of constructing a multi-family apartment building containing 120 units (80 two-bedroom and 40 one-bedroom); and,

WHEREAS, Mariner's Village at Keyport Urban Renewal LLC (Developer) has submitted an application to the Borough, a copy of which is attached hereto, for a water main construction permit to remove and replace potable water main pipe to the proposed Mariner's Village at Keyport project expense of the Developer; and,

WHEREAS, the removal and replacement of the water main pipe requires approval from the New Jersey Department of Environmental Protection (NJDEP) Bureau of Water System Engineering (BWSE); and,

WHEREAS, the Borough of Keyport is the Applicant as required on the Standard Application Form to Construction Public Water Works Facilities and is required to execute the application to be submitted to the BWSE; and

WHEREAS, the Borough Engineer has reviewed said application and in a letter to the Borough dated March 22, 2021 recommended that the Borough execute the application.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey that the Borough Administrator is authorized to execute the application on behalf of the Borough of Keyport.

BE IT FURTHER RESOLVED that a certified copy of the within Resolution shall be forwarded to the Borough Administrator and the Developer for submission with application to the NJDEP BWSE.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk



JOHN H. ALLGAIER, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
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DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

March 22, 2021

Borough of Keyport
P.O. Box 60
Keyport, NJ 07735

Attn: Jay Delaney – Borough Administrator

**Re: BSWE Application - Mariner's Village at Keyport
Block 20, Lots 1, 2, 3, 4, 5, 6, 6.01, 7, 9, 11.01, 13, 14, & 14.10
Borough of Keyport, Monmouth County, New Jersey
Our File: HKPE0020.01**

Dear Mr. Delaney,

In accordance with your authorization, our office has reviewed the Application for water service connection to the above referenced application. The following items were submitted in support of our review:

- Draft copies of state forms PA-01, PA-05, PA-05E, PA-10 and PA-10DET;
- "Engineer's Report for Water Service Connection", prepared by MidAtlantic Engineering Partners, dated September 25, 2020;
- Utility Plan (Sheet 09), Water Main Replacement Plan & Details (Sheet 09A) and Construction Details (Sheet 18) from the Preliminary / Final Major Site Plan & Subdivision, prepared by MidAtlantic Engineering, last revised September 25, 2020; and
- Letter signed by Michael V. Weseloski, P.E., of MidAtlantic Engineering, dated September 25, 2020 outlining the submission documents associated with the project.

Project Description

The Applicant proposes to construct a multi-family development consisting of one hundred twenty (120) residential units. The project creates an additional residential demand of 18,800 gallons per day.

The Applicant proposes to replace approximately 1,900 LF of existing 6" and 8" water mains with a new 12" main. The new 12" main will tie into the existing 8" DIP water main at the intersection of Washington Street and North West Front Street where the new main will run east along the project frontage and turn south along Broadway, then continue east along West Front Street (C.R. 6) before it ties into the existing 12" main on Beers Street. The proposed building will connect to the new 12" water main in North West First Street via a 4" DIP domestic service and a 6" DIP fire service. Two new fire hydrants are also proposed with the development.



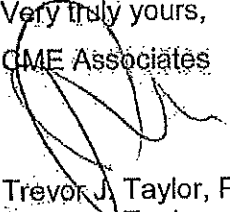
Borough of Keyport
Re: BSWE Application – Mariner's Village at Keyport
Water Service Connection Review #2

March 22, 2021
HKPE0020.01
Page 2

We have reviewed the plans and the application forms and we find the BSWE Application forms to be acceptable and our office would take no exception to the Borough Council adopting a resolution authorizing the applications to be endorsed by the Borough provided that the attached technical comments are addressed prior to the submission of the application to the NJDEP. In addition, the Borough's licensed operator should complete form BSWE-PA05E.

Should you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,
CME Associates


Trevor J. Taylor, PE, PP, CME
Borough Engineer's Office

TT:LZ

cc: Michele Clark – Borough Clerk
Robert Kutschman – Supervisor of Public Works
Laurie Graham – Construction Department
Michael Weseloski – Applicant's Engineer



Borough of Keyport
Re: BSW Application – Mariner's Village at Keyport
Water Service Connection Review #2

March 22, 2021
HKPE0020.01
Page 3

Mariner's Village at Keyport
BSWE Application
March 22, 2021

TECHNICAL COMMENTS

1. The Applicant shall review with the Borough the metering and backflow requirements for the building including the number and locations of the meters. The meters and backflow system shall be in a location accessible to the Borough.
2. A note should be added to the plans indicating that all water main and services shall be disinfected and pressure tested according to the approved specifications and NJDEP Rules, Regulations and Standards under the supervision of the Borough Engineer.
3. Water mains shall only be approved to be put in to service after acceptable leakage, pressure (min. 200 psi) and bacteriological testing has been performed and written test results received. Bacteriological testing shall only be performed by a New Jersey Certified Laboratory and the testing shall include the following:
 - Total Plate Count, 200 CFU/mL
 - Total Coliform, Negative 100 mL
 - pH, 6.5-8.5
 - Chlorine Residual, 0.3 mg/L

The water main specifications shall be revised to indicate these testing requirements.

4. Considering West Front Street is underlain by a concrete roadway, the Applicant should consider installing the 12" water main in the location of the existing water main under the sidewalk and roadway on West Front Street. If the Applicant determines to replace the existing water main in kind, a temporary water main plan shall be provided to the Borough for review and approval prior to the start of construction.
5. Based on the final location of the 12" water main, additional valves may be necessary.
6. The note that indicates "Replacement of main to be in same location" shall be removed unless the Applicant proposes to replace the main within the same location as the existing main.



Borough of Keyport
Re: BSWWE Application – Mariner's Village at Keyport
Water Service Connection Review #2

March 22, 2021
HKPE0020.01
Page 4

7. The water main detail and specifications shall be revised to indicate that all water mains shall be DIP, Class 52, cement lined, bituminous coated outside, push on joints with FIELD-LOK gaskets. Piping shall be encased in polyethylene where designated by the Engineer. All fittings shall be mechanical joint with retainer glands.
8. In accordance with RSIS, where eight-inch or larger mains lines intersect, a valve shall be located in each branch. The plan shall be revised accordingly to indicate three valves at every tee.
9. The plans shall be revised to include cut in tees at the three locations where the new water main will connect to existing water mains. Test pits shall be indicated to be performed to determine the size and material of the existing water mains prior to commencing construction. Insertion valves shall be provided on either side of the cut in tees.
10. The water main on North West First Street should be shifted a minimum of 5' from the curb line for future maintenance purposes.
11. The Applicant shall confirm that a single 4" domestic water service is adequate to provide service to the 120 residential units.
12. Fire flow calculations shall be provided to ensure the 6" fire service is adequate for the building's fire suppression system.
13. We note the proposed building domestic and fire service connections will need to clear several other utilities prior to connecting to the new 12" water main. The Applicant shall consider relocating the proposed sanitary lateral to avoid any potential conflicts during construction of the proposed water services, as well as in the event of future maintenance activities.
14. It appears that the sanitary lateral from the building will be in conflict with the 4" and 6" water services on North West First Street. A crossing tabulation should be provided. An enlargement of the connection to the existing 8" main on Washington Street should be provided indicating the horizontal and vertical bends required to avoid the existing and proposed sanitary, storm and gas utilities.
15. The plans shall be revised to indicate mechanical joint end caps at the end of all live mains to delineate the termination of the existing water mains.
16. All existing hydrants along the water main extension shall be removed and replaced with new hydrants.



Borough of Keyport
Re: BSWWE Application – Mariner's Village at Keyport
Water Service Connection Review #2

March 22, 2021
HKPE0020.01
Page 5

17. The plans shall be revised to indicate the location of the existing BRSA sanitary sewer main located within West Front Street and on the north side of the bridge over the Luppataong Creek. The construction plans shall be provided to the BRSA for comment prior to construction to review potential crossings of the BRSA sanitary sewer main.
18. The plans shall be revised to identify the properties along the water main extension with Block, Lot and property address. New water services shall be provided to each property from the new main up to and including a new curb stop or gate valve.
19. The main to be constructed west of Washington Street should be revised to a 6" main as it appears to serve only a single fire hydrant. A valve should be added for this stem behind the curb line which will be the limit of the Borough's responsibility.
20. The plans shall be revised to show valves on the stems between the water main and all fire hydrants.
21. The proposed water main on Broadway shall be extended north to the new fire hydrant at the end of the roadway.
22. The drawings should be revised to identify whether or not the irrigation of the community vegetation is proposed. If so, calculations for the proposed demand, metering and irrigation layout is required.
23. The Applicant shall provide a hydrant plan to the local fire district indicating the location of the proposed fire hydrants for approval.
24. The following notes shall be added to the plans:
 - The contractor shall perform all necessary test pits to ascertain as built conditions. The contractor shall submit details of all water main relocation/replacement and water main crossing work for the approval by the Borough of Keyport.
 - The contractor must contact the Borough Director of Public works and Borough Engineer before the start of any work in the vicinity of water mains. A minimum of 48-hour advance notice is required. A note shall be added to the plans as follows "The contractor is responsible to field locate the active services to the properties along the water main extension. New services shall be extended from the new main to the existing curb stops at all existing service locations."



Borough of Keyport
Re: BSWF Application – Mariner's Village at Keyport
Water Service Connection Review #2

March 22, 2021
HKPE0020.01
Page 6

- The existing water main shall be abandoned in place if not required to be removed during construction of the new main. The existing mains shall be bulkheaded at the end of each abandoned main section.
 - The Borough of Keyport will be responsible for the potable water lines up to the gate valves at curb of each entrance to the building. A second valve shall be installed within the building for shutoff of the water service by the property owner.
25. The proposed 12" water main to replace the existing 6" water main attached to the bridge on West Front Street (C.R. 6) will require Monmouth County approval. The Applicant shall provide the required approval prior to commencing construction. An expansion coupling should be provided on the new main that attaches to the bridge.
26. Add all appropriate details to the plans, including:
- a. Gate Valve
 - b. Encasement Detail
 - c. Pipe Bedding/Backfill
 - d. Roadway restoration for County and Borough roadways
 - e. Concrete curb, sidewalks and driveway aprons
27. The Applicant is required to obtain all outside agencies including the following:
- a. NJDEP BWSE Approval
 - b. Monmouth County Approval
 - c. Keyport Fire Official and Fire District
 - d. Bayshore Regional Sewerage Authority (BRSA) for comment on the proximity of the new water main to their trunk line on West Front Street.
 - e. Monmouth County and Borough of Keyport Road Opening Permits
28. The Applicant shall be required to pay all connection fees and provide a performance bond and inspection escrow fees prior to commencing the water main extension.
29. The Applicant shall provide an as built of the main extension upon completion.



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code 401-04Q

Division of Water Supply & Geoscience – Bureau of Water System Engineering
401 East State Street – P. O. Box 420, Trenton, New Jersey 08625-0420
Standard Application Form to Construct/Modify/Operate Public Water Works Facilities
Or State Certification of 50 or more Realty Improvements

1. Public Water System / *Applicant: Keyport Water Department
 Permanent Legal Address: 70 West Front Street, 2nd Floor
 City/Town Keyport State NJ Zip Code 08638
 Telephone (732) 739-3900 Fax Number (732) 739-4701
 PWSID # NJ1322001 Public Water System E-mail address www.keyportonline.com

2. This Application is for the approval of the following (check one or more as applicable):

☐ New Public Water System (or) ☒ Modify an existing Public Water System		
New /Modified Water Supply Source	Treatment Plant	Distribution Modification
☐ Ground Water Source ☐ Surface Water Source ☐ Interconnection ☐ Raw Water infrastructure ☐ Modify Existing Source	☐ New Treatment Plant ☐ Modify Existing Treatment Plant ☐ Ground Water Rule 4 Log Certification ☐ Booster Treatment in distribution system	☐ Water Main Extension (new demand) ☐ Simplified Water Main Certification ☐ Master Permit ☒ Distribution System Change; Storage Tank ☐ Replacement Mains ☒ Pump Station ☐ Transmission Main ☐
☒ 50 or more Realty Improvements (non-public wells)		
Is the permit associated with mitigating Water Quality Violation (MCL / AL) Yes ☒ No ☐ Violation #: _____		
Is the permit associated with a WS State Revolving Fund Application? Yes ☒ No ☐ Application ID #: _____		

Brief description of the above:

The proposed project consists of the construction of one (1) 4-story apartment building containing 120 residential units and an internal 5 story parking garage

3. Location of Work Site Keyport
 Name of Facility, if applicable Mariner's Village at Keyport
 Address (Street/Road) 6 Broadway Zip Code: 07735
 Lot No. 1, 2, 3, 5, 6, 6.01, 7, 9, 11.01, 13, 14 & 14.01 Block No. 20
 Municipality Borough of Keyport County Monmouth
 State Plane coordinates (NAD83 US Feet) X (Easting) = 572,627 Y = (Northing) 584,025
 Coordinates are for the: ☒ Centroid of development ☐ Entrance ☐ Well ☐ Treatment Plant
 ☐ Connection to existing water main
 Survey Method: ☐ Digital Image ☐ GIS ☒ Survey ☐ Map

4. New Jersey Licensed Professional Engineer responsible for the preparation of plans, specifications and engineer's report.
 Name Michael V. Weseloski, P.E.
 Name of Firm, if employee MidAtlantic Engineering Partners, LLC
 Address (street/road) 5 Commerce Way, Suite 200
 City/Town Hamilton State NJ Zip Code 08691
 Telephone (609) 910-4450 Ext 1012 Fax Number (609) 910-4467
 E-mail address for permit correspondence mweseloski@midatlanticeng.com

To avoid Administrative Deficiencies and possible return of application ensure that all the fields are completed

5. ESTIMATED CONSTRUCTION COST OF PROJECT AND APPLICABLE FEES

With the exception of Simplified Water Main Certification applications form BWSE-PA-01C (Fee Calculation form) SHALL be completed and included with this Application Form.

