

BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 21, 2021 – 7:00 P.M.
MUNICIPAL COMPLEX, COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

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

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PROCLAMATION

Hunger Action Month
National Hispanic Heritage Month

PUBLIC COMMENT PORTION

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

Opened: Closed:

COMMITTEE REPORTS

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

Councilmember:

Goode: **Fire/First Aid/OEM/Redevelopment/Finance/Grants/Recreation/Senior Center**

Pacheco: **Police/MAC/Harbor/Complete Streets/Library Construction/Redevelopment/Public Works/Construction/ Fire Bureau/Property Maintenance/Zoning**

Fotopoulos: **Finance/Grants/Board of Health/Registrar/Recycling/Environmental/Complete Streets/Fire/First Aid/OEM**

McDermott: **Keyport Bayfront Business Cooperative/Neighborhood Preservation Program/Library Construction/Police/MAC**

Davidson: **Public Works/Construction/Fire Bureau/Property Maintenance/Zoning/Planning Board/Neighborhood Preservation Program**

McNamara: **Recreation/Senior Center/Green Team/Harbor/Board of Health/Registrar**

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.)

- R199-21 Payment of Bills for the September 21, 2021 Bills List
- R200-21 Authorizing the Borough of Keyport to Release the Performance Bond Provided by LNL Realty, LLC, for Construction at the Property Located at Block 21.01, Lot 33 on the Tax Map of the Borough – 55 W. Front Street
- R201-21 Authorizing the Award of a Contract to CME Associates for Engineering Services Related to Church Street Water and Sanitary Sewer System Improvements
- R202-21 Pulled – to be relisted October 5, 2021
- R203-21 Authorizing the Appointment of a Class I Special Law Enforcement Officer – Robert DiLaurenzio

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 #11-21 – Use of Borough Property for Wedding Ceremonies and Revising Smoking Prohibition in Parks

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 11, ENTITLED “RECREATIONAL FACILITIES” AND CHAPTER 4, ENTITLED “POLICE REGULATIONS” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

1a. Motion to Open Public Hearing:

MM: 2nd:

1b. Motion to 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 – Excluding Trucks Over Four Tons and Vehicles Over the Registered Gross Weight from Church Street and Osborn Street between East Front Street and Maple Place

The Clerk reads the Ordinance by Title: **ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING SCHEDULE VIII "TRUCKS OVER FOUR TONS AND VEHICLES OVER THE REGISTERED GROSS WEIGHT EXCLUDED" OF CHAPTER VII, SECTION 4.1 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

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 – Designating Multi-Way Stop Intersections within the Borough

The Clerk reads the Ordinance by Title: **AMENDING CHAPTER 7 OF THE BOROUGH CODE ENTITLED "TRAFFIC" AND CHAPTER 7A ENTITLED "TRAFFIC SCHEDULES" TO DESIGNATE CERTAIN INTERSECTIONS WITHIN THE BOROUGH OF KEYPORT AS MULTI-WAY STOP INTERSECTIONS**

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:

COMMUNICATIONS BY CONSENT

(For Approval)

1. Application requesting Use of Borough Property for a wedding ceremony to be held at the Waterfront Park Gazebo on Sunday, October 17, 2021 at 1:45PM
2. Request from Keyport Fire Department to place an ad in the 2021 Annual Firemen's Ball program book
3. Application for a Social Affair Permit from Our Lady of Fatima Parish for an event to be held on Sunday, October 10, 2021 from noon to 6PM at 376 Maple Place (*pending police review*)

(To Receive and File)

4. Email dated September 12, 2021 from Madison Taylor advising of her resignation from the Police Department which was effective September 1, 2021
5. Letter dated September 14, 2021 from Michael Graham advising of his resignation from DPW effective November 5, 2021

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

September 7, 2021 Regular Meeting

MM: 2nd: Ayes: Nays:

REPORTS

1. Municipal Clerk's Report for August 2021
2. Tax/Water/Sewer Collector's Report for August 2021
3. Board of Health Treasurer's Report for August 2021
4. Building Department Monthly Report for August 2021
5. Municipal Court Monthly Report for August 2021

MM: 2nd: Ayes: Nays:

NEW BUSINESS

Request to purchase lot behind 253 Broad Street, block 67, lot 3

UNFINISHED BUSINESS

1. Cannabis Committee Update
2. 5G Ordinance

ATTORNEY'S REPORT

PUBLIC COMMENT PORTION

The Meeting is opened to the public for comments or questions.
Please limit comments to no more than five minutes per person.

Opened: Closed:

ADJOURNMENT

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

R199-21

RESOLUTION FOR THE PAYMENT OF BILLS

SEPTEMBER 21, 2021

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	\$ 979.95
	CURRENT ACCT. 2021	\$ 1,138,171.19
	WATER/SEWER ACCT 2021	\$ 49,730.14
	GENERAL CAPITAL FUND	\$ 7,774.00
	FEDERAL & STATE GRANTS	\$ 555.33
	REC BAYFRONT IMPROV. TRUST	\$ 6,473.00
	BOARD OF REC COMM. TRUST	\$ 1,033.49
	OPEN SPACE TRUST	\$ 4,630.00
	WATER/SEWER CAPITAL FUND	\$ 600.00
	DEVELOPER ESCROW	\$ 10,872.97

PAYROLL TO BE ADDED

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

**AUTHORIZING THE BOROUGH OF KEYPORT TO
RELEASE THE PERFORMANCE BOND PROVIDED BY
LNL REALTY, LLC FOR CONSTRUCTION AT THE
PROPERTY LOCATED AT BLOCK 21.01, LOT 33 ON THE
TAX MAP OF THE BOROUGH**

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 21.01, Lot 33 (more commonly known as 55 West Front Street) on the Borough tax map (the "**Property**"), the Property owner, LNL Realty, LLC (the "**Owner**") was required to post a performance guarantee in the form of a performance bond for the amount of \$60,723.00 (the "**Performance Bond**") and a cash deposit in the amount of \$6,747.00 (the "**Cash Deposit**") for construction of the project at the Property; and

WHEREAS, the Borough Engineer has determined that the construction of the project 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 (2) year, fifteen percent (15%) maintenance guarantee in the amount of \$10,120.50; and (ii) the Owner pay all outstanding engineering and inspection escrow fees and replenish the escrow account to an amount not less than \$500.00 to cover the costs associated with the observation and report as to the project (collectively the "**Conditions**").

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 September 21, 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 (1981-2019)
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

August 12, 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
LNL Realty, LLC – 55 West Front Street
Application No. KUPB R0800
Preliminary and Final Site Plan Review w/ Use Variance
Block 21.01, Lot 33
Borough of Keyport, Monmouth County, NJ
Our File: HKPE0021.02**

Dear Mayor Kennedy and Council Members:

In response to the Developer's request for release of performance guarantees for the above referenced project, the Planning Board Resolution adopted at the May 21, 2021 hearing removed conditions 7 and 8 from the Board's original Resolution of Approval adopted on September 27, 2012. Conditions 7 and 8 of the Resolution required that the Applicant install fencing, gating and planters at the property. It is evident that these items were included as Item 13 in the original Performance Bond Estimate dated November 7, 2012. It is our understanding that these items were the last remaining items required for the release of the performance bond. It is also our understanding that the construction permits for the building have been closed out at this time. The posted performance bond and bond estimate are attached hereto.

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 \$60,723.00
- Cash Deposit \$6,747.00

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 \$10,120.50 (15% of the total guarantees posted) subject to review and approval by the Borough Attorney.

S:\Keyport\Project Files\E0021.02 - LNL Realty\21-08-10 Bond Release Letter.docx

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 408-0756



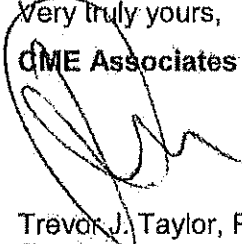
Mayor Kennedy and Keyport Council
Re: LNL Realty, LLC
Recommendation of Bond Release

August 12, 2021
Our File No. HKPE0021.02
Page 2

We further recommend that any release be conditioned upon the Applicant paying all outstanding planning board 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.