6. *APPLICANT'S CERTIFICATION

I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Type: Name

*Signature of Applicant / #Owner's Authorized Representative

Type: Position

Date of Application

If the application form is signed by an authorized representative of the public water system then a certified copy of the authorization shall be attached.

7. PROPER CONSTRUCTION AND OPERATION CLAUSE

I, _____ agree that the works will be properly constructed and operated in accordance with the engineering plans and specifications, as approved, and the conditions under which approval is granted by the New Jersey Department of Environmental Protection.

(_____) Initial here if appropriate. Portion(s) of this water main extension that is located on privately owned land shall not be owned, operated or maintained by this water utility.

*Signature of Applicant/Licensed Operator of Water System

8. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS, AND ENGINEER'S REPORT

I hereby certify that the engineering plans, specifications and engineer's report applicable to this project comply with the current rules and regulations of the New Jersey Department of Environmental Protection with the exceptions as noted. I further certify that for applications, other than water main extensions, that the facilities are designed so as to achieve the design intent.

Michael V. Weseloski, P.E.

Type: Name of Engineer

Signature of Engineer

Project Engineer, MidAtlantic Engineering

Type: Position, Name of Firm

24GE04877900

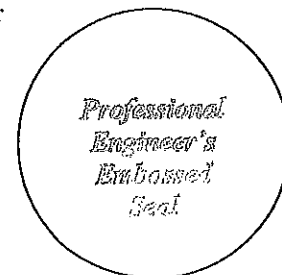
N.J.P.E. License Number

Date

Please note that all signatures shall be originals and not photocopies.

*** The applicant shall be the Public Water System and not a developer, land owner or engineering firm for all applications other than Certification of 50 or more Realty Improvements.**

Instructions: All Items (1 through 8) of the Standard Application shall be completed. An authorized representative[#] of the water system must endorse Item Nos. 6 and 7. Item No. 8 must be signed and sealed by the New Jersey Licensed Professional Engineer that prepared the Application, Technical Review Forms, Plans, Specifications and Engineer's Report.



To avoid Administrative Deficiencies and possible return of application ensure that all the fields are completed



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER SUPPLY AND GEOSCIENCE
BUREAU OF WATER SYSTEM ENGINEERING
CHECKLIST FOR ADMINISTRATIVE COMPLETENESS
Permit Application to Construct/Modify/Operate Public Water Works Facilities
(N.J.A.C. 7:10-11.5)

Keyport Water Department
Water Purveyor

NJ1322001
PWSID#

These are the submission requirements for an administratively complete application package for a Permit Application to Construct/Modify/Operate Public Water Works Facilities or State Certification of 50 or more Realty Improvements. For Simplified Water Main Extensions, use Form PA-10B instead.

A. Planning Area Applicability

1. Is project activity located in an area designated as one of the following? Please check one.
- | | |
|--|---|
| ☐ Highlands Preservation Area; (Complete PA-05PA) | ☐ Highlands Planning Area; |
| ☐ Pinelands Planning Area; (Complete PA-05PA) | ☒ None |

2. Applicable to all permit applications.

Is the project activity consistent with the Area-wide Water Quality Management Plan (AWQMP)?

☒ Yes or ☐ No

If no, a Safe Drinking Water permit cannot be issued by the Bureau of Water System Engineering. The permit application will be returned to the applicant.

B. Safe Drinking Water Program Specific Administrative Review

The following information is required to be submitted as part of a complete application package. Indicate which of the following items are included with the permit application.

- ☒ 1. Completed Standard Application Form to Construct/ Modify/ Operate Public Water Works Facilities or 50 or more Realty Improvements, Form PA-01
- ☒ 2. Completed Technical Review Form(s) bearing the signature and seal of a New Jersey Professional Engineer (See Forms Listed on Pages 3 and 4 of 4)
- ☒ 3. Engineer's Report bearing the signature of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(d) and including the potential impacts of changes on distribution system water quality. Specify here the section of the Report that covers:

Description of project: Section II. Proposed Project

Description of existing system: Section II. Proposed Project

Impact on distribution water quality: Section II. Proposed Project



4. One (1) set of Technical Specifications bearing the signature and seal of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(h).

Specify here the section of the Specifications that covers:

(1) Materials Specifications _____ and (2) Disinfection _____



5. One (1) set of plans bearing the signature and seal of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(i). Any endorsement shall be Water Supply specific. Endorsements such as "Final for Sewer" are not acceptable for safe drinking water applications.

Plans shall include construction drawings in sufficient detail to facilitate examination of and comprehension of the proposed water system. Therefore, any submission particularly water main extension applications, that includes additional drawings which do not facilitate comprehension of the proposed water system are unlikely to comply with this requirement. Be advised that such applications will be determined Administratively Incomplete for the failure to submit adequate drawings and the drawings will be returned for correction.



6. As per N.J.A.C. 7:10-11.5(n), effective September 1, 2018, the application shall include an electronic copy, in pdf format, of the: Engineer's Report; Technical Specifications; Application including Technical Review Forms and plans. These electronic documents are submitted on CD with the application ☒ or will send by email (administratively deficient until received) ☐



7. Total estimated cost of construction of the proposed water system (where applicable include engineering and legal fees, land acquisition, and the estimated cost of all water related infrastructure); and the proposed water system infrastructure pursuant to N.J.A.C. 7:10-11.5(d)9.



8. PA-01C – Fee Calculation form -Permit application review fee to be calculated as per N.J.A.C. 7:10-15.3



9. Check made payable to "Treasurer, State of New Jersey" for the full application review fee.



10. Include a check mark to verify that the GIS map submitted with this application includes the existing and proposed:

☐ Water system sources ☐ Treatment ☐ Distribution ☐ Distribution facilities ☐ Water service area

Or enter the date (in the last 12 months) when the GIS mapping was submitted: _____

As outlined at N.J.A.C. 7:10-11.5(c)6 – digital GIS data submittals shall conform to "Mapping & Digital Data Standards" http://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_2013.pdf



11. PA-05E form - For all applications that will include a new demand on the water system, a firm source capacity and allocation analysis must be submitted.

If the firm source capacity and water allocation analysis does not demonstrate that the water system has the ability to serve the proposed project, the permit application will be returned to the applicant.

NOTES:

All application documents are public records. Drawings and documents marked 'Proprietary/confidential' or with other similar restrictions shall not be submitted, or will be returned as administratively deficient, without prior written approval of the Bureau.

Permit Applications shall not be accepted by the Bureau if there are any outstanding Annual Operation Fees.

These forms are revised periodically and in order to avoid the application being deemed Administrative Deficient for using outdated forms, download the most current form from the Division's website (http://www.nj.gov/dep/watersupply/dws_const.html) for each application submittal. Any submitted form that is more than six months out of date will not be accepted.

D. List of Applicable Technical Review Forms

The following table provides a guide as to the technical review forms to be provided for each permit application type. Indicate on page 4 the forms that are enclosed.

The latest versions of the forms are available at: http://www.state.nj.us/dep/watersupply/dws_const.html

Form	New Source			Treatment	Water main Ext.	Simplified WMC	Master Permit	Distribution		New Public water system
	Ground water	Surface water	Interconnect					Storage	Pump	
PA-01	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PA-01C	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
PA 05	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
PA 05E					Yes	Yes	Yes			Yes
PA 05PA	A1	A1	A1	A1	A1		A1	A1	A1	A1
PA 06				Yes						Yes
PA 06WQ	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
PA 07	Yes									
PA 08		Yes								
PA 08A		Yes								
PA 08B		Yes								
PA 09				If applicable					Yes	
PA 10			Yes		Yes					Yes
PA 10A							Yes			
PA 10B						Yes				
PA 10DET					Yes					
PA 11								Yes		
PA 12				Yes						
PA 12CC				If CC						
PA 13				If applicable						
PA 14				If applicable						
PA 15A				If applicable						
PA 15F				If applicable						
PA 15G				If applicable						
PA 15H				If applicable						
PA 16				Yes						
PA 17				If applicable						
PA 18										Yes
DWS-GWR 4log				4 log						
Well Vulnerability Questionnaire	Yes									

Greyed Out rows are currently under development.

- Yes = Form is required and omission will result in application being Administratively Deficient.
A1 = Dependent on the answer to question A1 on page 1
If Applicable = Dependent on the type of treatment / equipment.
If CC = Form is required if treatment process is for mitigating corrosion (such as lead, iron, copper), within the distribution system with or without a lead/copper Action Level exceedance.
4 log = This certification form is required if 4 log virus certification under the Ground Water Rule is required as part of the treatment plant permit.

E. Technical Review Forms Enclosed

Indicate with a check mark (✓) which Technical Review Forms have been completed for this project:

- ☒ PA-05 Checklist for Administrative Completeness (N.J.A.C. 7:10-11.5) - required for all applications
- ☒ PA-05E Firm Capacity and Water Allocation Analysis (N.J.A.C. 7:10-11.5(e))
- ☐ PA-05PA Planning Control Area Criteria (N.J.A.C. 7:10-11.5)
- ☐ PA-06 General Treatment Requirements (N.J.A.C. 7:10-11.6)
- ☐ PA-06WQ Water Quality Impacts (40 CFR 141.90(a)(3)) *{under development}*
- ☐ PA-07 Wells (N.J.A.C. 7:10-11.7)
- ☐ PA-08 Surface Water Supplies (N.J.A.C. 7:10-11.8)
- ☐ PA-08A Surface Water Treatment Rule (N.J.A.C. 7:10-9.1 et seq.)
- ☐ PA-08B Surface Water Supplies Watershed Monitoring (N.J.A.C. 7:10-11.8)
- ☐ PA-09 Pumping Stations (N.J.A.C. 7:10-11.9)
- ☒ PA-10 Distribution Systems (N.J.A.C. 7:10-11.10)
- ☐ PA-10A Master Permit for Water Main Construction (N.J.A.C. 7:10-11.10(a)1)
- ☐ PA-10B Simplified Water Main Certification (N.J.A.C. 7:10-11.10(b)1)
- ☒ PA-10DET Determination of Permit Requirements for Water Main Construction (N.J.A.C. 7:10-11.10)
- ☐ PA-11 Distribution Storage (N.J.A.C. 7:10-11.11)
- ☐ PA-12 Chemical Handling and Feeding (N.J.A.C. 7:10-11.12)
- ☐ PA-12CC Corrosion Control (40 CFR 141.80) *{under development}*
- ☐ PA-13 Pretreatment (N.J.A.C. 7:10-11.13)
- ☐ PA-14 Filtration (N.J.A.C. 7:10-11.14)
- ☐ PA-15A Aeration (N.J.A.C. 7:10-11.15(a))
- ☐ PA-15F Fluoridation (N.J.A.C. 7:10-11.15(f))
- ☐ PA-15G Packed Column Aeration (N.J.A.C. 7:10-11.15(g))
- ☐ PA-15H Granular Activated Carbon Contactors (N.J.A.C. 7:10-11.15(h))
- ☐ PA-16 Chlorination (N.J.A.C. 7:10-11.16)
- ☐ PA-17 Ozone Generation and Feeding (N.J.A.C. 7:10-11.16(i))
- ☐ PA-18 Technical, Managerial & Financial Capacity of New Public Community Water Systems (N.J.A.C. 7:10-13)
- ☐ DWS-GWR 4log Ground Water Rule 4log Virus Inactivation Certification (40 CFR 141.402(a))
- ☐ Well Vulnerability Questionnaire

I hereby certify that answers provided herein are accurate and reflective of the project being considered for approval.

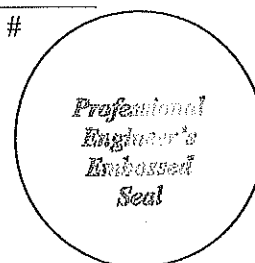
Signature of Engineer
Professional Engineer's Embossed Seal

Date

24GE04877900

N.J.P.E. #

MidAtlantic Engineering
Type or Print Name of Engineering Firm





**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER SUPPLY & GEOSCIENCE
BUREAU OF WATER SYSTEM ENGINEERING
TECHNICAL REVIEW FORM**

**SYSTEM SUPPLY CAPACITY ANALYSIS
(N.J.A.C. 7:10- 11.5(e))**

Keyport Water Department
Water Purveyor

NJ1322001
PWSID#

Borough of Keyport
Municipality

A. New Demands of this Project

Estimated additional residential demand (N.J.A.C. 5:21-5.1):

Type/Size of Housing Unit	Water Demand per Unit (in gallons per day)	Number of Units	Average Day Demand (Number of Units x water demand per unit)	Peaking Factor	Peak Day Demand (MGD)
1 Bedroom Garden Apartment	120	40	4,800	3	.015
2 Bedroom Garden Apartment	175	80	14,000	3	.042
Total Residential Demand					.057

Estimated additional non-residential demand (N.J.A.C. 7:10-12.6 Table 1):

Type of Establishment	Water Demand per Unit (in gallons per day)	Number of Units	Average Day Demand (Number of Units x water demand per unit)	Peaking Factor	Peak Day Demand (MGD)
Total Non-Residential Demand					

Total New Average Daily Demand =

Residential Ave Demand .019 MGD + Non-Residential Ave Demand 0 MGD = .019 MGD (Value D1)

Total New Peak Daily Demand =

Residential Peak Demand .057 MGD + Non-Residential Peak Demand 0 MGD = 0.057 MGD (Value D2)

Supporting Data and Calculations shall be included in the Engineer's Report. Identify page and section _____.
If Peaking Factor is less than 3 include supporting documentation or copy of pre-approval letter from the Bureau.