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:
Enclosures

cc: Jay Delaney, Borough Administrator
Denise Nellis – Land Use Board Secretary
Laurie Graham, Borough Construction Office
Keri R. Stencel, Borough Tax Collector
Lawrence Vecchio (LNL Realty, LLC), Applicant

KUPB-R0800

11/7/2012

PERFORMANCE BOND ESTIMATE

LNL Realty, LLC
 55 W. Front Street
 Block 21.01, Lot 33
 BOROUGH OF KEYPORT

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	% NOT COMPLETE	TOTAL AMOUNT	BOND AMOUNT
SOIL EROSION & SEDIMENT CONTROL AND SITE STABILIZATION						
1 PERMANENT STABILIZATION	120	SY	\$4.00	100	\$480.00	\$576.00
2 TEMPORARY STABILIZATION	500	SY	\$1.00	100	\$500.00	\$600.00
3 BITUMINOUS CONCRETE DRIVEWAY, 4.5 IN THICK	30	TONS	\$100.00	100	\$3,000.00	\$3,600.00
4 TEST PITS	1	EA	\$300.00	100	\$300.00	\$360.00
5 DRY WELL	1	LS	\$2,500.00	100	\$2,500.00	\$3,000.00
6 PIPE, 4" ADS	150	LF	\$20.00	100	\$3,000.00	\$3,600.00
7 SANITARY CONNECTIONS	1	EA	\$400.00	100	\$400.00	\$480.00
8 WATER SERVICE CONNECTION	1	EA	\$450.00	100	\$450.00	\$540.00
9 CONCRETE CURBING	50	LF	\$35.00	100	\$1,750.00	\$2,100.00
10 CONCRETE SIDEWALK	285	SF	\$45.00	100	\$12,825.00	\$15,390.00
11 BRICK PAVERS	300	SF	\$20.00	100	\$6,000.00	\$7,200.00
12 RR TIE WALL	100	SF	\$20.00	100	\$2,000.00	\$2,400.00
13 WROUGHT IRON FENCE (INC. GATE)	190	LF	\$125.00	100	\$23,750.00	\$28,500.00
14 SHADE TREE	1	EA	\$250.00	100	\$250.00	\$300.00
TOTAL					\$56,225.00	\$67,470.00
90% OF BOND AMOUNT POSTED IN FORM OF SURETY BOND			\$50,723.00			
10% OF BOND AMOUNT POSTED IN FORM OF CASH			\$6,747.00			
INSPECTION FEE			\$2,820.00			

RESOLUTION #___-21**AUTHORIZING THE AWARD OF A CONTRACT TO CME ASSOCIATES FOR ENGINEERING SERVICES RELATED TO CHURCH STREET WATER AND SANITARY SEWER SYSTEM IMPROVEMENTS**

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, the Borough Administrator has determined a need exists for professional engineering services related to the Church Street Water and Sanitary Sewer System Improvement project; and

WHEREAS, at the request of the Borough Administrator, CME Associates has submitted a proposal dated June 24, 2021 to provide these services in an amount not to exceed \$68,500.00 (the "Proposal") a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Borough Administrator has recommended CME Associates be authorized to provide these services in accordance with the Proposal; and

WHEREAS, the funds for these services have been certified as available from the Bond Ordinance No. 9-21 by the Borough's Chief Financial Officer of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Borough 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 execute an agreement with CME Associates or issue a purchase order for the services in accordance with the Proposal, and to execute any other documents necessary to carry out the purpose of this Resolution.
3. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, Borough Engineer, and Chief Financial Officer.

OFFERED:

SECONDED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting of September 21, 2021.

Michele Clark, RMC
Borough Clerk

Certification of Funds

I certify that funds are available from: Bond Ordinance #9-21 Water-Sewer Improvements

Thomas P. Fallon, Chief Financial Officer

EXHIBIT A

Proposal of CME Associates, dated June 24, 2021



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
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DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

June 24, 2021

Via Electronic & 1st Class Mail

Borough of Keyport
70 West Front Street
Keyport, NJ 07735

Attn: Jay Delaney
Borough Administrator

**Re: Estimate of Fees for Professional Engineering Services
Improvements to Church Street – Water and Sanitary System Improvements
Borough of Keyport, Monmouth County, NJ
Proposal No. 2020-157**

Dear Mr. Delaney:

We are pleased to submit our fee estimate for professional engineering services for the water and sanitary sewer system improvements to be included within the Improvements to Church Street project. As you are aware, the Borough received a NJDOT FY 2020 Local Aid grant in the amount of \$215,000 for the project which includes the resurfacing of Church Street between First Street (CR6) and Hurley Street.

In review of the existing utility infrastructure, it is recommended that the existing 4" cast iron water main be upgraded to an 8" DIP water main with replacement of all of the existing water services and fire hydrants. In addition, insertion valves will be installed where necessary to ensure that isolation of the new and existing mains can occur for proper installation and future maintenance. The existing main will be abandoned in place and the existing services abandoned at the existing main. Each new service will be provided with a new curb stop between the curb and sidewalk and will be connected to the existing house service at the new curb stop. Commercial services will be replaced in kind from the main to a new shutoff valve behind the curb line.

In conjunction with the water improvements, we are also recommending the replacement of a section of sanitary sewer main between Third Street and Warren Street. The sanitary sewer main between Maple Place and Third Street was previously lined and is in good condition. There is a sag in a section of the pipe between Warren Street and Third Street that currently slows down the flow of the sewer through the main. We recommend that this section of the lined main be removed and replaced with SDR-35 PVC sanitary sewer main. There is one lateral within this section of main that will need to be removed and replaced as well. The remainder of the main, between Third Street and First Street, is not lined and is in fair condition. We recommend that this section of pipe be lined in a future sanitary sewer lining project.

Based on the improvements listed above, the engineer's estimate for the water main improvements is \$650,000.00 and the sanitary sewer improvements \$24,000.00 for a total of \$674,000.00. The estimates are enclosed herein.

S:\Keyport\Proposals\21-06-24 Church Street Water Improvements Fee Estimate.docx

CONSULTING AND MUNICIPAL ENGINEERS

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



Jay Delaney
Keyport Borough
Re: Improvements to Church Street

June 24, 2021
Proposal No. 2020-157
Page 2

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

A. Construction Plans and Contract Documents

The work in this phase will involve preparing construction plans for the water and sanitary sewer improvements in accordance with NJDOT requirements. The contract documents will be prepared in accordance with NJDOT Local Aid supplemental specifications.

Work in this phase will involve but not be limited to the following:

1. Preparation of Construction Plans.
 - i. Construction Plans
 - ii. Profile of the water and sanitary sewer mains
 - iii. Construction Details
2. Preparation of Bid Specifications.
3. Preparation of Final Cost Estimate.

B. Construction Administration Phase Services

Our office will provide full time observation of the utility improvements for the anticipated construction time. We anticipate the following duration of the utility improvements:

1. Test Pits – 1 Week
2. Insertion Valves – 1 Week
3. Main Installation/Testing – 5 Weeks
4. Service Installation – 3 Weeks

Summary of Fee Estimates

A. Preparation of Construction Plans and Bid Documents	\$10,000.00
B. Construction Phase Services	\$58,500.00
Total Fee Estimate	\$68,500.00



Jay Delaney
Keyport Borough
Re: Improvements to Church Street

June 24, 2021
Proposal No. 2020-157
Page 3

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.
- Permits are not anticipated as there is no

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.