ENGINEERS CERTIFICATION

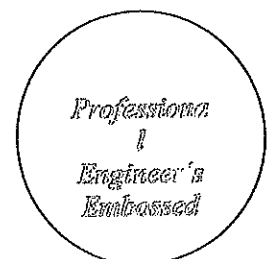
I hereby certify that answers provided above are accurate and reflective of the project being considered for approval.

Signature of Engineer
Professional Engineer's Embossed Seal

Date

24GE04877900
N.J.P.E. #

MidAtlantic Engineering
Type or Print Name of Engineering Firm



$$= \text{(value 5)} + \text{(value 8)} = \text{MGY (value C3)}$$

***Attach separate sheet in the same format for additional contracts**

Value D7

D. New Total System Demand:

New Estimated Total Daily Peak System Demand = Value D2 + Value D3 + Value D7

$$= \underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \text{ MGD (Value T1)}$$

(nearest 1000gal i.e. 3 decimals)

New Total Monthly Peak System Demand = Value D4 + (Value D1 + Value D6) x days x monthly peaking factor

$$= \underline{\hspace{2cm}} + (\underline{\hspace{2cm}} + \underline{\hspace{2cm}}) \times 31 \times 1.5 = \underline{\hspace{2cm}} \text{ MGM (Value T2)}$$

(nearest 10,000gal i.e. 2 decimals)

New Total Annual Peak System Demand = Value D5 + (Value D1 + Value D6) x days

$$= \underline{\hspace{2cm}} + (\underline{\hspace{2cm}} + \underline{\hspace{2cm}}) \times 365 = \underline{\hspace{2cm}} \text{ MGY (Value T3)}$$

(nearest 100,000gal i.e. 1 decimal)

E. System Capacity Evaluation:

Is the (New Total Daily Peak System Demand) _____ (Value T1)

less than (Total System Supply Firm Capacity) _____ (Value C1)?

Yes: ☐

No: ☐

Is the (New Total Monthly Peak System Demand) _____ (Value T2)

less than (Total System Supply Monthly Capacity) _____ (Value C2)?

Yes: ☐

No: ☐

Is the (New Total Annual Peak System Demand) _____ (Value T3)

less than (Total System Supply Annual Capacity) _____ (Value C3)?

Yes: ☐

No: ☐

Note that if the allocated demand associated with this and prior unconstructed permits exceeds the "constrained capacity" values then the permittee may be required via permit conditions to implement the required "Five Year Demand-Resource Evaluation"

If you have answered No to any of these three questions then the water system does not have the capacity to provide water for this permit application and **the application package will be returned.**

F. APPLICANT'S CERTIFICATION

I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Type: Name

*Signature of Applicant/ Owner's Authorized Representative

Type: Position

Date of Application



**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SYSTEM ENGINEERING
TECHNICAL REVIEW FORM**

**DISTRIBUTION SYSTEMS
(N.J.A.C. 7:10-11.10)**

Keyport Water Department

739-3900

Water Purveyor

PWSID#



Water Main Extension
*Answer Section A, B2, B3 and C
and enclose form PA-05E*



Replacement Mains
Answer A, B1, B3 and C



Transmission Main
Answer A, B1, B3 and C

Proposed Piping Information: (exclude ≤ 2 inch service lines)	Diameter (in.) <u>4 & 6</u> <u>8</u> <u>12</u> Total Length (LF)	Length (LF) <u>25 & 130</u> <u>230</u> <u>1,900</u> <u>2,300</u>	Material <u>DIP</u> <u>DIP</u> <u>DIP</u>
---	--	--	--

A. Construction Standards

The undersigned hereby certifies that the proposed water mains will be constructed in conformance with the requirements of N.J.A.C. 7:10-11.10 et. seq. and specifically that:

	YES	NO	N/A
1. Is there a minimum pressure of 20 psi at street level under all flow conditions? (N.J.A.C. 7:10-11.10(d)1)	☒	☒	☒
2. For an average demand less than 1 MGD, are all distribution mains at least six inches in diameter? (N.J.A.C. 7:10-11.10(d)2)	☒	☒	☒
3. For higher demands are all distribution mains at least eight inches in diameter? (N.J.A.C. 7:10-11.10(d)2)	☒	☒	☒
4. If not, is justification provided by hydraulic analysis? (N.J.A.C. 7:10-11.10(d)2)	☐	☐	☒
5. Is the maximum flow velocity less than 5 fps for mains up to 16 inches in diameter? (N.J.A.C. 7:10-11.10(e)2)	☒	☐	☐
6. Is the maximum flow velocity less than 10 fps for mains greater than 16 inches in diameter? (N.J.A.C. 7:10-11.10(e)2)	☐	☐	☒
7. Are the distribution mains laid in a loop system to eliminate deadends? (N.J.A.C. 7:10-11.10(e)1)	☒	☐	☐
8. Does each deadend have a fire hydrant or flushing device with flow greater than 2.5 fps? (N.J.A.C. 7:10-11.10(e)1)	☒	☐	☐
9. Does the flushing device terminate above grade? (N.J.A.C. 7:10-11.10(e)1)	☒	☐	☐
10. Are all distribution mains covered with a minimum of 3.5 feet of earth? (N.J.A.C. 7:10-11.10(e)3)	☒	☐	☐

A. Construction Standards (Cont...)**YES NO N/A**

- | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 11. Are water mains disinfected prior to use in accordance with N.J.A.C. 7:10-11.6(d)? | ☒ | ☐ | ☐ |
| 12. Is there adequate separation of water mains and sanitary or industrial sewers?
(N.J.A.C. 7:10-11.10(e)5) | ☒ | ☐ | ☐ |
| 13. At sewer crossings, is there adequate separation or protection in accordance
with N.J.A.C. 7:10-11.10(e)5? | ☒ | ☐ | ☐ |
| 14. Are there n-1 valves at intersections of water mains? (N.J.A.C. 7:10-11.10(e)6) | ☒ | ☐ | ☐ |
| 15. Do water services and plumbing comply with the Plumbing Subcode?
(N.J.A.C. 7:10-11.10(e)7) | ☒ | ☐ | ☐ |
| 16. Are any proposed surface water crossings satisfactory to the Department?
(N.J.A.C. 7:10-11.10(f)) | ☒ | ☐ | ☐ |
| 17. Are chambers or pits containing gate valves, properly drained? (N.J.A.C. 7:10-11.10(g)1) | ☐ | ☐ | ☒ |
| 18. Are chambers or pits containing air-relief valves or blowoffs properly drained?
(N.J.A.C. 7:10-11.10(g)1) | ☐ | ☐ | ☒ |
| 19. Are chambers or pits containing meters or similar appurtenances properly drained?
(N.J.A.C. 7:10-11.10(g)1) | ☐ | ☐ | ☒ |
| 20. Air-relief valves not directly connected to a storm or sanitary sewer?
(N.J.A.C. 7:10-11.10(g)2) | ☐ | ☐ | ☒ |
| 21. Blowoff or flushing device(s) not directly connected to a storm or sanitary sewer?
(N.J.A.C. 7:10-11.10(g)2) | ☐ | ☐ | ☒ |
| 22. Chamber or pit not directly connected to a storm sewer or sanitary sewer?
(N.J.A.C. 7:10-11.10(g)1) | ☐ | ☐ | ☒ |
| 23. Is the open end of all automatic air-relief pipes one foot above grade?
(N.J.A.C. 7:10-11.10(g)3) | ☐ | ☐ | ☒ |
| 24. Is the open end of all automatic air-relief pipes downfacing or mushroom cap?
(N.J.A.C. 7:10-11.10(g)3) | ☐ | ☐ | ☒ |
| 25. Is the open end of all automatic air-relief pipes provided with an insect screen?
(N.J.A.C. 7:10-11.10(g)3) | ☐ | ☐ | ☒ |
| 26. Is the open end of all manual air-relief pipes at the top of the chamber?
(N.J.A.C. 7:10-11.10(g)3) | ☐ | ☐ | ☒ |
| 27. If high water table, is the open end one foot above ground and protected?
(N.J.A.C. 7:10-11.10(g)3) | ☐ | ☐ | ☒ |

A. Construction Standards (Cont...)

If you answered "No" to any of the above questions, the Engineer's Report must provide the reasoning for the deviation from the regulations. Identify below where in the Engineer's report that deviation reasoning is given.

Question Number	Report Page and Section	Question Number	Report Page and Section

YES NO N/A

28. Does any service line supplied by this water main extension serve a facility with an unapproved water supply (such as a private well; fire pond; waste water pump station; gray water recycling; swimming pool etc.)?

☐ YES ☒ NO ☐ N/A

If "Yes" then either provide the physical connection permit number: _____ or the permit will be conditioned to preclude placing that service line into service until a physical connection permit has been obtained by the facility.

29. Does the pressure gradient that supplies this water main extension contain gravity storage? ☒ YES ☐ NO

Please note that if you answered NO above, then under N.J.A.C. 7:10-11.11(a)2, this pressure gradient is not designed to provide fire protection.

Submit appropriate engineering plans, specifications, reports, etc. to substantiate your answers

B. Water Quality Impacts**1. Transmission and Replacement Mains**

YES NO

Does the application include transmission or replacement mains and other distribution pipework improvements?

☒ YES ☐ NO

If "Yes", answer the following items.

- a. Do these improvements change detention times in the distribution system?

☐ YES ☒ NO

If "Yes", explain how these changes affect the detention times in the distribution system:

- b. For replacement mains, identify the following:

- i. Material of old main(s): DIP
 ii. Material of new main(s): DIP

If the pipe material will change, does it impact the efficacy of any installed corrosion control process?

YES NO N/A
☐ ☒ ☐

If "Yes" explain the effect and mitigation.

1. Transmission and Replacement Mains (Cont...)**YES NO**

- c. For replacement mains, have you identified any customer lead service lines (including lead goosenecks) along these lines?

☐	☒
☐	☒
☐	☒
☐	☒

If "Yes", are you intending to replace the lead service line?

If "Yes", will the full length be replaced?

If the full length is being replaced, is it a Lead and Copper sampling site?

If "Yes", a BWSE 18 form must be submitted to the Bureau following the lead service line replacement(s).

Explain actions if partial lead service line replacement will occur, including but not limited to, notification to the customer 45 days prior to replacement including potential increase in lead levels and health effects, if follow-up lead sampling will occur at each residence (strongly recommended), and how will the water system will retain a record of this lead service line and update the system's lead service line inventory. *Note, all of these actions are required if the water system is required to replace lead service lines under the Lead and Copper Rule.*

2. Water Main Extension**YES NO**

Does the application include more than 3,000 feet of new water main?

☐	☐
--------------------------	--------------------------

If "Yes", answer the following items.

- a. Do these improvements change detention times / water age in the distribution system?

☐	☐
--------------------------	--------------------------

If "Yes", explain how these changes affect the detention times / water age in the distribution system:

- b. Does the pipe material change have an impact on the efficacy of any installed corrosion control process?

YES	NO
☐	☐

If "Yes", explain the effect and mitigation.

3. Sampling Plans**YES NO**

Do the Lead and Copper, Water Quality Parameters (LCR), Disinfection Byproducts, and/or Total Coliform sampling plans need to be revised?

☐	☒
--------------------------	-------------------------------------

If "Yes", indicate which plan(s) and an explanation of why: _____

If "Yes", have your current sampling plans been approved by the Division?

☐	☒
--------------------------	-------------------------------------

If "Yes" provide the letter approval number and expiration date (if applicable): _____

Note: The revised sampling plan(s) must be available upon request.

If "No", a sampling plan must be submitted and approved prior to submission of the Placed In Service Certification.

Submit appropriate engineering plans, specifications, reports, etc. to substantiate your answers

C. Certification**a. APPLICANT'S CERTIFICATION**

I certify under penalty of law that the information provided in this document is true, accurate and complete and complies with N.J.A.C. 7:10-11 et seq. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Type: Name_____
Signature of Applicant/Owner's Authorized Representative_____
Type: Position_____
Date of Application**b. STATEMENT OF PREPARER OF TECHNICAL REVIEW FORMS, PLANS & SUPPORTING DOCUMENTATION**

I hereby certify under penalty of law that the answers provided herein and the associated engineering plans and supporting documents are accurate and reflective of the project being considered for approval and hereby certify that the proposed project complies with and will be constructed in conformance with the requirements of N.J.A.C. 7:10-11 et seq. I further certify that the facilities are designed to achieve the design intent. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Signature of Engineer
Professional Engineer's Embossed Seal_____
Date

24GE04877900

N.J.P.E. #

MidAtlantic Engineering

Type or Print Name of Engineering Firm



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SYSTEM ENGINEERING
SIMPLIFIED WATER MAIN CERTIFICATION
(N.J.A.C. 7:10-11.10(b)1)

Keyport Water Department

Water Purveyor

NJ1322001

PWSID#

A. Safe Drinking Water Program Specific Administrative Review

Only the following information shall be submitted for a Simplified Water Main Certification.