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 D. Taylor, PE, PP, CME
Borough Engineer's Office

TT:mmm

**WATER IMPROVEMENTS
CHURCH STREET
KEYPORT BOROUGH, MONMOUTH COUNTY, NEW JERSEY**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Police Traffic Directors (10 weeks)	1	LS	\$ 65,000.00	\$ 65,000.00
2	8" DIP Water Main	2,000	LF	\$ 85.00	\$ 170,000.00
3	Water Valve, 8"	12	UN	\$ 4,500.00	\$ 54,000.00
4	Water Services, 3/4"	46	UN	\$ 2,500.00	\$ 115,000.00
5	Water Services, 4"	3	UN	\$ 4,000.00	\$ 12,000.00
6	Insertion Valve, 8"	4	UN	\$ 15,000.00	\$ 60,000.00
7	Insertion Valve, 12"	2	UN	\$ 16,000.00	\$ 32,000.00
8	Hydrant Assembly	3	UN	\$ 6,500.00	\$ 19,500.00
9	Test Pits	20	CY	\$ 100.00	\$ 2,000.00
10	Excavate Concrete Roadway	150	CY	\$ 150.00	\$ 22,500.00
11	Temporary Trench Repair	1,750	SY	\$ 15.00	\$ 26,250.00
12	Sidewalk, 4" Thick	135	SY	\$ 85.00	\$ 11,475.00

ESTIMATED CONSTRUCTION COST: \$ 589,725.00
CONTINGENCY (10%): \$ 58,972.50
TOTAL CONSTRUCTION COST: \$ 648,697.50

**SANITARY SEWER REPLACEMENT ESTIMATE
CHURCH STREET (MH I-17 to MH I-18)
KEYPORT BOROUGH, MONMOUTH COUNTY, NEW JERSEY**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$ 2,500.00	\$ 2,500.00
2	Clearing Site	1	LS	\$ 2,500.00	\$ 2,500.00
3	Police Traffic Directors	1	AL	\$ 2,500.00	\$ 2,500.00
4	Removal of Walks	36	SY	\$ 10.00	\$ 360.00
5	Concrete Sidewalk, 4" Thick	36	SY	\$ 75.00	\$ 2,700.00
6	Connect to Existing Main	2	UN	\$ 2,500.00	\$ 5,000.00
7	6" PVC SDR-35 Sanitary Sewer Main	30	LF	\$ 125.00	\$ 3,750.00
8	4" PVC SDR-35 Sanitary Sewer Lateral	17	LF	\$ 50.00	\$ 850.00
9	4" PVC SDR-35 Sanitary Sewer Clean Out	1	UN	\$ 750.00	\$ 750.00

ESTIMATED CONSTRUCTION COST: \$ 20,910.00
CONTINGENCY (15%): \$ 3,136.50
TOTAL CONSTRUCTION COST: \$ 24,046.50

RESOLUTION #___-21**AUTHORIZING THE APPOINTMENT OF A CLASS I SPECIAL LAW
ENFORCEMENT OFFICER – Robert DiLaurenzio**

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

WHEREAS, N.J.S.A. 40A:14-146.8 et seq. authorizes the appointment of Special Law Enforcement Officers (SLEO) for terms not to exceed one (1) year, including the appointment of special officers classified as “Class One” who are authorized to perform routine traffic details, spectator control and other similar duties; and

WHEREAS, Section 3-10 of the Borough Code provides for the appointment of special law enforcement officers subject to approval by resolution of the Borough Council; and

WHEREAS, the Chief of Police has reviewed the qualifications of Robert DiLaurenzio and has recommended his appointment as a Class I Special Law Enforcement Officer and the Borough Administrator, as the designated Appropriate Authority, approves this recommendation.

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 appointment of Robert DiLaurenzio as a Class I Special Law Enforcement Officer for a term ending December 31, 2021 is hereby approved and shall be compensated at the rate of \$13.60 per hour.
3. The Borough Clerk is directed to forward certified copies of this resolution to the Borough Administrator and Chief of Police.

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 September 21, 2021.

Michele Clark, RMC
Borough Clerk

ORDINANCE #___-21

**ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF
MONMOUTH, NEW JERSEY, AMENDING CHAPTER 11,
ENTITLED "RECREATIONAL FACILITIES" AND CHAPTER 4,
ENTITLED "POLICE REGULATIONS" OF THE REVISED
GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT**

WHEREAS, Chapter 11 of the Revised General Ordinances of the Borough of Keyport (the "**Borough**") regulates the use of Borough Parks and Recreational Facilities of the Borough; and

WHEREAS, the Borough Administrator has recommended amendments to Chapter 11 to formalize the process for the use of designated parks and recreational areas for wedding ceremonies and to prohibit smoking in all parks, recreation areas and beaches to conform with the provisions of N.J.S.A. 26:3D-55, the New Jersey Smoke-Free Air Act.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council that the Revised General Ordinances of the Borough of Keyport, Chapter 11, entitled Recreational Facilities is hereby amended as follows:

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

Section 2. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

§ 11-8 USE OF RECREATIONAL FACILITIES FOR WEDDING CEREMONIES.

§ 11-8.1 Approval for Use of Recreational Facilities for Wedding Ceremonies.

The Borough Clerk is authorized to approve requests for use of the Waterfront Park Gazebo and portions of Benjamin Terry Park for wedding ceremonies, with attendance of not more than 50 people, on such dates and at such times as the Borough Clerk shall deem reasonable. The Borough Clerk is authorized to establish reasonable and uniform restrictions governing the use of these facilities for this purpose and shall prepare such forms and procedures to implement this section.

§ 11-8.2 Fee for Use of Recreational Facilities for Wedding Ceremonies. The fee for the use of designated recreational facilities for wedding ceremonies is \$100.00 which shall be paid prior to approval by the Borough Clerk.

Section 3. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

§ 11-9 SMOKING PROHIBITED AT ALL PARKS AND BEACHES.

§ 11-9.1 Smoking Prohibited. In accordance with the provisions of the New Jersey Smoke-Free Air Act, N.J.S.A. 24:3D-55, no person shall smoke any cigarettes, cigars or other tobacco products including electronic smoking devices at any public park or beach within the Borough of Keyport at any time, which includes all piers, docks, walkways, promenades, playgrounds and fields, but does not include any parking lot that is adjacent to a recreation facility.

§ 11-9.2 Violations and Penalties. The penalty for violation of this section is subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.

Section 4. Chapter 4 (Police Regulations) is hereby amended to delete Section 4-28 (Smoking Prohibited at Waterfront Park).

Section 5. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

Section 6. 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 7. Except as amended by this ordinance, all other provision of the Borough's Revised General Ordinances shall remain in full force and effect.

Section 8. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 9. This ordinance shall be in full force and effect from and after its adoption and publication according to law.

Introduced: August 17, 2021

Public Hearing: September 21, 2021

Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport

ORDINANCE #__-21

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING SCHEDULE VIII "TRUCKS OVER FOUR TONS AND VEHICLES OVER THE REGISTERED GROSS WEIGHT EXCLUDED" OF CHAPTER VII, SECTION 4.1 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT

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. 39:4-197*, the Mayor and Council of the Borough of Keyport (the "**Borough Council**") have the power to adopt ordinances concerning traffic and parking within the Borough; and

WHEREAS, the Mayor and Borough Council hereby desire to amend Schedule VIII "Trucks Over Four Tons and Vehicles Over the Registered Gross Weight Excluded" of Chapter VII, Section 4.1 of the Borough Code to reflect an additional exclusion at Church Street between East Front Street and Maple Place in the Borough, as follows (additions are underlined):

SCHEDULE VIII- TRUCKS OVER FOUR TONS AND VEHICLES OVER THE REGISTERED GROSS WEIGHT EXCLUDED.

In accordance with the provisions of subsection 7-4.1, trucks over four tons and vehicles over the registered gross weight are excluded from the following described streets or parts of streets, except for the pick up and delivery of materials on such streets.

Name of Street	Weight (tons)	Location
Jackson Street	4	Between Main Street and Broad Street
May Street	4	Entire length from Washington Street to Maple Place
Monroe Street	4	Between Broad Street and Atlantic Street
Perry Street	4	Entire length from Maple Place to Francis Street
Pershing Place	4	Entire length
Raritan Avenue	4	Northbound only
St. George Place	4	Entire length
St. Peters Place	4	Entire length
Third Street	4	Between Atlantic Street and Fulton Street
Washington Street	4	Northbound only
<u>Church Street</u>	<u>4</u>	<u>Between East Front Street and Maple Place</u>
<u>Osborn Street</u>	<u>4</u>	<u>Between East Front Street and Maple Place</u>

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. Schedule VIII of Chapter VII, Section 4.1 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: September 21, 2021

Public Hearing:

Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport



MEMORANDUM

TO: Jay Delaney, Business Administrator

FROM: Matthew R. Zwingraf, PE, CME, CFM
Borough Engineer's Office

DATE: September 3, 2021

RE: *§7-4.1 – Truck Exclusion Ordinance
Improvements to Church Street
Our Files: HKP00610.01*

In conjunction with the above-mentioned road improvement project, we understand that the Borough desires to enact an exclusion on trucks over 4 tons gross vehicle weight rating on Church Street between East Front Street and Maple Place. The construction plans have been designed including the necessary signage to be posted at the limits of the truck ban. This restriction would not extend to vehicles making local deliveries on Church Street.