- ☒ 1. Completed Standard Application Form to Construct/ Modify/ Operate Public Water Works Facilities or 50 or more Realty Improvements, Form PA-01.
- ☒ 2. Completed Technical Review Form PA-10B bearing the signature and seal of a New Jersey Professional Engineer and the signature of the water system representative.
- ☒ 3. Completed Technical Review Form PA-05E (firm source capacity and allocation analysis) bearing the signature and seal of a New Jersey Professional Engineer and the signature of the water system representative.
- ☒ 4. Permit application review fee of \$250.
- ☒ 5. One (1) set of plans showing the location of existing and proposed water mains bearing the signature and seal of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(i). Any endorsement shall be Water Supply specific. Endorsements such as "Final for Sewer" are not acceptable for water supply applications.
- ☒ 6. An electronic copy, in pdf format, of the application including Technical Review Forms and plans. These electronic documents are submitted on CD with the application. Do not include an image of the check or other personally identifiable information otherwise the application will be Administratively Deficient until corrected.

NOTES:

All application documents are public records. Drawings and documents marked 'Proprietary/confidential' or with other similar restrictions shall not be submitted, or will be returned as administratively deficient, without prior written approval of the Bureau.

Plans that include soil, landscaping, lighting, demolition etc. (i.e. other than those related to water main construction) shall be returned in their entirety as Administratively Deficient requesting only those that relate to the water mains.

Any standard application / review form more than 6 months out of date will be determined as an Administrative Deficiency requiring the current form to be completed and submitted.

Simplified Water Main Certifications do NOT require Engineer' Reports and Specifications to be included.

B. Planning Area Applicability

1. Is project activity located in the Highlands Preservation Area?

☒ Yes or☒ No

If yes, is the application exempt from Highlands Act Rules?

☒ Yes or☒ No

If yes, submit documentation demonstrating that the project activity is exempt.

Note: The permit application will be returned to the applicant if the project is located within the Highlands Preservation Area and not exempt from the Highlands Act. For these project activities, a Water Main Extension Permit application must be submitted as part of a HPAA.

2. Is the project activity located in the Pinelands Planning Area?

☒ Yes or☒ No

If yes, have you included one of the following:

- a. Pinelands Certificate of Filing
- b. Letter of Exemption for Pinelands Review
- c. Public Development Approval

☐ Yes or☐ No☒ Yes or☒ No☐ Yes or☐ No**Note:** The permit application will be returned to the applicant if the project is located within the Pinelands Planning Area and one of the above documents is not submitted.

3. Is the project activity consistent with the Area-wide Water Quality Management Plan?

☐ Yes or☐ No**Note:** The permit application will be returned to the applicant if the project is not consistent.**C. Simplified Water Main Certification Applicability**

1. Does the project propose new residential service to more than 30 realty improvements but fewer than 50 service connections and requires 3,000 feet or less of water mains and does not include other distribution system infrastructure such as; interconnections, pump stations or storage tanks? ☒ Yes or ☒ No
2. Will the project generate a new non-residential average demand greater than 12,000 gallons per day determined pursuant to Table 1 at N.J.A.C. 7:10-12.6(b) and require water mains less than 3,000 feet in length? ☐ Yes or ☐ No

Note: If you answered no to both questions the project is not eligible for a Simplified Water Main Certification.**D. Water Main Details**

Piping Information:	Diameter (in.)	Length (LF)	Material
	4 & 6	25 & 130	DIP
	8	230	DIP
	12	1,900	DIP
	Total Length (LF)	2,300	

Comments

(Demand details shall be recorded on the PA-05E)

E. Construction Standards

The undersigned hereby certifies that the proposed water main extensions will be constructed in conformance with the requirements of N.J.A.C. 7:10-11.10 et. seq. and specifically that:

	YES	NO	N/A
1. In accordance N.J.A.C. 7:10-11.10(c) the water system has the:			
a. Firm source capacity for the estimated new peak daily demand? (N.J.A.C. 7:10-11.5(e)1)	☒	☐ *	
b. Monthly allocation to meet the estimated new peak monthly demand? (N.J.A.C. 7:10-11.5(e)2)	☐	☒ *	
c. Annual allocation to meet the estimated new peak year demand? (N.J.A.C. 7:10-11.5(e)2)	☐	☐ *	
2. Does the application ONLY include Service Lines? If Yes go to question 7. If no go to question 3.	☒	☐	
3. In accordance with N.J.A.C. 7:10-11.10(d) the distribution water mains have been designed to:			
a. Maintain a minimum pressure of 20 psi at street level under all flow conditions?	☐	☒ *	
b. Be at least six inches in diameter?	☐	☐ *	
4. In accordance with N.J.A.C. 7:10-11.10(e) the distribution water mains have been designed to:			
a. Limit maximum flow velocity to 5 fps or less for mains up to 16 inches in diameter?	☒	☐ *	
b. As far as practicable eliminate dead ends by being laid in a loop system?	☐	☒ *	
c. Have a fire hydrant or flushing device with flow greater than 2.5 fps installed on any dead end?	☐	☐ *	☒
d. Be covered with a minimum of 3.5 feet of earth?	☐	☐ *	
e. Provide adequate separation of water mains and sanitary or industrial sewers and protection of water main crosses sanitary / industrial sewers?	☒	☐ *	☐
g. Include n-1 valves at intersections of water mains?	☒	☐ *	
5. In accordance with N.J.A.C. 7:10-11.10(g) the distribution water mains have, as applicable, been designed to provide sanitary protection to the water during maintenance by:			
a. All chambers or pits containing gate valves; air-relief valves; blowoffs; meters being properly drained?	☐	☐ *	☐
b. Any blowoffs; air-relief valves; flushing devices or hydrant drains not being directly connected to a storm or sanitary sewer?	☒	☐ *	☐
c. The open end of any automatic air-relief pipes being extended one foot above grade and are provided with downfacing elbow or mushroom cap and provided with an insect screen?	☒	☐ *	☐
6. Are there any proposed surface water crossings? If Yes, have they been pre-approved by the Bureau of Water System Engineering? Approval letter number _____ If No, either obtain pre-approval or submit a standard water main extension application.	☒	☐	
	☐	☒ *	
7. In accordance with N.J.A.C. 7:10-11.10(e)7 are the water services designed to conform to the requirements of the Plumbing Sub code of the NJ State Uniform Construction Code?	☐	☐ *	
8. Is there any new construction that results in materials being in contact with potable water? If Yes, do the specifications and contract documents require that those materials be disinfected prior to use in accordance with N.J.A.C. 7:10-11.6(d)?	☒	☐	
	☐	☒ *	
9. Does any service line supplied by this water main extension serve a facility with an unapproved water supply? If YES then either provide the physical connection permit number: _____ or an application for a physical connection permit must be submitted	☐	☐	

If you have answered NO to any of the construction standard questions above marked * then the design deviates from the standards and a full Water Main Extension permit application must be submitted whereby the deviation can be explained in the Engineer's report.

F. Certification**a. APPLICANT'S CERTIFICATION**

I certify under penalty of law that the information provided in this document is true, accurate and complete and complies with N.J.A.C. 7:10-11.5. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Type: Name_____
Signature of Applicant/Owner's Authorized Representative_____
Type: Position_____
Date of Application**b. STATEMENT OF PREPARER OF PLANS, AND SUPPORTING DOCUMENTATION**

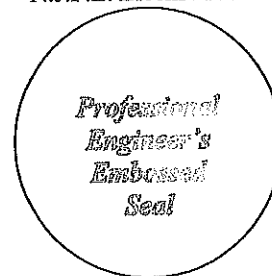
I hereby certify under penalty of law that the engineering plans, and supporting documentation applicable to this project comply with the current rules and regulations of the State Department of Environmental Protection. I further certify that the facilities are designed to achieve the design intent. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Michael V. Weseloski, P.E.

Type: Name of Engineer

Project Engineer, MidAtlantic Engineering

Type: Position, Name of Firm

Signature of Engineer_____
24GE04877900_____
N.J.P.E. License Number



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SYSTEM ENGINEERING
TECHNICAL REVIEW FORM
 CHECKLIST FOR THE DETERMINATION OF PERMIT REQUIREMENTS
 FOR WATER MAIN CONSTRUCTION
 (N.J.A.C. 7:10-11.10)

Keyport Water Department
 Water Purveyor

NJ1322001
 PWSID#

Borough of Keyport
 Municipality

The following checklist should be used to determine if approval from the Bureau of Water System Engineering is required for a given water main project, and if so, what type of permit application must be filed. Please note that the following criteria are a clarification of the Bureau of Water System Engineering's regulations and have been adopted as a formal policy.

SECTION I – Is approval from the Bureau of Water System Engineering required?

	YES	NO	N/A
1. Does the project propose new residential service to more than 30 realty improvements but fewer than 50 service connections and requires water mains less than to 3,000 feet in length?	☒	☒	☒
2. Will the project generate a new non-residential average demand greater than 12,000 gallons per day determined pursuant to Table 1 at N.J.A.C. 7:10-12.6(b) and require water mains less than 3,000 feet in length?	☒	☒	☒
3. Does the project have any water main construction which includes 50 or more service connections?	☒	☒	☒
4. Does the project consist of 3,000 or more feet of water main; extension, replacement, transmission main, reinforcing water main, looping deadends, etc.?	☒	☒	☒
5. Does the project include an interconnection with another public community water system?	☐	☐	☒

If you answered YES to any of the questions in Section I, approval from the Bureau of Water System Engineering is required; If you answered NO to all of the questions in Section I, formal approval (a permit) from the Bureau of Water System Engineering is not required.

If you answered **YES** to questions 1 or 2 in **Section I**, you may apply for approval using the Simplified Water Main Certification process described at N.J.A.C. 7:10-11.10 paragraph (b) 1. In addition to this form this requires submission of a completed; Standard Application Form PA01; Checklist for Administrative Completeness PA05; Technical Review Form for Distribution Systems PA10; one (1) set of signed & sealed plans; a \$250.00 application fee.

If you answered **YES** to either questions 3, 4 or 5 in **Section I**, you must submit a complete Standard Permit Application with all supporting documentation as described at N.J.A.C. 7:10-11.10 paragraph (b) 2. In addition to this form this requires submission of a completed; Standard Application Form PA01; Checklist for Administrative Completeness PA05; Technical Review Form for Distribution Systems PA10; one (1) signed & sealed set of plans, specifications and engineers report; a fee calculated pursuant to N.J.A.C. 7:10-15.3(d)3 or 4.

SECTION II – Master Permits

	YES	NO	N/A
1. Does the water system have a Master Permit?	☒	☐	☐
2. How many water main extension permits have been applied for in the last 3 calendar years? _____	☐	☐	☒

***APPLICANT'S CERTIFICATION**

I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

 Type: Name

 Type: Position

 *Signature of Applicant/ Owner's Authorized Representative

 Date

RESOLUTION # ___-21

**AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT
WITH MOTT MACDONALD RELATED TO THE PERRY
STREET WATER TREATMENT PLANT UPGRADE PROJECT**

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

WHEREAS, on February 16, 2016 Resolution No. 93-16 was adopted by the Borough Council authorizing a contract (the "Contract") with Hatch Mott MacDonald, now known as Mott MacDonald ("Mott"), in the amount of \$564,000.00 for engineering services related to the Perry Street Water Treatment Plant Upgrades Project; and

WHEREAS, the contract included services for the construction phase of the project in the amount of \$136,000; and

WHEREAS, as a result of contractor schedule and coordination challenges, unforeseen conditions, and Borough-requested changes as detailed in the June 5, 2020 and March 10, 2021 correspondence from Mott MacDonald to the Borough, Mott MacDonald has requested the \$136,000.00 Construction Phase contract amount be increased in the amount of \$52,500.00 increasing the total contract amount of \$616,500.00; and

WHEREAS, the Borough Administrator has reviewed the request and recommends the contract change be authorized in payment of all claims for compensation related to this project with the exception of services for the underground storage tank removal and remediation which were separately authorized; and

WHEREAS, the Borough Chief Financial Officer has identified the funds required for this contract amendment are available from previously appropriated funds for capital improvements within the Water and Sewer Utility.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough authorizes the Contract Change Order increasing the \$136,000.00 construction phase costs by \$52,500.00 and amending the total contract amount to \$616,500.00.
3. The appropriate Borough officials, including the Mayor and Borough Administrator are hereby authorized to execute the all documents to effectuate this authorization.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk



Mr. Thomas Henshaw
Borough Administrator
Borough of Keyport
70 West Front Street
Keyport, New Jersey 07735

**Borough of Keyport
Contract 17-1 Perry Street Water Treatment Plant
Project Status Update &
Construction Phase Services Budget Amendment Request**

Our Reference
369494

June 5, 2020

Dear Mr. Henshaw:

3 Paragon Way
Freehold NJ 07728

T +1 (732) 780 6565
F +1 (732) 577 0551
mottmac.com

Per our discussions, this letter is intended to provide an update to the Borough of Keyport (the Borough) about the status of the above mentioned project, and to provide information about the services rendered by Mott MacDonald during the construction phase to justify our request for a budget amendment to cover additional costs incurred by our resident inspector since the construction duration extended beyond the original completion date.