To enforce this restriction, we recommend that the Borough revise Schedule VIII of §7-4.1 of the Municipal Code, enclosed, by including the following item to the schedule:

SCHEDULE VIII – Trucks over four tons and vehicles over the registered gross weight excluded:

<u>Name of Street</u>	<u>Weight (tons)</u>	<u>Location</u>
Church Street	4	Between East Front Street and Maple Place

§ 7-4. LIMITING THE USE OF STREETS TO CERTAIN CLASS OF VEHICLES.

§ 7-4.1. Trucks over four tons and vehicles over the registered gross weight excluded from certain streets. [Ord. No. 477; 1972 Code § 11-3; Ord. No. 13-76; Ord. No. 2-86; Ord. No. 30-86; Ord. No. 28-94; Ord. No. 19-96; Ord. No. 6-99]

Trucks over four tons gross weight and vehicles over the registered gross weight are hereby excluded from the streets or parts of streets described in Schedule VIII except for the pickup and delivery of materials on such streets, Schedule VIII being attached to and made a part of this Chapter.

SCHEDULE VIII. TRUCKS OVER FOUR TONS AND VEHICLES OVER THE REGISTERED GROSS WEIGHT EXCLUDED.

In accordance with the provisions of subsection 7-4.1, trucks over four tons and vehicles over the registered gross weight are excluded from the following described streets or parts of streets, except for the pick up and delivery of materials on such streets.

Name of Street	Weight	
	(tons)	Location
Jackson Street	4	Between Main Street and Broad Street
May Street	4	Entire length from Washington Street to Maple Place
Monroe Street	4	Between Broad Street and Atlantic Street
Perry Street	4	Entire length from Maple Place to Francis Street
Pershing Place	4	Entire length
Raritan Avenue	4	Northbound only
St. George Place	4	Entire length
St. Peters Place	4	Entire length
Third Street	4	Between Atlantic Street and Fulton Street
Washington Street	4	Northbound only

Ord Intro
#2

ORDINANCE #__-21

**AMENDING CHAPTER 7 OF THE BOROUGH CODE
ENTITLED "TRAFFIC" AND CHAPTER 7A ENTITLED
"TRAFFIC SCHEDULES" TO DESIGNATE CERTAIN
INTERSECTIONS WITHIN THE BOROUGH OF KEYPORT
AS MULTI-WAY STOP INTERSECTIONS**

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 supplement Chapter 7, "Traffic" of the Borough Code to establish Multi-Way Stop Intersections as follows:

MULTI-WAY STOP INTERSECTIONS. Pursuant to the provisions of N.J.S.A. 39:4-140, the following intersections are designated as multi-way stop intersections with stop signs installed as indicated:

NAME OF INTERSECTION	STOP SIGN LOCATIONS
Church Street and Third Street	All approaches
Church Street and Warren Street	All approaches
Church Street and Elizabeth Street	All approaches
Division Street and Third Street	All approaches
Division Street and Warren Street	All approaches
Division Street and Elizabeth Street	All approaches
Osborn Street and Third Street	All approaches
Osborn Street and Warren Street	All approaches
Osborn Street and Elizabeth Street	All approaches
Green Grove Street and Second Street	All approaches
Green Grove Street and Third Street	All approaches
Waverly Street and Second Street	All approaches
Atlantic Street and Second Street	All approaches
Atlantic Street and Third Street	All approaches

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: September 21, 2021

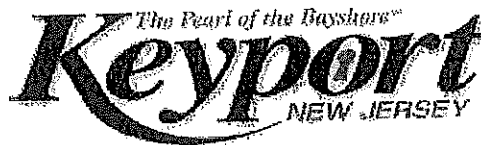
Public Hearing:

Adopted:

Michele Clark, RMC
Borough Clerk
Borough of Keyport

Collette J. Kennedy, Mayor
Borough of Keyport

Comm #1



Borough of Keyport
70 West Front Street
Keyport NJ 07735

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

SEP 07 2021

APPLICATION & PERMIT FOR USE OF BOROUGH PROPERTY

BY:

Date Received 9-7-21Date of Response ~~9-7-21~~Property requested water front pavilion / promenade (Gazebo)

Organization Name/Purpose _____

Name Lauren Reynolds & Stephen WheelerAddress [REDACTED]Telephone Number: [REDACTED] Fax Number _____Email Address: [REDACTED]Type of Event wedding ceremony - GazeboDate of Event 10-17-21Time of Event 1:45No of People Attending 38

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

Pictures at Pavilion/Promenade

\$100.00

Beach Park

\$100.00

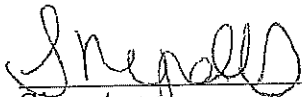
pd. \$100
ck #1701

Mail Check or Money Order Payable to:
Borough of Keyport, PO BOX 60, Keyport, NJ 07735

PLEASE READ THE FOLLOWING REGULATIONS PERTAINING TO EVENTS

- Event: Maximum of 100 people.
- Bring permit with you on the date of event. Police or park personnel may ask you to present permit.
- Amplification for music or other purposes is not permitted.
- Rules and directives of park personnel must be strictly adhered to.
- Chairs, tents, rugs and/or runners are not permitted
- For Wedding Photography: Maximum of 25 people limited to bridal party and parents.
- Throwing of rice, birdseed, flowers and confetti are not permitted.
- A Permit does not include the use of equipment unless by separate agreement approved by Council.
- A staff member must be on duty and/or call during times that groups are using facilities.
- Requests for the use of borough facilities must be made by contacting the Borough Clerk sufficiently in advance (a minimum of 7 days prior to the event) to insure that all conditions are met and to make all necessary arrangements.
- Groups using gymnasiums must wear shoes of a type that will not damage the gymnasium floor.
- A permit does not grant the right to establish concessions or sell items on borough property.
- Groups using Borough Property shall exercise all safety precautions.
- At the discretion of the Business Administrator, any permit for the use of Borough property may be revoked at any time. Applications for borough property must be signed by a responsible citizen who is 21 years of age or older.
- Permits will not be issued for purposes prohibited by ordinance, statute or law of any kind.
- Smoking, alcoholic beverages and/or illicit drugs are not permitted on Borough Property.
- The Borough Clerk shall be responsible for the assessment and collection of fees for the use of Borough property. Payment may be made in advance and cancellation penalty may be assessed for expenses incurred.
- Cancellations of approved applications must be made through the Borough Clerks Office at least 24 hours prior to the event (if the event is on a weekend, cancellation must be made by 10 a.m. the prior business day).
- Organization should provide certificate of insurance naming the Borough as an added insured.

I, the undersigned, agree to floor rules and regulations stated above. I understand that the public has access to any public Borough Park. The Public can only be requested to stay clear of the immediate area of the event.


Signature

9-7-21
Date

Please return completed application/permit to:

Borough of Keyport
Borough Clerk's Office
70 W. Front Street
Keyport, NJ 07735

RECEIVED
SEP 13 2021

Comm#2

HOOK AND LADDER CO., NO. 1
1877

ENGINE CO., NO. 1
1889

LINCOLN HOSE CO., NO. 1
1893

RARITAN HOSE CO., NO. 2
1893

BY: EAGLE HOSE CO., NO. 4
1907

LIBERTY HOSE CO., NO. 3
1893

KEYPORT FIRE DEPARTMENT

BOARD OF FIRE WARDENS
1910

CHIEF OF DEPARTMENT
732-264-0988



FULL PAGE AD
AUTHORIZED IN
PAST.

MARSHAL PREVENTION BUREAU
732-739-3900 • Ext.5289

Dear Friends,

On Saturday, January 29, 2022 the Keyport Fire Department will be honoring 2021 Department Chief Johnathan Borsari at our Annual Firemen's Ball. In order to ensure the success of the ball we are asking our fellow community-minded businesses, organizations and friends to take this opportunity to support us in the form of an ad in our program book.

Personal messages as well as business advertisements are a great way to support the volunteer fire department that is there for us 24/7, 365 days a year. Any donation you can make to help celebrate our Chief, the Keyport Fire Department and the many dedicated volunteers who help to keep our town safe are appreciated.

Advertising space is available at the following rates:

Full Page (4.5"w x 7.5"h) \$125
Half Page (4.5"w x 3.5"h) \$100
Business Card (3.5"w x 2"h) \$75

Enclosed is a form showing ad sizes along with submission requirements.

Please email a PDF of your ad to kfdballbook@gmail.com

Please submit completed order form and payment in the envelope provided.

Please make checks payable to:
Mailing address:

Eagle Hose Co.
PO Box 638
Keyport, NJ 07735

AD DEADLINE: FRIDAY, OCTOBER 29, 2021

Your interest in a better Keyport is shown by your service to the community. Because you know how much a service organization depends on those services, we are sure you know just how much your support is appreciated.

Contact Person: Beth Wood
732-757-5465

**Thank you in advance,
Keyport Fire Department
2021 Ball Committee**

**KEYPORT FIRE DEPARTMENT
ANNUAL FIREMEN'S BALL**

January 29, 2022

The Gramercy at Lakeside Manor

Honoring 2021 Chief Johnathan Borsari

**Quarter Page
(Business Card) \$75**

(3.5"w x 2"h)

Business Card Ad: Please submit business card. They will be scanned and printed as submitted.

Half Page \$100

(4.5"w x 3.5"h)

Full Page \$125

(4.5"w x 7.5"h)

Half & Full Page Ads: Price includes ad design.

Please clearly submit all information you want in the ad

OR

You may submit your own ad that meets size requirement.
Hard copies will be accepted but PDF files are preferred.

Please email artwork files to:

kfdballbook@gmail.com

Business or Family Name: _____

Contact Person: _____

Phone: _____

Email: _____

Choose ad size:

☐ FULL \$125 ☐ HALF \$100 ☐ QTR \$75

Choose one:

☐ AD IS ENCLOSED

☐ AD WILL BE EMAILED

DEADLINE: OCTOBER 29, 2021

(Make Checks Payable to: EAGLE HOSE CO.)

Mail to: **Eagle Hose Co.**

PO Box 638

Keyport, NJ 07735

Michele Clark

From: ABCDoNotReply@njoag.gov
Sent: Wednesday, September 15, 2021 5:14 PM
To: mclark@keyportonline.com
Subject: NJ ABC - Permit Application for an event in your municipality.
Attachments: 424E8781-6C15-4530-865D-688D00B8AC6D.jpeg



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

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

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

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

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

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

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

This notification is being sent to the following email addresses:

- cstrauss@fatimakeyport.org
- mclark@keyportonline.com

Permit Type:	Social Affair
File Number:	470244
Permittee:	Our lady a Fatima Parish
License Number:	N/A
Mailing Address:	
Physical Address:	
Contact:	Catherine Strauss

[REDACTED]

Applicant Email: cstrauss@fatimakeyport.org

Additional Permit Information

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

Was the Non-Profit Group/Organization formed as a Religious, Civic or Educational Entity?

Yes

Location

Location Description:

Our lady of Fatima parish

Address:

376 Maple Pl.

Keyport , NJ 07735

USA

Event Details

What is the specific event being held?

International food festival

Event Dates

Oct 10, 2021 from 12:00 PM to 6:00 PM

Application Questions

Question 1:

Please supply the person's name and phone number to contact should there be any questions related to this application. NAME PHONE NUMBER

Response:

Cathy strauss [REDACTED]

Question 2:

Is the event premise owned by or under the control of a A) municipality, B) county, C) State or D) other? Please identify the owner by one of the aforementioned codes. Provide the name of the owner, as well as a phone number for the owner and for what the premise is normally used.

Response:

No

Question 3:

By checking yes, the applicant is stating that they are in good standing and do not currently have their non-profit status revoked.

Yes / No Response:

Yes

Question 4:

Has the organization been issued a Social Affair Permit during the past three (3) years?

Yes / No Response:

Yes

Question 5:

Does the event premise hold an alcoholic beverage license or Winery Salesroom/Outlet issued by the New Jersey Division of Alcoholic Beverage Control?

Yes / No Response:

No

Question 6:

For what purpose is the premise normally used for?

Response:

Church

Question 7:

Does the premise conduct mercantile business?

Yes / No Response:

No

Question 8:

How is a charge assessed? Ticket, contribution or other; please specify.

Response:

Tickets

Question 9:

Who is the recipient of the proceeds?

Response:

Our lady of Fatima parish

Question 10:

Will you be dispensing Wine?

Yes / No Response:

Yes

What is the cup size?

Response:	8oz
Question 11:	Will you be dispensing Malt Alcoholic Beverages(Beer)?
Yes / No Response:	Yes
	What is the cup size?
Response:	12oz
Question 12:	Will you be dispensing Distilled Spirits?
Yes / No Response:	No
Question 13:	How is the alcohol being obtained? Is it being donated or are you purchasing? Please explain:
Response:	Purchasing
Question 14:	Who will be pouring the alcoholic beverages at the event?
Response:	Myself Cathy strauss
Question 15:	How many people are expected to attend the event on a daily basis?
Response:	150-200
Question 16:	What is the approximate age group of the attendees?
Response:	30-70
Question 17:	Will persons under the legal age to consume alcohol be in attendance?
Response:	No
Question 18:	Explain in DETAIL the security plans for the event. The plans should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event.
Response:	We will be hiring a private security he will be checking IDs upon entrance of the event and a wristband will be given to everyone over the age of 21
Question 19:	Is the event being handled by a third party, promoter, production company, or other entity?
Yes / No Response:	No
Question 20:	By selecting yes, you understand that gambling, mock gambling and gambling paraphernalia are not permitted on the premise licensed by the Special Permit unless otherwise

approved by the Legalized Games of Chance Control
Commission. Contact the Commission at (973) 273-8000

Yes / No Response:

~~No~~ Yes.

Question 21:

Has this organization exceeded their limit of 12 Social Affair
Permits for this calendar year?

Yes / No Response:

No

Question 22:

The Division must be notified for cancellation or
rescheduling prior to the date of the event. Refunds will not
be issued if cancellation is provided after the event date. Do
you acknowledge the above statement and wish to submit
your application.

Yes / No Response:

Yes

Question 23:

By checking "yes" to this question, you are stating that you
have obtained the necessary consent from the person so
authorized at the premises where the affair is to be held,
including property under the control of a unit of
government, municipality, county or State, a church; or
premises under license or other privately owned facility.

Yes / No Response:

Yes

Question 24:

Provide the full name, title, phone number and e-mail
address of the person who provided the applicant with
approval for the event being held at the location specified.

Response:

Cathy Strauss, pastoral assistant, [REDACTED]
Cstrauss@fatimakeyport.org

Question 25:

For verification purposes, please supply the mailing address
of the non-profit organization.

Response:

376 Maple Pl. Keyport NJ 07735

Documents

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

Document Type	File Name	Upload Date
Site Plan/Sketch of Premise	424E8781-6C15-4530-865D-688D00B8AC6D.jpeg	Sep 15, 2021

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

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

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

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

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

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

CERTIFICATION OF CHIEF ADMINISTRATIVE OFFICIAL AND CHIEF LAW ENFORCEMENT OFFICER:

I hereby certify that:

1. I have the authority to act on behalf of the State or County entity in this matter;
2. I have reviewed the application submitted;
3. I have considered any objections made to this application; and
4. I have concluded that there are not more than 25 permits issued for the premises designated in this application for this calendar year.

I further certify that the statements provided herein are accurate. If any of the foregoing statements are willfully false, I am subject to punishment.

Print Name: _____ Title: _____

Chief Administrative Official

Signature: _____ Date: _____

Name of State or County Entity: _____

Contact Phone: _____

Email Address: _____

Print Name: _____ Title: _____

Chief Law Enforcement Officer

Signature: _____ Date: _____

Name of State or County Entity: _____

Contact Phone: _____

Email Address: _____

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

Thank you,

NJABC Permit Unit

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

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

Food



Food

Beer/wine
set up

I.D. Check

Jay Delaney

From: Shannon Torres <storres@keyportpd.org>
Sent: Monday, September 13, 2021 1:42 PM
To: jay delaney
Subject: FW: Message from "RNP002673E5CF72"
Attachments: 20210913134338421.pdf

Here is a letter of resignation from SLEO 1 Madison Taylor.
I am requesting to hire in her place SLEO 1 Robert Dilaurenzio who
previously worked as a SLEO 1 in Deal. I have attached his resume.

Chief Shannon Torres
Keyport Police Department
storres@keyportpd.org
732-739-5149

-----Original Message-----

From: Madison Taylor [mailto:3 [REDACTED]]
Sent: Sunday, September 12, 2021 2:16 PM
To: storres@keyportpd.org
Subject: Resignation

Dear chief,

I would like to resign of my position as a greeter with the Keyport Police Department. I am in the police academy right now for Sleo 2 with Sea Bright and will not have much time to work. I appreciate all of what you and the department has done for me.