PROJECT BACKGROUND

The Borough's water supply strategy is to minimize their supply from the wholesale water purchases and maximize its own water production. In order to do this, the Borough decided to upgrade the Perry Street Water Treatment Plant to a maximum capacity of 1.44 MGD (1,000 gallons per minute). This included the replacement of the existing gravity filtration system and removal of the existing aeration and upflow clarifier units. The main components of the upgraded plant included the following:

- Installation of a new pretreatment system consisting of a new aerator and pretreatment basin including flocculators, inclined plate settlers and a sludge collection system;
- New pressure filtration system provided with Greensand Plus filter media, pneumatically operated butterfly valves and an air scour system;
- New high service pumps including installation of variable frequency drives and backwash return pumps;
- Chemical feed upgrades to upgrade the lime, sodium hypochlorite, alum and polymer systems;
- Supply well upgrades to replace existing well pumps including redevelopment of the wells;
- Rehabilitation of the intermediate and backwash basins;
- Installation of a new centralized programmable logic controller (PLC) providing plant operators the necessary level of control and monitoring of the overall treatment plant systems; and
- Installation of an emergency generator under FEMA's Hazard Mitigation Grant Program.

The construction project was advertised and publicly bid in August 2018 and the construction contract was awarded to Coppola Services, Inc. for \$5,142,500.00 in October 2018. The Notice to Proceed was issued by the Borough on November 13, 2018. With a contract duration of 360 days, the contract completion date was scheduled to be November 8, 2019. The Contractor encountered delays with the vertical flocculation equipment manufacturer (Meurer Research Inc.), in addition to the high lift service pumps (Flowserve Corporation), and requested that the substantial completion date for beneficial use of the water filtration systems be extended to December 20, 2019, and Final Completion by February 18, 2020. The Contractor has since encountered major delays with obtaining a new electrical service from Jersey Central Power & Lighting Co. (JCP&L), which required significant coordination efforts by Mott MacDonald. The new electrical service was provided to the Plant on March 26, 2020. Start-up and commissioning of the Plant followed in April 2020, and the Plant began full operation and started providing finished water to the Borough's system on May 1, 2020 as required per the Borough's agreement with New Jersey American Water (NJAW).

Mott MacDonald has made every effort to provide construction-phase services to the Borough in a cost-effective manner, while still fulfilling its duty to protect the Borough's interests during the course of the construction period. While the original budget was prepared with confidence in its accuracy for the anticipated Scope of Work, there have been several circumstances which arose during the construction period that were unusual and unforeseen, and therefore could not be anticipated in the original budget. Primarily, these circumstances fall under the following general categories:

1. **Contractor Schedule and Coordination Challenges:** The General Contractor on the project (Coppola Services Inc.) experienced setbacks and challenges that have resulted in an extended contract duration and which required additional communication and coordination efforts on Mott MacDonald's part. This allowed us to help the Borough keep the project on-track so the project would be completed by the required deadline to produce finished water by May 1, 2020; and
2. **Unforeseen Conditions and Borough-requested Changes:** As noted there were unforeseen conditions encountered during construction and the Borough's personnel requested changes to the project during the construction phase. Both of these resulted in the need for additional engineering costs relative to design, coordination and inspection services by Mott MacDonald staff to keep the project on track.

CONTRACTOR SCHEDULE AND COORDINATION CHALLENGES

Overall, the work of the Contractor (Coppola Services) on the job has been satisfactory; however, several challenges have arisen that have required additional coordination and inspection services on Mott MacDonald's part:

1. Contractor coordination with JCP&L was not effective, and Mott MacDonald was needed to support and coordinate efforts between the Contractor, the Borough, and JCP&L so the necessary work was completed in advance of Plant start-up and commissioning. A major issue with obtaining new JCP&L electric service required the generator and automatic transfer switch start-up to be accelerated without the use of utility power. This added significant amount of coordination time, in addition to the efforts exhausted in starting up the generator prior to having utility power, and then again after utility power was restored to confirm proper operation of the generator and automatic transfer switch.

2. The submission of shop drawings was a challenge during the project. Coppola was continually notified of these shop drawing delays and deficiencies, yet several submissions for the project were still outstanding after the original contract completion date, particularly on the HVAC system shop drawings.
3. Coordination of equipment and material deliveries to the site has impacted work schedules on several occasions. Several weeks and/or months were lost on the schedule due to these delays, which required Mott MacDonald intervention with Coppola Services.

UNFORESEEN CONDITIONS AND BOROUGH-REQUESTED CHANGES

Preliminary design drawings were delivered to the Borough for review in addition to the final drawings for bid in May 2018. Even though Borough personnel reviewed and approved the plans at these times, it is natural, given the size and complexity of the project, that specific items of concern to the Borough staff were not noted by them until construction began or unforeseen items arose during construction. Mott MacDonald has worked closely with Borough personnel in identifying these items, and helped to develop workable solutions which were satisfactory to both the Borough and the Contractor (wherever there are impacts on the construction cost). Some of the major Borough-requested changes made are as follows:

1. Furnish and installation of polymer pumps and starters, in addition to lime pumps. The original scope of work called for the re-use the existing pumps, but during the construction phase it was determined by Borough personnel that replacement parts for existing pumps were not readily available and new pumps were requested .
2. During the construction phase, Borough personnel noted that they had several leaks with the backwash return piping in the past, and they requested the replacement and re-routing of the backwash return piping under this contract.
3. Concrete ramp at the bay door was requested to be replaced due to deteriorating condition.
4. SCADA system functional changes for modifications to Plant operations.
5. Several significant unknown conditions also arose during construction:
 - a. Replacement of suction lines within the backwash tank was required due to deteriorated condition exposed during construction.
 - b. Based on revisions to JCP&L's standards in October 2018 (during the construction phase of the project), additional equipment including a fused disconnect switch and free-standing CT cabinet was required.
 - c. Electrical switchgear was relocated due to the location of underground fuel piping exposed during construction.
 - d. Due to the existing Verizon service being disconnected by the Utility Company, the existing auto-dialer could not be re-used. A new cellular auto-dialer was required to be procured and installed.
 - e. Based on the actual field location of existing water main, extension of the water main tie-in, water service tap relocations, and trench repair was required to cross the existing sanitary sewer.



Many of these changes required field design work by Mott MacDonald's resident inspector prior to contacting Coppola Services for the necessary unforeseen conditions or change order work to be completed. Further, negotiations for each of the changes was conducted to ensure that the changed or unforeseen work was done in a technically sound, cost-effective and timely manner.

BUDGET AMENDMENT

The budget amendment that Mott Macdonald is requesting is for the additional construction observation services required for the project. The original project inspection budget of \$148,000 was based on an overall project duration of 360 days and 1,320 man-hours for on-site inspection of work. Based on the actual project duration between the Notice to Proceed to Substantial Completion (May 19, 2020) of 553 days, more than 1,872 man-hours were required for on-site resident inspection work, not including additional project management field supervision and start-up assistance, or additional office-based construction administration. The resident inspection man-hours represent a 42% increase in time and man-hour costs.

As such, we are respectfully requesting that the Borough review, consider and approve an amendment to our construction phase budget in the amount of \$52,500, which represents a 17% increase of the overall construction phase budget (construction administration, resident inspection, and additional construction services) on a project duration that increased by 60% and man-hours for the resident inspector that increased by over 42%. As noted, Mott MacDonald is only requesting additional budget to cover the costs of our resident inspector and are not requesting additional reimbursement for Mott MacDonald's office-based construction administration and project management services that were rendered.

Upon approval of our amendment by the Borough, the revised construction phase budget (construction administration, resident inspection, and additional construction services) will be approximately 7% of the overall construction cost for this project, which is within accepted industry standards for a project of this size and complexity.

If desired, Mott MacDonald is available to meet with the Borough and further discuss the need for the requested budget amendment. Should you have any questions regarding the information contained above, please do not hesitate to contact me.

Very truly yours,

Mott MacDonald, LLC

Kyle A. Smith, PE, CME
Senior Associate
T 732.780.6565
kyle.smith@mottmac.com

cc: Hon. Collette J. Kennedy, Mayor & Borough Council
Michele Clark, RMC, Borough Clerk
Thomas P. Fallon, CPA, RMA, Borough CFO (*via email*)
Diana Hoffman, Borough Senior Account Clerk (*via email*)
Cathleen Marcelli, PE, CME, Mott MacDonald (*via email*)
Rishi Gupta, Mott MacDonald (*via email*)



Mr. Jay Delaney
Borough Administrator
Borough of Keyport
70 West Front Street
Keyport, New Jersey 07735

**Borough of Keyport
Contract 17-1 Perry Street Water Treatment Plant
Project Status Update &
Construction Phase Services Budget Amendment Request**

Our Reference
369494

March 10, 2021:

Dear Mr. Delaney:

3 Paragon Way
Freehold NJ 07728

T +1 (732) 780 6565
F +1 (732) 577 0551
mottmac.com

Per our discussions, this letter is a follow-up to our original letter dated June 5, 2020 to provide an update to the Borough of Keyport (the Borough) about the status of the above mentioned project, and to provide information about the services rendered by Mott MacDonald during the construction phase to justify our request for a budget amendment to cover additional costs incurred by our resident inspector since the construction duration extended beyond the original completion date.

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Many of these changes required field design work by Mott MacDonald's resident inspector prior to contacting Coppola Services for the necessary unforeseen conditions or change order work to be completed. Further, negotiations for each of the changes was conducted to ensure that the changed or unforeseen work was done in a technically sound, cost-effective and timely manner.

BUDGET AMENDMENT

The budget amendment that Mott MacDonald is requesting is for the additional construction observation services required for the project. The original project inspection budget of \$148,000 was based on an overall project duration of 360 days and 1,320 man-hours for on-site inspection of work. Based on the actual project duration between the Notice to Proceed to Substantial Completion (May 19, 2020) of 553 days, more than 1,872 man-hours were required for on-site resident inspection work, not including additional project management field supervision and start-up assistance, or additional office-based construction administration. The resident inspection man-hours represent a 42% increase in time and man-hour costs.

As such, we are respectfully requesting that the Borough review, consider and approve an amendment to our construction phase budget in the amount of \$52,500, which represents a 17% increase of the overall construction phase budget (construction administration, resident inspection, and additional construction services) on a project duration that increased by 60% and man-hours for the resident inspector that increased by over 42%. As noted, Mott MacDonald is only requesting additional budget to cover the costs of our resident inspector and are not requesting additional reimbursement for Mott MacDonald's office-based construction administration and project management services that were rendered.

Upon approval of our amendment by the Borough, the revised construction phase budget (construction administration, resident inspection, and additional construction services) will be approximately 7% of the overall construction cost for this project, which is within accepted industry standards for a project of this size and complexity.

If desired, Mott MacDonald is available to meet with the Borough and further discuss the need for the requested budget amendment. Should you have any questions regarding the information contained above, please do not hesitate to contact me.

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Kyle A. Smith'.

Kyle A. Smith, PE, CME
Vice President
T 732.780.6565
kyle.smith@mottmac.com

cc: Hon. Collette J. Kennedy, Mayor & Borough Council
Michele Clark, RMC, Borough Clerk
Thomas P. Fallon, CPA, RMA, Borough CFO (*via email*)
Diana Hoffman, Borough Senior Account Clerk (*via email*)

RESOLUTION #__-21

**AUTHORIZING THE BOROUGH OF KEYPORT TO
RELEASE THE PERFORMANCE BOND PROVIDED BY
KEY144 PROPERTY, LLC FOR CONSTRUCTION AT 144
THIRD STREET**

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

WHEREAS, as part of the project at the property located at block 124, lot 19 on the Borough tax map (the "**Property**"), the Property owner, Key144 Property, LLC (the "**Owner**") was required to post a performance guarantee in the form of a performance bond for the amount of \$3,564 (the "**Performance Bond**") and a cash deposit in the amount of \$396 (the "**Cash Deposit**") for construction of the project at the Property; and

WHEREAS, the Borough Engineer has conducted a field observation of the project and confirmed that the construction of the improvements is complete and in substantial conformance with the approved project plan; and

WHEREAS, the Borough Engineer has recommended that the Performance Bond be released and the Cash Deposit returned to the Owner upon the following conditions: (i) the Owner obtain a two year 15% maintenance guarantee in the amount of \$594; (ii) the Owner shall reimburse the Borough \$2,687.35 for water repair work performed by the Department of Public Works on or about November 11, 2019; and (iii) the Owner pay all outstanding engineering and inspection escrow fees and replenish the escrow account to an amount not less than \$500 to cover the costs associated with the observation and report as to the project (collectively the "**Conditions**").

WHEREAS, the Borough Engineer recommends the release of the Performance Bond.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough is authorized to release the Performance Bond provided by the Owner to the Borough based on the recommendation of the Borough Engineer subject to the conditions listed in this resolution.
3. The Borough is authorized to return the Cash Deposit to the Owner based on the recommendation of the Borough Engineer subject to the conditions listed in this resolution.
4. The Mayor of the Borough, the Borough Administrator, and/or the Borough Chief Financial Officer is authorized to effectuate the release of the Performance Bond and the return

of the Deposit, including the execution of any forms necessary for the release of the Performance Bond in furtherance of this resolution.

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

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

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

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk



JOHN H. ALLOAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

March 22, 2021

Via Electronic & 1st Class Mail

Mayor Collette J. Kennedy and Borough Council
Borough of Keyport
70 West Front Street
PO Box 60
Keyport, NJ 07735-0060

Attn: Michele Clark, RMC, Borough Clerk

**Re: Bond Release Request
Key144 Property, LLC
Application No. KUPB 19-04
Minor Site Plan w/ Bulk Variance
144 Third Street - Block 124, Lot 19
Borough of Keyport, Monmouth County, NJ
Our File: HKPE0124.01**

RECEIVED
MAR 25 2021

BY:

Dear Mayor Kennedy and Council Members:

In response to the Developer's request for release of performance guarantees for the above referenced project, this office has recently conducted a field observation of same. This observation revealed that the improvements are complete and in substantial conformance with the project plans at this time.

Subject to verification by the Borough Clerk and Chief Financial Officer, it is our understanding that the current performance guarantee amounts for this project are as follows:

- Performance Bond \$3,564.00
- Cash Deposit \$396.00

Based on the above, it is recommended the request for release of the subject performance guarantees be granted, and the above performance bond and cash deposit be returned to the Developer pending receipt of a 2-year, 15% maintenance guarantee in the amount of \$594.00 (15% of the total guarantees posted) subject to review and approval by the Borough Attorney. In addition, the Applicant shall reimburse the Borough \$2,687.35 for the water repair work performed by the DPW as per the January 30, 2020 letter from Keri Stencel, as attached.

We further recommend that any release be conditioned upon the Applicant paying all outstanding engineering or inspection escrow fees and the replenishment of the escrow account to an amount not less than \$500.00 to cover the costs associated with the observation of the site and report at the end of the 2-year Maintenance Bond period.

S:\Keyport\Project Files\E0124.01 - Key144 Property, LLC\21-03-22 Bond Release Letter.docx

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0766



Keyport Unified Planning Board
Re: Key144 Property LLC
Recommendation of Bond Release

March 22, 2021
Our File No. HKPE0124.01
Page 2

Lastly, we note that we recommended that a 170-day Winter Conditional CO be issued conditioned on the posting of a supplemental cash deposit with the Borough in the amount of \$9,000.00 to guarantee the satisfactory completion of landscaping and fencing work that will be completed no later than April 1, 2021. Once this work has been completed and approved by this office, the supplemental cash deposit will be released.

We trust this is the information you require at this time. Should you have any questions or require additional information, please do not hesitate to contact our office.

Very truly yours,

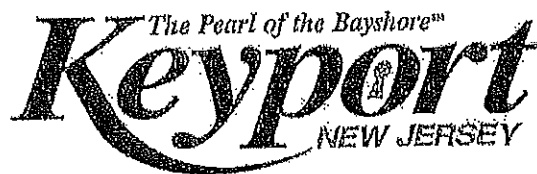
CME Associates

Trevor J. Taylor, PE, PP, CME, CFM
Borough Engineer's Office

TJT:mmm

Enclosures

cc: Jay Delaney, Borough Administrator
Denise Nellis – Land Use Board Secretary
Laurie Graham, Borough Construction Office
Keri R. Stencel, Borough Tax Collector
Evey Stanziale (Key144 Property LLC), Applicant



Keri Stencel, C.T.C.
Tax Collector/Water/Sewer Collector

January 30, 2020

Key 144 Property, LLC
PO Box 335
Holmdel, NJ 07733

RE: 144 Third Street, Keyport NJ

Dear Key 144 Property, LLC:

Enclosed please find an invoice from November 11, 2019 when the Department of Public Works was dispatched to 144 Third Street to repair an issue caused by your contractor. Please make the check payable to the Borough of Keyport and mail to:

Borough of Keyport
Attn: Keri R. Stencel
PO Box 60
Keyport, NJ 07735

If you should have any questions, please email me at kstencel@keyportonline.com.

Sincerely,

Keri R. Stencel, C.T.C.
Tax Collector

Keyport Borough

PO Box 60
Phone: 732-739-3900

Keyport, NJ 07735
Fax: 732-739-4701

www.keyportonline.com

124/19

Incident Location	144 Third St. Keyport NJ, 07735
Incident Date	Nov. 11, 2019

Labor	Hourly Rate	Fringe Benefits Per Hour	Hours	Total Rate
Supervisor Over Time Rate	\$48.61	\$14.58	7	\$442.33
Equipment Operator Over Time Rate	\$59.97	\$17.99	7	\$545.72
Repairman Over Time Rate	\$29.45	\$8.84	7	\$268.03
Laborer Over Time Rate	\$19.70	\$5.91	7	\$179.27
Total Labor Cost				\$1,435.35

Equipment	Hourly Rate	Hours	Total
Backhoe K-13	\$38.60	6	\$231.60
Dump K-4	\$48.90	6	\$293.40
Truck K-3	\$48.90	6	\$293.40
Compressor	\$11.14	6	\$66.84
Pump 1	\$7.99	6	\$47.94
Pump 2	\$7.99	6	\$47.94
3/4 Brass compression Curb Stop	\$152.88	1	\$152.88
Curb Box Stem	\$16.00	1	\$16.00
Back Fill	\$34.00	3 yards	\$102.00
Total Equipment			\$1,252.00

Total Cost	\$2,687.35
------------	------------

Received a call for water to be shut off at location. Once on location contractor admitted to ripping out about 20 feet of water line and curb stop for property. DPW cut section of sidewalk and dug down, where curb stop was. New curb stop was installed and water shut off. Curb stop on property side was packed with a rag and rag tied to it. New stem was installed for curb box. Hole was back filled with three (3) yards of dirt.

Submitted by
Steven O'Dwyer
Keyport Public Work
Supervisor

RESOLUTION #__-21

**RESOLUTION AUTHORIZING SUBMISSION OF THE
NEIGHBORHOOD PRESERVATION PROGRAM REVISED
YEAR 2 IMPLEMENTATION PLAN**

WHEREAS, the Borough of Keyport (the "Borough") was approved for and received grant funds from the New Jersey Department of Community Affairs (the "DCA") Neighborhood Preservation Program ("NPP") for Year 1 of the Borough's Five-Year Implementation Plan; and

WHEREAS, the Borough of Keyport (the "Borough") has been approved for and anticipates receipt of grant funds from the New Jersey Department of Community Affairs (the "DCA") Neighborhood Preservation Program ("NPP") for Year 2 beginning July 1, 2021; and

WHEREAS, the Year 2 Plan has been revised to reflect priority changes necessitated by economic conditions precipitated by the Covid-19 pandemic; and

WHEREAS, the revised plan was prepared by the NPP Coordinator and reviewed by the NPP "Downtown Keyport" stakeholders.

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 Keyport NPP Coordinator is authorized to submit the Revised Year 2 Implementation Plan for approval by the New Jersey Department of Community Affairs, Neighborhood Preservation Program.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on April 6, 2021.

Michele Clark, RMC
Borough Clerk

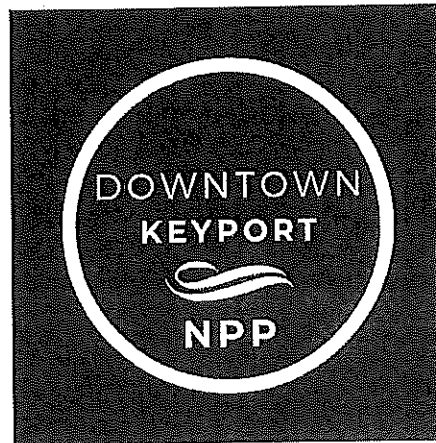
Current Approved NPP Plan

Project	Year Two			Year Three		Year Four		Year Five		Project Total
	NPP Request	Municipal Match	Total	NPP Request	Municipal Match	NPP Request	Municipal Match	NPP Request	Municipal Match	
Admin	\$20,000.00	\$12,700.00		\$20,000.00	\$12,700.00	\$20,000.00	\$12,700.00	\$20,000.00	\$12,700.00	\$130,800.00
LED Phase I & II	\$30,000.00	\$7,300.00		\$30,000.00	\$7,300.00					\$74,600.00
Gateway/Signage	\$40,000.00									\$40,000.00
Public Art	\$10,000.00									\$10,000.00
Parking Improvements				\$25,000.00						\$25,000.00
Public WIFI Phase I & II				\$20,000.00				\$10,000.00	\$7,300.00	\$37,300.00
Storefront Phase I, II &III				\$5,000.00		\$20,000.00		\$20,000.00		\$45,000.00
Boat Slip (Ramp)/Waterfront						\$25,000.00	\$7,300.00			\$32,300.00
Shuttle Bus						\$20,000.00				\$20,000.00
Sidewalk Improvements						\$15,000.00				\$15,000.00
Trees & Shrubs								\$10,000.00		\$10,000.00
Small Bus. Incentive								\$40,000.00		\$40,000.00
Sub-Totals	\$100,000.00	\$20,000.00	\$120,000.00	\$100,000.00	\$20,000.00	\$100,000.00	\$20,000.00	\$100,000.00	\$20,000.00	\$480,000.00
	\$120,000.00			\$120,000.00		\$120,000.00		\$120,000.00		\$480,000.00

Year 2 Proposed Revisions to Approved NPP Plan

Project	Year Two			Notes
	NPP Request	Municipal Match	Total	
Admin	\$25,000.00	\$7,500.00	\$32,500.00	Corrected & increased grant request amount vs municipal match
LED Phase I of II				Moved from Year 2. To be reassigned later in plan.
Gateway/Signage	\$40,000.00	\$2,000.00	\$42,000.00	No Change - Added municipal match to cover KDPW
Public Art				Moved from Year 2. To be reassigned later in plan.
Parking, Sidewalk and Pedestrian Improvements	\$60,000.00	\$15,500.00	\$75,500.00	Moved to coordinate with complete streets, KBBC and other capital projects
Sub-Totals	\$125,000.00	\$25,000.00	\$150,000.00	
Total Year 2		\$150,000.00		Reviewed and approved by NPP Stakeholders on 3/8/21

On March 13, 2021, DCA requested all NPP towns budget for \$125,000 in funding with \$25,000 municipality match (or 20% of grant amount)



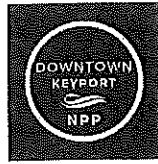
Borough of Keyport Neighborhood Preservation Plan

**“Downtown Keyport”
Neighborhood District**

March, 2021

Revised Year 2 Implementation Plan





Keyport Neighborhood Preservation Plan "Downtown Keyport" District Stakeholders

Lorraine DeVizia

(Member, Keyport Bayfront Business Cooperative & Proprietor, Gerber Salon)

Jay Patel

(Proprietor, Keyport News)

Catherine "Cat" Galli

(Proprietor, Stress Free Body & Member, Keyport Bayfront Business Cooperative)

Rachael Fredericks

(Borough of Keyport Resident)

Michelle Knox

(Borough of Keyport Resident)

Councilwoman Lori Ann Davidson

(Councilwoman, Borough of Keyport)

Councilwoman Delia Sosa McDermott

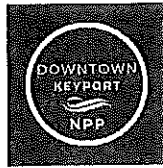
(Councilwoman, Borough of Keyport & Liaison Keyport Bayfront Business Cooperative)

Nicole Henn

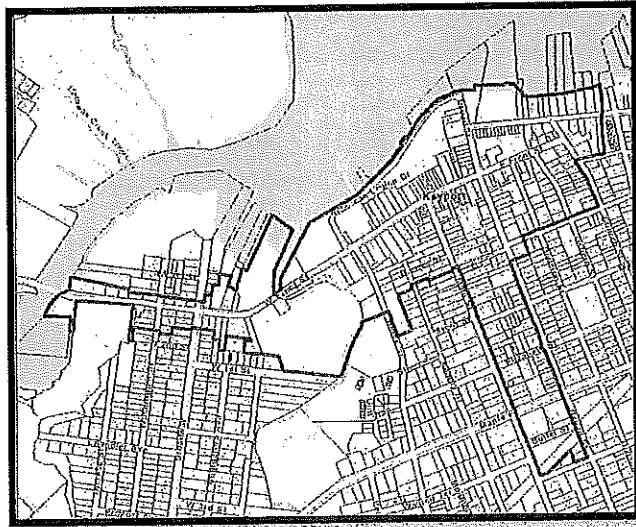
(Neighborhood Preservation Program Coordinator)

Jay Delaney

(Borough Administrator)



Borough of Keyport NPP District Map



Revised and Approved by DCA September, 2020

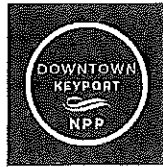
Summary: Proposed Revisions to Year 2 Implementation Plan

In September of 2020, the implementation and momentum of the Neighborhood Preservation Program (NPP) allowed for an expansion of the boundary map. Leading up to the successful and well received NPP Covid-19 Relief Fund grant program, this expansion not only gave a lifeline to 49 small businesses with rental and utility support grants, but offered the NPP Stakeholders an opportunity to make a tangible difference in parts of the community that would have been previously excluded. Please see page 6 for Year 1 successes to date!

At the most recent NPP Stakeholder meeting on March 8, 2021, Year 2 plans were reviewed. Special attention was given to the revised map area and the importance of addressing parking needs, sidewalks and pedestrian safety (streetscape improvements). Paired with planned Borough of Keyport's capital projects, grant work and the potential of a funding partnership with the Keyport Bayshore Business Cooperative, the team agreed that these changes are timely and will further advance initiatives currently planned for the Borough. The NPP team did not recommend removing any projects in our approved 5-year plan, but simply rearranged and combine them to coordinate with other initiatives with the intention of having greater impact in the Downtown district.