Sincerely, Madison Taylor

Chief Shannon Torres
Keyport Police Department
storres@keyportpd.org
732-739-5149

Att. Jay

September 14, 2021

Comm# 5

Hello Bob,

I am sorry to say this letter is to inform you that I will be leaving the borough as of Nov 5 2021. When I took on this part time job 3 years ago I was working morning shift (6-2:30) at my full time job, at the start of last school year 2020-2021 I had to change that shift to nights (3:30-12) to watch my kids, I was hopeful to go back to morning shift this September but that is not the case.

Thank You,

Michael Graham

RECEIVED
SEP 15 2021

BY: 04800044005044XXXXXX

KEYPORT BOROUGH CLERK'S OFFICE

DATE: 9/1/2021
TO: MAYOR & COUNCIL
FROM: MICHELE CLARK, BOROUGH CLERK
RE: CASH RECEIPTS FOR AUGUST 2021

WATER/SEWER ACCOUNT

OTHER: DEMOLITION		0.00
TOTAL WATER/SEWER	\$	0.00

CURRENT ACCOUNT

BINGO LICENSE	\$	0.00
LIMO LICENSES		0.00
PHOTOCOPIES		0.00
POSTAGE		0.00
RAFFLE LICENSE		0.00
TAXI DRIVER		0.00
TAXI OWNER		0.00
TOW TRUCK OPERATOR APPLICATION		0.00
FLEET FEE/TOW OWNER		0.00
SEARCHES		0.00
VENDING/PEDDLER LICENSE		0.00
VENDING MACHINE		0.00
LIQUOR LICENSE		250.00
STREET OPENING		75.00
RECYCLING PERMITS		80.00
PARKING PERMITS		0.00
AUCTION FEES		0.00
PD- ACC RPTS		0.00
SIDEWALK/STREET CAFÉ		0.00
FILM PERMIT APPLICATION		0.00
OTHER: RETURNED CHECK CHARGE		0.00
NSF FEE		0.00
SUBPOENA		0.00
TOTAL CURRENT		\$405.00

ESCROW ACCOUNT

SEASONAL BUSINESS	\$	0.00
ESCROW	\$	27.00
TOTAL ESCROW	\$	27.00

TOTAL RECEIPTS	\$432.00
-----------------------	-----------------

STREET OPENING CASH REPAIR ESCROW BREAKDOWN

APPLICANT	PERMIT NUMBER	AMOUNT	Additional Escrow
NJNG	3441	\$ 27.00	

TOTAL:	\$ 27.00
--------	----------

Report #2

TAX COLLECTORS / UTILITY COLLECTORS MONTHLY REPORT 2021

ITEMS/REBRS REPORT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOVEMBER	DECEMBER	TOTALS
2022 TAXES	\$997,381.78	\$3,665,006.08	\$269,526.63	\$1,383,950.52	\$3,161,048.53	\$137,293.21	\$12,109.92	\$60,442.94					\$72,652.86
2021 TAXES	\$72,870.07	\$48,823.13	\$21,969.45	\$20,773.54	\$83,162.64	\$24,088.00	\$38,428.92	\$29,015.15					\$14,804,629.56
2019 AND PREVIOUS YEARS TAXES						\$250.00							\$393,130.90
INTEREST AND COSTS	\$4,978.12	\$4,272.33	\$6,141.05	\$2,308.70	\$16,406.80	\$6,671.32	\$6,828.75	\$7,510.60					\$53,117.07
6% YEAR END PENALTY	\$1,892.67		\$1,010.07		\$3,842.84								\$6,735.58
NSF FEES	\$60.00		\$60.00			\$20.00	\$20.00						\$160.00
OFFICIAL TAX SEARCH FEE													\$23,493.75
ADMIN. FEES/POLICE VEHICLES													\$86,538.72
UNIFORM FIRE SAFETY	\$12,568.00	\$12,970.00	\$4,241.00	\$13,070.06	\$4,842.00	\$4,107.00	\$20,740.24	\$13,999.42					\$47,110.00
LANDLORD REGISTRATION	\$350.00	\$350.00	\$500.00	\$8,280.00	\$22,410.00	\$9,250.00	\$1,680.00	\$4,090.00					\$13,065.00
MUNICIPAL PERMIT FEES	\$1,360.00	\$3,415.00	\$2,355.00	\$1,000.00	\$1,620.00	\$360.00	\$7,000.00	\$355.00					\$33,186.00
MUNICIPAL LICENSES FEES	\$803.00	\$279.00	\$283.00	\$135.00	\$18,601.00	\$12,814.00	\$7,832.96	\$6,787.16					\$60,447.82
MUNICIPAL COURT FEES	\$5,347.10	\$4,347.10	\$6,039.39	\$3,606.97	\$8,928.40	\$9,928.14	\$7,832.96	\$8,787.16					\$126,173.00
UNIFORM CONSTRUCTION FEES	\$10,769.00	\$13,987.00	\$9,050.00	\$13,070.00	\$16,173.00	\$23,553.00	\$29,946.00	\$29,946.00					\$13,502.50
WRMA - UCC	\$735.00	\$1,940.00	\$1,455.00	\$1,150.00	\$2,029.50	\$3,065.00	\$7,478.00	\$1,655.00					\$13,200.00
PLANNING BOARD APPLICATION			\$1,025.00	\$375.00	\$30.00	\$450.00		\$1,100.00					\$79,000.00
VACANT PROPERTY REGISTRATION FEES	\$3,500.00	\$75,000.00				\$500.00							\$390.00
PROPERTY MAINTENANCE FEES						\$350.00							\$89,231.76
HEALTH INSURANCE CO-PAY	\$14,045.74	\$9,546.54	\$9,531.40	\$9,563.31	\$9,595.22	\$9,502.88	\$14,512.53	\$9,934.04					\$2,500.00
WORKERS COMPENSATION													\$190,610.00
REMB. POLICE/REDEM CAR ACCIDENTS													\$19,333.88
BETHANY MANOR (PILOT)	\$36,650.00	\$19,370.00	\$19,370.00	\$19,370.00	\$38,740.00	\$19,370.00	\$18,370.00	\$19,370.00					\$1,670.00
OYSTER BAY LEIGON (PILOT)	\$19,333.88	\$475.00	\$355.00	\$25.00	\$290.00		\$525.00	\$210.00					\$1,630.00
POLICE INCIDENT REPORTS	\$245.00	\$235.00	\$245.00	\$175.00	\$245.00	\$140.00	\$140.00	\$210.00					\$1,630.00
POLICE TOWSTORE - IMPRIS	\$1,650.00												\$9,740.53
POST OFFICE LAND RENT													\$14,120.00
OUTDOOR MEDIA													\$7,453.17
BIRTH/DEATH/MARRAGE - BOH FEES	\$1,160.00	\$1,560.00	\$1,840.00	\$2,210.00	\$1,930.00	\$3,300.00	\$675.00	\$3,428.17					\$401.38
RECREATION FEES					\$50.00								\$2,650.00
DMV INSPECTION FEES		\$401.38	\$500.00					\$1,400.00					\$577.20
CEDAR PARK FEES													\$8,361.57
RECYCLE - METAL / TIRES		\$157.20			\$420.00								\$3,680.02
ALCOHOL ED. AND REHAB GRANT													\$92,486.00
MUNICIPAL DRUG ALLIANCE GRANT		\$1,830.01				\$1,830.01							\$1,789.04
OFFICE ON AGING GRANT													\$14,986.21
BODY ARMOUR GRANT													\$7,500.00
CLEAN COMMUNITIES GRANT													\$5,770.57
DISTRACTED DRIVING GRANT													\$16,801.20
DRUNK DRIVING ENFORCEMENT GRANT													\$365,136.25
RECYCLING TONAGE GRANT													\$60,311.00
SUSTAINABLE JERSEY GRANT													\$38,421.19
NRP GRANT/COVID 19 GRANT													\$0.00
AMERICAN RESCUE PLAN													\$594,970.00
CABLEVISION FEES		\$60,311.00											\$365,136.25
VERIZON FIOS FEES	\$38,421.19												\$60,311.00
SENIOR CENTER TRIP MONEY													\$0.00
SENIOR CENTER MEMBER FEES	\$50.00		\$50.00										\$1,032.00
SENIOR CENTER TRIP SURCHARGE													\$0.00
SENIOR CENTER REQUEST													\$0.00
INTERFUND FOR OTHER ACCOUNTS	\$204.00		\$54.00	\$170.00		\$27.00		\$27.00					\$506.25
JIF DIVIDEND													\$315,572.40
CMPTRA - STATE AID													\$12,076.00
FALL ENERGY ROPTS - STATE AID													\$0.00
SPRING ENERGY ROPTS - STATE AID													\$0.00
LIBRARY STATE AID													\$246.00
SNR CITINET DEDUCT REIMBURSANT													\$202,693.40
SV ADMIN FEE / HOMESTEAD ADMIN FEE													\$0.00
HOMESTEAD REBATE - STATE PAYMENT													\$0.00
UNION BEACH INTERLOCAL FEES													\$0.00
INTERFUND POLICE IN SCHOOLS													\$0.00
POLING LOCATION RENTS													\$81,768.68
SALE OF MUNICIPAL ASSETS													\$5,375.14
MUNICIPAL LIEN REDEMPTION FEES													\$0.00
COUNTY REIMBURSEMENT - COVID19	\$81,768.68	\$169.00	\$2,877.51	\$615.88	\$501.40	\$325.00	\$27.35	\$725.00					\$0.00
WISCELLANEOUS REVENUE	\$134.00												\$0.00
TOTAL CURRENT RECEIPTS	\$1,306,099.53	\$3,926,444.87	\$366,038.11	\$1,553,610.63	\$3,383,988.33	\$572,349.07	\$762,454.47	\$5,501,611.88	\$0.00	\$0.00	\$0.00	\$0.00	\$17,372,596.90

TAX COLLECTORS / UTILITY COLLECTORS MONTHLY REPORT 2021

TREASURERS REPORT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOVEMBER	DECEMBER	TOTALS
WATERSEWER RENTS	\$434,237.51	\$86,620.60	\$336,742.22	\$347,860.65	\$52,087.29	\$298,319.97	\$382,749.37	\$56,738.95					\$1,975,356.16
INTEREST AND COSTS	\$824.25	\$819.19	\$738.46	\$1,105.45	\$1,372.73	\$987.85	\$704.06	\$727.92					\$7,272.91
WATER CONNECTION FEES			\$1,830.00	\$1,830.00									\$3,660.00
SEWER CONNECTION FEES			\$1,262.00	\$1,262.00									\$2,524.00
POOL FILL PERMIT FEES				\$15.00	\$45.00	\$30.00	\$30.00	\$15.00					\$135.00
TURN ON / TURN OFF FEES													\$0.00
NEW METER/ANTENNA W/ INSTALL FEES													\$637.50
HYDRANT SERVICE FEES	\$82.50		\$112.50	\$37.50		\$225.00	\$200.00						\$9,650.00
FIRE SERVICE FEES	\$250.00		\$450.00	\$150.00		\$4,700.00	\$4,100.00						\$1,637.57
MANUAL METER READ FEE	\$338.92	\$300.65	\$200.00	\$300.00		\$300.00	\$200.00						\$807.00
NSF FEES	\$40.00				\$20.00		\$20.00						\$0.00
METER TEST FEE													\$0.00
REINSTALL METER FEES													\$0.00
DEMO PERMITS													\$54,322.20
1-MOBILE CELL TOWER LEASE	\$5,857.17	\$5,857.17	\$11,714.34		\$5,857.17	\$15,446.76		\$9,589.59					\$26,250.00
1-VERIZON CELL TOWER LEASE	\$3,750.00	\$3,750.00	\$3,750.00		\$7,500.00	\$3,750.00	\$3,750.00						\$18,662.10
SPRINT CELL TOWER LEASE	\$3,732.42		\$7,464.84	\$3,732.42		\$3,732.42							\$0.00
CONSTRUCTION METER & USAGE FEES													\$0.00
LIQUIDATE INTERFUND													\$0.00
MRNA - MISC			\$42,623.43										\$42,623.43
REFUND - BRSA													\$0.00
BUDGET REIMBURSEMENT													\$0.00
TOTAL WATERSEWER RECEIPTS	\$449,090.77	\$77,347.61	\$406,882.79	\$356,293.02	\$68,882.19	\$327,482.00	\$391,753.43	\$67,071.06	\$0.00	\$0.00	\$0.00	\$0.00	\$2,142,812.87

TREASURERS REPORT FOR THE MONTH OF AUGUST 2021

<u>TOTAL COLLECTED IN THE BOARD OF HEALTH OFFICE.....</u>	<u>\$2870.40</u>
DOG LICENSES.....	\$48.40
CAT LICENSES.....	\$-0-
MARRIAGE & CIVIL UNION LICENSES.....	\$12.00
MARRIAGE & CIVIL UNION LICENSES TRUST.....	\$100.00
DOMESTIC PARTNERSHIP AFFIDAVITS.....	\$-0-
BURIAL PERMITS TRUST.....	\$-0-
DEATH CERTIFICATES.....	\$60.00
DEATH CERTIFICATES EFT**	\$1880.00
MARRIAGE CERTIFICATES.....	\$150.00
BIRTH CERTIFICATES.....	\$20.00
TATTOO PARLOR.....	\$150.00
PLAN REVIEW.....	\$200.00
FOOD HANDLERS.....	\$250.00
MISCELLANEOUS.....	\$-0-

DISBURSEMENTS –

Check #358	- Boro of Keyport Misc. Acct.	- \$842.00
Check #359	- Boro of Keyport Trust Acct.	- \$100.00
Check #360	- Boro of Keyport Dog Acct.	- \$28.00
Check #361	- NJ State Dept. of Health	- \$20.40

****STATE ELECTRONIC FUNDS TRANSFER-\$1880.00**

Treasurers Report
Page Two

Respectfully submitted,

Board of Health Secretary

Cc: Borough Clerk
Treasurer w/checks

REPORT # 4

BUILDING DEPARTMENT
MONTHLY REPORT - CASH RECEIPTS FOR:

Aug-21

PERMIT TYPE	# ISSUED	AMOUNT
		\$387.00
State DCA Fee	33	
Construction Certificates	2	\$295.00
Plumbing	17	\$1,385.00
Electrical	15	\$2,092.00
Building	14	\$2,110.00
Fire Sub Code	7	\$455.00
Code Enforcement C of O	59	\$4,930.00
Transfer of Title C of O	11	\$385.00
Smoke Detector Inspection	60	\$3,048.00
Zoning	10	\$953.00
Soil Transfer	0	\$0.00
200 Ft. Property List	4	\$30.00
Fence	2	\$110.00
Shed	0	\$0.00
Flatwork	2	\$70.00
Const. Debris Deposit	8	\$240.00
Construction Violations	0	\$0.00
NSF	1	\$20.00
Backflow Preventor	0	\$0.00
TOTALS	245	\$16,510.00
TRC	0	\$0.00
Vacant Property Registration	0	\$0.00
Landlord Registration	18	\$4,090.00
Total	263	\$20,600.00

ACCOUNTS PAYABLE

Amount Paid to Borough \$16,123.00 Check # 2900
State Fee Due quarterly

Respectfully Submitted
Laurie Graham

**MUNICIPAL COURT
BOROUGH OF KEYPORT**

P O Box 60
70 West Front St
Keyport, NJ 07735

Frank J. LaRocca, JMC
Municipal Court Judge

Phone: (732)739-5155
Fax: (732)739-2133

Sandra M. Akes, Acting CMCA
Acting Court Administrator

September 8, 2021

Jay Delaney, Borough Administrator
BOROUGH OF KEYPORT

Dear Mr. Delaney,

The Municipal Court met three times in the month of August. There were 275 new cases added and 210 cases disposed of. Enclosed are check #10256 in the amount of \$8,686.75 for all fines collected, check #10257 in the amount of \$300 for Public Defender fees, and check #10258 in the amount of \$18.00 for POAA fees collected.