The approved Year 2 plan budget included public art and a multi-year LED upgrade. With Covid-19 still in the forefront, our team agreed that moving the public art portion of the plan back will allow for better community engagement when restrictions have been fully lifted. Given the research compiled for the LED project, creating a comprehensive lighting design plan in time for the onset of Year 2 was not possible. Finding the right balance between sustainability and aesthetics has been a challenge, but planning will continue into Year 2.

The gateway feature/arch and signage remain as previously planned for Year 2 with no changes. Over the next several weeks our NPP team will review draft renderings of potential gateway arch/feature designs and locations. Once fully vetted by the team, a community survey will be created allowing residents to be a part of the final design process.



Revised Year 2 Implementation Plan

Year 2 Budget:

Requested NPP Funds: \$125,000.00

Borough of Keyport Municipal Match: \$25,000.00

Total: \$150,000.00

Design and Install Gateway Feature/Arch and Signage(\$40,000) Economic/Place Value Municipal Match (\$2,000) Total Improvement Budget (\$42,000) Currently Planned for Year 2

Utilizing the information regarding the existing [status of] signage in the "Downtown Keyport " Neighborhood, the procurement and installation of signage, including a proposed welcome "archway/feature" would occur in Year 2 of the Neighborhood Preservation Program. Taking the designs selected at the end of Year 1, the specifications for the purchase and installation of the gateway arch and signage would be advertised and a contract awarded during the late summer/early fall months. The goal would be to have the actual work and installation occur in the spring of 2022 or earlier if possible.

Improvements to Public Parking, Sidewalk and Pedestrian Improvement Areas (\$60,000) Economic/Place Value Municipal Match (\$15,500) Total Improvement Budget (\$75,500)

In addition to efforts to address identified parking issues, including the potential for a shuttle bus system, the improvement of existing public parking facilities will be addressed in Year 2 of the Neighborhood Preservation Program. The Borough owns several public parking lots in the "Downtown Keyport" Neighborhood, most notably near the bayshore area. There are needed improvements to these facilities to both enhance the aesthetics of these facilities as well as to prevent conditions which could hinder the ability to rely on these facilities to provide parking. Such a hindrance would exaggerate an already problematic parking issue in the neighborhood. Given the geographical overlap of these areas, combining public parking, sidewalk and pedestrian improvements projects into one major category will allow for significant tangible impact that can be paired with other funding sources.

During Year 1, a volunteer community-based group has been studying and identifying issues with the Borough's parking facilities, signage, regulations and branding needs. A major step in addressing public parking needs is to properly identify these locations with new signage, fencing, lighting improvements, brighter ground markings, paving as well as address other recommendations from NPP Stakeholder and the Borough of Keyport that will allow us to provide a safe and welcoming parking experience for visitors and residents.

The NPP Stakeholders have reviewed "asset locations" such as our Mini Park and Waterfront access areas and the sidewalks lining our Downtown main streets. Most of these areas have been identified as needing physical or visual improvement. The NPP team plans to coordinate with the KBBC (Keyport Bayshore Business Cooperative) to leverage funds from their visual improvements budget. The NPP team will also work closely to coordinate with other Borough grant and capital improvement projects, including the Complete Streets Program. Our goal is to complete the main portion of this project before late fall 2021 with the remaining recommended improvements completed in the spring of 2022.

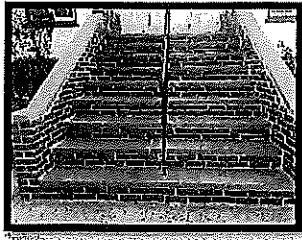
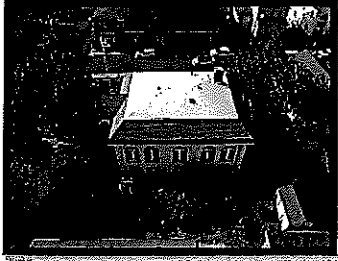


Budget Detail				
Year 2: Downtown Keyport NPP: Implementation				
Budget Category	Requested NPP Funds	Municipal Match	Other Sources/ In-Kind	Total Amount
ADM - Personnel				
Salaries/Wages				
NPP PROGRAM COORDINATOR	\$25,000.00	\$7,500.00		\$32,500.00
Minor Category Sub-Total	\$25,000.00			\$32,500.00
Major Category Sub-Total	\$25,000.00	\$7,500.00		\$32,500.00
PUBLIC IMPROVEMENT PROJECTS				
Design and Install Gateway Arch and Signage	\$40,000.00	\$2,000.00		\$42,000.00
Improvements to Public Parking, Sidewalk and Pedestrian Area Improvements	\$60,000.00	\$15,500.00		\$75,500.00
Minor Category Sub-Total	\$100,000.00	\$17,500.00		
Major Category Sub-Total	\$100,000.00	\$17,500.00		\$117,500.00
Other	\$0.00	\$0.00		\$0.00
MISCELLANEOUS ADMINISTRATIVE ACTIVITIES				
Investigate LED Upgrades	\$0.00			
Design Storefront Improvement Reimbursement Pilot Program	\$0.00			
Public WiFi Study and Grant Investigation	\$0.00			
Minor Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00
Major Category Sub-Total				
Total	\$125,000.00	\$25,000.00		\$150,000.00

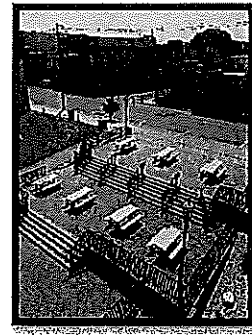


Year 1 In Review:

Historic Library Restoration

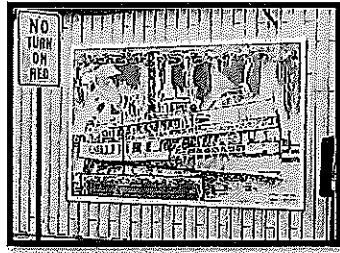


New Trees and Shrubs Fireman's Park



Added Public Benches and Tables

Murals: Completed and Continuing...



Future locations for murals!



Making our roads safer with custom flood gates, install almost completed!

ORDINANCE #2-21

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER V OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT ENTITLED "GENERAL LICENSING AND BUSINESS REGULATIONS" AT SECTION 5-12 (GAMES OF CHANCE)

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

WHEREAS, Chapter V of the Borough's Revised General Ordinances establishes General Licensing and Business Regulations; and

WHEREAS, the Governing Body of the Borough desires to amend the section of Chapter V governing the licensing and regulation of Games of Chance commonly referred to as bingo and raffles; and

WHEREAS, the Council of the Borough (the "**Council**") has determined to amend Chapter V referenced therein to provide for such amendments (additions are underlined, deletions are ~~stricken~~).

NOW THEREFORE, BE IT ORDAINED by the Council that the Revised General Ordinances of the Borough of Keyport, Chapter V be and hereby is amended and supplemented as follows:

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

Section 2. Chapter V of the Revised General Ordinances of the Borough of Keyport is hereby amended to read as follows:

§ 5-12 GAMES OF CHANCE.

- a. Games of chance commonly known as bingo and raffles, as provided by N.J.S.A. 5:8-24 et seq. and through N.J.S.A. 5:8-50 et seq. may be conducted in the Borough on any day of the week, including the first day of the week commonly known and designated as Sunday, provided the applicant for the license to conduct such games otherwise qualifies under the provisions of N.J.S.A. 5:8-25 and N.J.S.A. 5:8-51, and the rules and regulations of the Legalized Games of Chance Control Commission (herein, "the Control Commission"), which restrict the availability of such licenses to bona fide religious, charitable, fraternal and other such organizations.
- b. ~~Except as provided by paragraph d. herein, t~~The Borough shall charge a fee in the amount equal to the amount charged by the Control Commission, as set forth in N.J.A.C. 13:47-4.9 or equivalent section as may be amended from time to time.

- c. Keyport volunteer fire companies and first aid squads are exempt from the fees imposed by the Borough pursuant to paragraph b. Upon the adoption of this paragraph, †The Borough of Keyport shall not waive the municipal fee established under paragraph b. for any other religious, charitable, fraternal or other such organizations within the Borough of Keyport. The Borough shall be entitled to receive a municipal fee for each and every pull tab ticket/raffle application made by entity within the Borough of Keyport. Nothing set forth in this paragraph c. shall exempt any organization from payment of any fee due to the Control Commission.
- d. At the request of any bona fide religious, charitable, fraternal or other not-for-profit organization, the Borough of Keyport shall waive the municipal yearly fee established for any machine-generated pull tab tickets and/or raffles utilized within the Borough of Keyport. This waiver shall only apply to tickets generated directly from a machine operated and located within the Borough of Keyport. Nothing set forth in this paragraph d shall exempt any organization from payment of any fee due to the Control Commission.
- e. The authority to approve the granting of bingo and raffle licenses in accordance with the Rules of Legalized Games of Chance, N.J.A.C. 13:47-1.1 is hereby delegated to the Borough Clerk.

Section 3. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 4. Each section, subsection, sentence, clause and phrase of this ordinance is declared to be an independent section, subsection, sentence, clause and phrase and the finding or holding of any such portion of this ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this ordinance.

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

Section 6. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 7. This ordinance shall be in full force and effect from and after its adoption and any publication according to law.

Introduced: March 16, 2021

Public Hearing: April 6, 2021

Adopted:

Michele Clark, RMC, Borough Clerk

Collette J. Kennedy, Mayor

ORDINANCE

**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 1.0% 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 2021 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 2.5 % increase in the budget for said year, amounting to \$199,970.45 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 2021 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 \$279,958.63, and that the CY 2021 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.

INTRODUCTION: April 6, 2021

PUBLIC HEARING: May 4, 2021

ADOPTION:

Michele Clark, RMC
Borough Clerk

Collette J. Kennedy, Mayor
Borough of Keyport

ORDINANCE # __-21

AMENDING CHAPTER 7A OF THE BOROUGH CODE
ENTITLED "TRAFFIC SCHEDULES" AT SCHEDULE XI
(STOP INTERSECTIONS) TO DESIGNATE THE
INTERSECTION OF BEERS STREET AND CLARK STREET
WITHIN THE BOROUGH OF KEYPORT AS A STOP
INTERSECTION

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

WHEREAS, pursuant N.J.S.A. 39:4-140, the Mayor and Council of the Borough of Keyport (the "**Borough Council**") have the power to adopt ordinances concerning traffic and stop intersections within the Borough; and

WHEREAS, the Mayor and Borough Council hereby desire to amend Chapter 7A, "Traffic Schedules" of the Borough Code at Schedule XI as follows:

SCHEDULE XI – STOP INTERSECTIONS:

The following intersection is added to SCHEDULE XI:

<u>Stop Sign On</u>	<u>At Intersection Of</u>
Beers Street	Beers Street and Clark Street

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

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

Section 2. Chapter 7A entitled "Traffic Schedules" of the Borough Code shall be amended as set forth above.

Section 3. All ordinances or parts thereof inconsistent with the provisions of this ordinance are hereby repealed.

Section 4. Each section, subsection, sentence, clause and phrase of this ordinance is declared to be an independent section, subsection, sentence, clause and phrase and the finding or holding of any such portion of this ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this ordinance.

Section 5. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 6. This ordinance shall be in full force and effect from and after its adoption and publication as required by law.

Introduced: April 6, 2021

Public Hearing:

Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport

MUNICIPAL BUDGET NOTICE

Section 1.

Municipal Budget of the _____ of _____ BOROUGH _____ of _____ KEYPORT _____, County of _____ MONMOUTH _____ for the Fiscal Year 2021

Be it Resolved, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2021;

Be it Further Resolved, that said Budget be published in the _____ Asbury Park Press _____

in the issue of _____ APRIL 14 _____, 2021

The Governing Body of the _____ BOROUGH _____ of _____ KEYPORT _____ does hereby approve the following as the Budget for the year 2021:

RECORDED VOTE
(Insert last name)

Ayes	Nays	Abstained	Absent

Notice is hereby given that the Budget and Tax Resolution was approved by the _____ COUNCIL MEMBERS _____ of the _____ BOROUGH _____

of _____ KEYPORT _____, County of _____ MONMOUTH _____, on _____ APRIL 6 _____, 2021.

A Hearing on the Budget and Tax Resolution will be held at _____ BOROUGH OF KEYPORT _____, on _____ MAY 4 _____, 2021 at _____ 7:00 o'clock _____ pm _____ at which time and place objections to said Budget and Tax Resolution for the year 2021 may be presented by taxpayers or other interested persons.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND COUNCIL
OF THE BOROUGH OF KEYPORT ON APRIL 6, 2021.

MICHELE CLARK, RMC
BOROUGH CLERK

RESOLUTION #__-21

BUSINESS IMPROVEMENT DISTRICT 2021 BUDGET NOTICE

SECTION I. Business Improvement District Budget of the Borough of Keyport, County of Monmouth, State of New Jersey for the Year 2021

BE IT RESOLVED that the following statements of revenues and appropriations shall constitute the Business Improvement District Budget for the Year 2021; and

BE IT FURTHER RESOLVED that said Budget be published in the Asbury Park Press at least ten days prior to the public hearing to be held May 4, 2021.