Sincerely,


Sandra M. Akes, Acting CMCA
Borough of Keyport Municipal Court

KEYPORT MUNICIPAL COURT
DISTRIBUTION OF MONIES AUGUST 2021
GENERAL CASH BOOK

AGENCY	FROM 8/01/2021 TO 8/31/2021
ATS	580.00
DE	0.00
SL	0.00
SN	186.00
WB	238.71
VCCB	100.00
DMV	1,867.75
COUNTY	3,549.50
MUNICIPAL	8,686.75
PUBLIC DEFENDER	300.00
POAA	18.00
CM	75.00
RT	50.00
FG	90.00
TOTAL DISBURSED	15,741.71

REPORT ID: R001610-0
RUN DATE: 09/04/2021
RUN TIME: 20:13

NY AUTOMATED TRAFFIC SYSTEM
AOC REPORT-TRAFFIC SECTION
KEYPORT BORO MUNICIPAL COURT
FROM 08/01/2021 TO 08/31/2021

PAGE 1

IX. TOTAL CHARGES PENDING-BEGINNING OF MONTH -----
CHARGES ADDED
A NEWLY FILED IN THIS M. C. -----
B REMANDED BY COUNTY PROSECUTOR. -----
C RECEIVED FROM ALL OTHER COURTS -----
D REINSTATED (PREVIOUSLY DISPOSED) -----
E TOTAL CHARGES ADDED -----
DWT 21
ALT. OTHER 528
PK ONLY 103
19
1
= 202 + 73 = 275

XI. CHARGES DISPOSED BY:
A REFERRAL TO COUNTY PROSECUTOR -----
B REFERRAL TO ALL OTHER COURTS -----
C VIOLATIONS BUREAU (R. 7:12-4) -----
D CLOSED PER R. 7:8-9 -----
E ENTRY OF GUILTY PLEA -----
F A FINDING OF GUILT AFTER TRIAL -----
G A FINDING OF NOT GUILTY AFTER TRIAL -----
H DISMISSAL -----
I OTHER FORMS OF ADJUDICATION -----
J TOTAL CHARGES DISPOSED -----
3
24
53
19
1
26
15 *
138
23
2
0 **
25 = 168 + 42 = 210

{ * = AMENDED / MERGED
** = AMENDED / MERGED / DSUS / RSUS }

XII. CHARGES PENDING-END OF MONTH
(BY AGE FROM DATE OF COMPLAINT)
A PENDING FOR 0 TO 60 DAYS: -----
1 OPEN, ACTIVE (WARRANT NOT ISSUED) -----
2 WARRANT ISSUED -----
B FOR 61 DAYS OR LONGER: -----
1 OPEN, ACTIVE (WARRANT NOT ISSUED) -----
2 WARRANT ISSUED -----
C TOTAL CHARGES PENDING - END OF MONTH -----
8
1
11
3
23
209
4
294
58
565
23
3
66
6
98

XIII. SENTENCES IMPOSED ON EACH CHARGE
A JAIL SENTENCE -----
B REVOCATION/SUSPENSION OF NY LICENSE -----
C PROBATION (R. 7:9-1(c)) -----
D COMMUNITY SERVICE -----
E FINE IMPOSED -----
2
35

XIV. DEFENDANTS SENTENCED AND COMMITTED TO JAIL -----
XV. MONIES ASSESSED OR FORFEITED:
(VIOLATIONS BUREAU AND OPEN COURT)
A TOTAL FINES, PENALTIES, AND SURCHARGES ASSESSED -----
B TOTAL COURT COSTS IMPOSED -----
C TOTAL CASH BAIL, FORFEITURES (- REINSTATEMENTS)
(PK INCLUDED IN ALL OTHER) -----
7,655.85
2,488.00
736.05
442.00

XVI. DISTRIBUTION OF MONIES
A GENERAL CASH BOOK
B BAIL BOOK
ATS 500.
VCCB 100.00
DMV 1867.75
COUNTY 3,549.50
MUNICIPAL 8486.75
OTHER 90.00
TOTAL 15,741.71

ATS 500.
VCCB 100.00
DMV 1867.75
COUNTY 3,549.50
MUNICIPAL 8486.75
OTHER 90.00
TOTAL 15,741.71

REPORT ID: TFC01610-0
RUN DATE: 09/04/2021
RUN TIME: 20:13

NT AUTOMATED TRAFFIC SYSTEM
AOC REPORT-TRAFFIC SECTION
KEYPORT BORO MUNICIPAL COURT
FROM 08/01/2021 TO 08/31/2021

XVII. COURT PERSONNEL TIME
B JUDICIAL STAFF

TRAFFIC/PARKING
MATTERS

CASE RELATED HOURS
1 CASE RELATED HOURS
A TOTAL BENCH TIME
B TOTAL CASE RELATED NON-BENCH TIME

0.00
0.00

END OF TRAFFIC SECTION - AOC STATISTICAL REPORT

REPORT ID: CMC1610
RUN DATE : 09/04/2021
RUN TIME : 16:08

NU AUTOMATED COMPLAINT SYSTEM
AOC STATISTICAL REPORT - CRIMINAL SECTION
KEYPORT BORO MUNICIPAL COURT

(FROM 08/01/2021 TO 08/31/2021)

PAGE: 1
RUN : MONTHLY

	INDICTABLE OFFENSES	D.P. & P.D.P. OFFENSES	ALL OTHER NON-TRAFFIC
I. TOTAL CHARGES PENDING - BEGINNING OF MONTH	-----	-----	-----
II. CHARGES ADDED	8	282	283
A. NEWLY FILED IN THIS MUNICIPAL COURT	-----	21	10
B. REMANDED BY COUNTY PROSECUTOR	-----	12	
C. RECEIVED FROM ALL OTHER COURTS	-----	22	
D. REINSTATE (E.G., CD FAILURES)	-----	55	10
E. TOTAL CHARGES ADDED	8		73
III. CHARGES DISPOSED BY	-----	-----	-----
A. REFERRAL TO COUNTY PROSECUTOR	8	9	5
B. REFERRAL TO ALL OTHER COURTS	-----	-----	8
C. VIOLATIONS BUREAU (R. 7:7)	-----	-----	
D. ENTRY OF GUILTY PLEA	-----	7	5
E. A FINDING OF GUILTY AFTER TRIAL	-----	-----	
F. A FINDING OF NOT GUILTY AFTER TRIAL	-----	-----	
G. DISMISSAL	-----	-----	
H. PLACEMENT IN A DIVERSIONARY PROGRAM	-----	-----	
I. CLOSED PER R.7:8-9.	-----	-----	
J. TOTAL CHARGES DISPOSED	8	16	18 = 42
IV. TOTAL CHARGES PENDING END OF MONTH (BY AGE FROM DATE OF COMPLAINT)	-----	-----	-----
A. FROM 0 TO 60 DAYS	-----	37	9
1. OPEN, ACTIVE (NON-FUGITIVE)	-----	64	118
2. OPEN, WARRANT ISSUED (FUGITIVE)	-----	93	70
B. FOR 61 DAYS OR LONGER	-----	107	79
1. OPEN, ACTIVE (NON-FUGITIVE)	-----	301	276
2. OPEN, WARRANT ISSUED (FUGITIVE)	-----	-----	
C. TOTAL CHARGES PENDING - END OF MONTH	-----	-----	-----
V. SENTENCES IMPOSED ON EACH CHARGE	-----	-----	-----
A. JAIL SENTENCE	-----	-----	-----
B. CONDITIONAL DISCHARGE	-----	-----	-----
C. REVOCATION/SUSPENSION OF MV LICENSE	-----	-----	-----
D. PROBATION (R. 3:21-7)	-----	-----	-----
E. COMMUNITY SERVICE	-----	-----	10
F. FINE IMPOSED	-----	-----	-----
G. CONDITIONAL DISMISSAL	-----	-----	-----
VI. DEFENDANTS SENTENCED AND COMMITTED TO JAIL	-----	-----	-----
VII. COMPLAINTS AND NOTICES FILED	-----	-----	-----
A. NUMBER OF COMPLAINTS SUMMONES (CDR-1)	1	14	1
B. NUMBER OF COMPLAINTS WARRANTS (CDR-2)	4	1	
C. NOTICE IN LIEU OF	-----	-----	-----
VIII. MONIES ASSESSED OR FORFEITED (VIOLATIONS BUREAU AND OPEN COURT)	-----	-----	-----
A. TOTAL FINES IMPOSED	.00	.00	1648.00
B. TOTAL VCCB PENALTIES ASSESSED	.00	.00	.00
C. TOTAL COURT COST IMPOSED	.00	.00	319.00
D. TOTAL CASH BAIL FORFEITURES	.00	.00	.00