The Mayor and Council of the Borough of Keyport do hereby approve the attached as the Business Improvement District Budget for the Year 2021:

OFFERED:

SECONDED:

AYES:

NAYS:

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 their Regular Meeting of April 6, 2021.

Michele Clark, RMC
Borough Clerk

KEYPORT BAYFRONT BUSINESS COOPERATIVE 2021 BUDGET

	2021	2020
REVENUE		
Commercial Property Assessments	\$171,500	\$171,500
Sponsorship Revenue	\$0	\$15,000
Event Revenue		
Farmers Market	\$1,000	\$1,000
Dogs Night Out	\$0	\$1,000
Keyport Car Show	\$2,000	\$2,000
Keyport Music Festival	\$0	\$15,000
Grants	\$3,723	\$0
Carry forward from prior year	\$141,000	\$34,500
Total Revenue	\$319,223	\$240,000
EXPENSES-EVENTS		
St Patrick's Day Parade	\$0	\$5,000
Garden Walk	\$1,000	\$1,000
Sidewalk Sales	\$0	\$0
Keyport Thursday Concerts	\$10,000	\$10,000
Dogs Night Out	\$0	\$1,000
Keyport Car Show	\$1,000	\$1,000
Keyportfest 5k	\$1,000	\$1,000
Keyport Music Festival	\$0	\$40,000
Tree Lighting	\$2,000	\$2,000
Holiday House Tour	\$1,000	\$1,000
Staff Support	\$12,000	\$12,000
Total Events	\$28,000	\$74,000
EXPENSES— MARKETING, PROMOTION, AND BUSINESS SUPPORT		
Website design & maintenance	\$4,000	\$4,000
Website & social media marketing	\$6,000	\$10,000
Print Advertising	\$10,000	\$10,000
Broadcast media	\$2,500	\$2,500
in-store promotions	\$9,223	\$18,000
Brochures, signage, posters	\$10,000	\$6,000
Keyport Kash	\$10,000	\$10,000
Business Support Programs	\$10,000	\$10,000
Staff Support - Marketing	\$12,000	\$12,000

Total - Marketing		\$73,723	\$82,500	
EXPENSES—VISUAL IMPROVEMENT				
Seasonal displays		\$7,700	\$10,000	
Seasonal Maintenance		\$4,000	\$4,000	
Highway signage		\$9,000	\$9,000	
Public Improvements		\$148,000	\$20,000	
(Highway beautification, archway, gaps for downtown visual improvements)				
Staff Support		\$12,000	\$12,000	
Total Visual Improvement		\$180,700	\$55,000	
EXPENSES - ADMINISTRATION				
Certified Audit & Filings		\$6,000	\$6,000	
Annual Report		\$600	\$600	
Bookkeeping		\$800	\$800	
Board Elections		\$500	\$500	
Public Notices		\$400	\$400	
Legal Fees		\$5,000	\$1,000	
Business Consulting		\$2,500	\$500	
Insurance		\$3,500	\$1,200	
Office Equipment & Supplies		\$4,000	\$4,000	
Bank & Payroll Fees		\$500	\$500	
Stakeholder Meetings		\$1,000	\$1,000	
Staff Support		\$12,000	\$12,000	
Total Visual Improvement		\$36,800	\$28,500	
TOTAL EXPENSES		\$319,223	\$240,000	



New Jersey Office of the Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Comm #1
RECEIVED
MAR 23 2021

BY:

Application for a Raffle License

Application No. RA -21
Identification No. 415-5-4406

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: Borough of Keyport

Part A - General

1. Name of applying organization: RAINE ORGANIZATION Inc
- 2a. Street address of headquarters: 17 Racoon Dr. Hazlet NT 07730
- b. Mailing address (if different):
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle). OFF PREMISE RAFFLE 50150

Date	Hours	Date	Hours
<u>June 12, 2021</u>	<u>7:00pm</u>		

- 4a. Address of place where raffles will be played: 115 1st St
Keyport NT 07735
- b. Does the applicant own the premises or regularly occupy them for its general purposes? ☐ Yes ☒ No
5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
<u>Tickets</u>	<u>Staples Rt 35 Hazlet NT</u>	<u>Raffle</u>

MAR 29 2021

Comm #2

BY: RA

Application No. RA 21
Identification No. 236-9-10702

Application for a Raffles License

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: Borough of Keyport

Part A - General

1. Name of applying organization: Keyport Engine Company #1
- 2a. Street address of headquarters: 34 First Street, Keyport, NJ 07735
- b. Mailing address (if different): P.O. Box 330, Keyport, NJ 07735
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
Off Premise 50/50	Raffle	July 31st 2021	11:00 PM

4a. Address of place where raffles will be played: Municipal Parking Lot, Front Street, Keyport, NJ 07735

b. Does the applicant own the premises or regularly occupy them for its general purposes? ☐ Yes ☒ No

5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
Application	Borough of Keyport	License
	70 West Front Street	
	Keyport, NJ 07735	
Application	Legalized Games of Chance	License
	124 Halsey Street	
	PO Box 46000	
	Newark, NJ 07101	
Tickets	Raffle For Less	Ticket Printing
	2158 West Main Street	
	Stroudsburg, PA 18360	



Borough of Keyport
70 West Front Street
Keyport NJ 07735

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

APPLICATION & PERMIT FOR USE OF BOROUGH PROPERTY

RECEIVED
MAR 25 2021

Date Received _____ Date of Response _____

Property requested: Water front Pavilion/Promenade

Organization Name/Purpose _____

Name Samantha Lugo

Address [REDACTED] Keyport, N.J. 07735

Telephone Number: [REDACTED] Fax Number _____

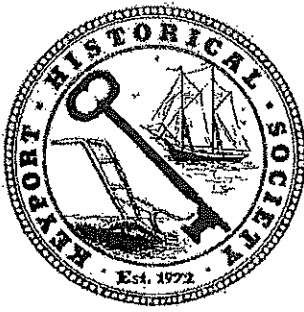
Email Address: [REDACTED]

Type of Event Wedding ceremony
Date of Event April 21, 2021 Time of Event 5:00pm
No of People Attending 10

Fee Schedule

Borough Property	Minimum 3 Hours	Additional Per Hour
Senior Center	\$23.00	\$5.75
Borough Hall Council Room	\$23.00	\$5.75
OTHER		
Waterfront Pavilion/Promenade	\$100.00	✓ pd- cash
Pictures at Pavilion/Promenade	\$100.00	
Beach Park	\$100.00	

Mail Check or Money Order Payable to:
Borough of Keyport, 70 West Front St., Keyport, NJ 07735



Keyport Historical Society

post office box 312 • keyport new jersey 07735

Comm #4

Jay Delaney, BA, Borough of Keyport
Mayor and Council
70 West Front St.
Keyport, NJ 07735

March 22, 2021

Subject: Request for financial support

Dear Mr. Delaney,

On behalf of the Keyport Historical Society, our organization is requesting financial support to offset our annual operating costs.

Our annual insurance is over \$5000. Our organization is requesting the sum of \$2500. The borough has in past years provided an annual amount to the Society.

The museum is, and has been since 1975, open to the public at no charge. During those 40 plus years, members have hosted special tours for the Keyport School System and accommodated students needing Community Hours. The Society continues to present a special focus exhibit as well as continuing representations of Keyport's rich history. Our Women's Suffrage exhibit, on hold since March of 2020, awaits a relaxing of the pandemic guidelines.

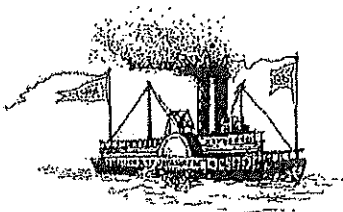
Like many other organizations, annual fundraising efforts are required to pay for operations and administrative costs. In addition to COVID-19 restrictions, annual fundraising has become more and more difficult for various reasons.

Our business community is very generous, however, all of Keyport's volunteer organizations request donations which understandably become difficult for our businesses and now even more so.

Thank you for your consideration. I may be reached at 732 320 7072 should additional information be required.

Tom Gallo, president Keyport Historical Society

Copy: KHS Board



Memo From the Desk of:

Mr. Kenny Schwartz & Mr. Joseph Merla

RECEIVED
MAR 30 2021

BY:

March 30, 2021

Borough of Keyport

70 West Front Street, Keyport, NJ 07735

Re: West Front Street deliveries

Dear Mayor Kennedy,

In order to reduce deliveries with a large tractor trailer from taken place when there is a lot of traffic on West Front Street, we are proposing the following.

We would like to request a loading zone on Wednesday's from 6:00 am to 9:00 am.

This would be in front of 17-21 West Front Street, Keyport, NJ 07735.

Please let me know if you need any additional information or if you would like to discuss this matter further.

Thank you very much,

Mr. Kenny Schwartz

Red Bank, NJ 07701

Mr. Joseph Merla

Keyport, NJ 07735



March 19, 2021

Dear Elected Official:

On behalf of New Jersey Natural Gas (NJNG), this is to share with you that our team has recently submitted a rate case filing with the New Jersey Board of Public Utilities (BPU). Since our last base rate filing, NJNG has invested nearly \$850 million in the safety, reliability and environmental attributes of our system and operations – but that are not currently reflected in rates.

This filing seeks approval to begin to recover on these investments that we have already made, and that are at work benefitting our customers – your constituents – today. The filed increase is for approximately \$166 million.

Nothing is more important to our company than reliably delivering the energy our customers need to heat their homes and run their businesses. We focus on meeting that commitment in a sustainable, responsible way. The investments we've made in our system, as reflected in this filing, help us deliver on that commitment. They include:

- Maintenance and upgrades throughout our system to ensure its integrity and ability to serve a growing customer base in your communities;
- Additional storm hardening and resiliency investments, including NJNG's Southern Reliability Link (SRL) project;
- Our ongoing commitment to safety, through a state-of-the-art training facility serving NJNG first responders and municipal and county emergency personnel;
- Continued replacement of aging infrastructure, an ongoing priority for NJNG that has made our system one of the most environmentally sound in the entire country, as measured by leaks per mile.

Sustainability is a priority for our business, just as it is for all of our customers – especially so among our shore communities. By prioritizing leak and emissions reduction along our system, we have already reduced emissions by more than 50% from 2006 levels, in line with the goals of the Governor's Energy Master Plan.

Furthermore, we are pleased to announce that the SRL will be placed into active service this fall, bringing with it significant resiliency and system reliability benefits to our customers.

Acting on the lessons learned from Superstorm Sandy, the BPU and NJNG have worked to identify storm hardening opportunities to better protect New Jerseyans should we suffer another similar event. One of the key issues recognized in NJNG's top-to-bottom review after Sandy was the vulnerability of the nearly single-source of gas supply feeding our system.

- The Texas Eastern pipeline provides more than 85% of the interstate natural gas supply to our system.
- In the event of a curtailment or interruption on this line, our customers could be significantly impacted.
- NJNG participated in tabletop exercises with the BPU, Homeland Security and Preparedness, other state agencies and all NJ utilities that acknowledged the possible devastation of a curtailment, and the effect it would have on a large majority of our 550,000 customers.

The SRL directly mitigates this risk.

As you know, the rate case process is structured to permit utility companies to recover capital dollars already spent on infrastructure improvements and that are serving our customers. Utilities are obligated to account for every dollar spent on which they seek to recover, in order to ensure a fair and reasonable outcome for ratepayers. As it should be, the BPU rate case process is very detailed and time consuming.

We welcome this process and are completely transparent about the funds we've invested in our system and to run our business.

While every utility's rate proceedings are different, the process is typically months-long and, in some cases, can last up to 18 months.

During this unprecedented pandemic, NJNG has been 100% supportive of the State's priority to avoid service shutoffs. NJNG works every day to connect in-need customers with assistance programs, deferred payment arrangements and other help. To be absolutely clear, today and well before the pandemic, NJNG's position is to not shut-off any residential customer who is in contact and working with us to manage their bills.

Before and throughout the COVID pandemic, NJNG was and remains committed to deploying a number of safety net programs through state and federal governments, as well as the NJNG charity. If you were not aware, NJNG sponsors the Gift of Warmth which supplements all existing programs and eliminates up to \$500 of a residential bill. Fortunately, over the past two heating seasons, we were able to assist residents with nearly \$415,000 to reduce their bills and have \$277,000 on hand to assist others. This is the most generous such program of any utility in the state, and is representative of our commitment to the customers and communities we serve.

I'm sharing all of this with you because I know that you are a staunch advocate for your constituents and want you to have the most current and accurate information on this issue. If you have any questions as NJNG moves forward through this process or about any of our bill payment assistance programs, please do not hesitate to contact me or our Government Affairs representatives for additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mark G. Kahrer', with a large, stylized initial 'M' and a long horizontal flourish extending to the right.

Mark G. Kahrer
Senior Vice President – Regulatory Affairs,
Marketing and Energy Efficiency

RESOLUTION #__-21

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

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

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

WHEREAS, it is necessary for the Borough to discuss, in a session not open to the public, contract discussions regarding PBA contract negotiations, pursuant to *N.J.S.A. 10:4-12(b)(4)*.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Mayor and Council assembled in public session on April 6, 2021 via Zoom Video Conference and determined that an Executive Session closed to the public shall be held on April 6, 2021 at approximately 8:00 P.M. via teleconference for the discussion of matters relating to the specific items designated above.
3. This resolution will take effect immediately.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on April 6, 2021.

Michele Clark, RMC
Borough Clerk