

**BOROUGH OF KEYPORT
SPECIAL MEETING AGENDA
THURSDAY, JULY 9, 2020 - 6:00 P.M.
MUNICIPAL COMPLEX, COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ**

CALL TO ORDER: PM

SUNSHINE LAW NOTICE

ROLL CALL: Councilmembers

Borough Clerk Michele Clark
Cooper Fotopoulos Goode
McDermott Pacheco Sheridan
Mayor Collette J. Kennedy
Jay Delaney, Borough Administrator
Mark Moon, Esq., Borough Attorney

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 in the Public Notice posted at www.keyportonline.com

Link: <https://us02web.zoom.us/j/81844252817?pwd=MnpCcEJlZmVldXEvbmRlEQko4REt0QT09>

Meeting ID: 818 4425 2817

Password: 270328

Dial In via Telephone

Dial In Number: (646) 558-8656

Meeting ID: 818 4425 2817

Password: 270328

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

PURPOSE OF SPECIAL MEETING

The purpose of this meeting is (i) consideration of a request from the Keyport School District for use of Borough property for the purpose of conducting outdoor graduation ceremonies for 8th grade and 12th grade; and (ii) consideration of a raffle license application from the Keyport First Aid Squad.

PUBLIC COMMENT PORTION

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

Opened: Closed:

COMMUNICATIONS

(For Approval)

1. Application & Permit for Use of Borough Property from Keyport Public School District to use the waterfront pavilion and promenade for Keyport Central School and Keyport High School graduation ceremonies.

2. Application for a Raffle License from the Keyport First Aid Squad for an Off-Premise 50/50 cash raffle to be drawn on November 19, 2020 at 9PM at the Keyport First Aid Building.

ADJOURNMENT

Motion to Adjourn moved by: 2nd:

Time of Adjournment: PM



Borough of Keyport
70 West Front Street
Keyport NJ 07735

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

APPLICATION & PERMIT FOR USE OF BOROUGH PROPERTY

Date Received 7.8.2020 Date of Response _____
Property requested Waterfront Pavilion / Promenade
Organization Name/Purpose Keyport Public Schools
Name Dr. Lisa M. Sawoia
Address 370 Broad Street Keyport
Telephone Number: 732 212 6100 x1000 Fax Number 732 212 6125
Email Address: lsawoia@kpsdschools.org

Type of Event KCS & KHS Graduation Time of Event 5pm - 8th grade
Date of Event 7.23.2020 rain date 7.24.2020 6:30pm 12th Grade
No of People Attending not to exceed 250 ppl per ceremony

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	

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

* email attached
* district is requesting a waiver of any fees.

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

Date

Please return completed application/permit to:

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

Michele Clark

From: Lisa Savoia <lsavoia@kpsdschools.org>
Sent: Tuesday, July 07, 2020 12:17 PM
To: Mayor Collette J Kennedy
Cc: Michele Clark; administrator@keyportonline.com; Mark Hafner; Mark Y. Moon; Anthony Rapolla
Subject: Re: Central School & KHS Class of 2020 Graduation

Mayor Kennedy,

Thank you for making yourself available to join the meeting today.

All of the above is confirmed. However, we are requesting access to these spaces earlier in the day, as we will need time to set up.

Upon receipt of an insurance certificate from our carrier, Tony Rapolla will forward it to all included on this email.

Thank you in advance to the Borough and KPD for your ongoing support and to the Council for the consideration of the request. Please provide the meeting information at your earliest convenience.

Thank you,

Lisa Savoia, Ed.D.

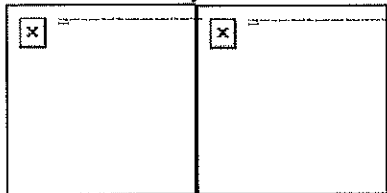
Superintendent

(732)212-6100 ext 1000

(732)212-6125 Fax

lsavoia@kpsdschools.org

Learners Today ... Leaders Tomorrow



On Tue, Jul 7, 2020 at 11:45 AM Mayor Collette J Kennedy <mayorkennedy@keyportonline.com> wrote:

Hi Dr. Savoia,

I am writing to follow up on the below request as we were waiting for you to have your next meeting with your staff and KPD this morning to confirm this is the direction the Keyport School District would like. Please confirm the below information.

The Keyport School District is requesting use of the following Keyport Borough Properties and is requesting to a waiver of the fees that would be otherwise required.

- The purpose of the request is to accommodate the recently approved guidance from the State of New Jersey for outdoor graduation ceremonies to take place
- Due to the construction at the Keyport High School the front lawn is not an option
- The date of request is for July 23rd with a rain date of July 24th
- The property being requested is the Waterfront Lawn and sidewalks
- The minipark including possibly using the stage
- Use/Access to electric
- Portions of Fireman's Parking Lot, Portions of the large American Legion Drive Parking Lot – each class will be given parking passes to park in the closed off areas – 8th graders will be given one lot and the 12th graders will be given spaces in the other lot
- The newly paved spaces on American Legion Drive which will be allocated for ADA parking.
- Special Police Officers and any other police staffing according to what the Chief of Police need to schedule
- Closure of a small portion of American Legion Drive from Burlew's Restaurant to the end of the newly paved spaces.

One graduation will be at 5:00pm and the other one will be at 6:30pm. The staff from the district will provide and assemble and dissembling of chairs and sanitize them between each ceremony according to current COVID guidelines.

Please be advised I will be calling for a Special Council Meeting for this Thursday evening at 6:00pm for the approval of the above requests.

Thank you,

Collette J. Kennedy

Mayor of Keyport Borough

Office: (732) 739-5120

Borough Cell: (732) 778-3297

Email: mayorkennedy@keyportonline.com

Please Note: Email communications to and from this account are subject to Open Public Records Act (OPRA)

From: Lisa Savoia <lsavoia@kpsdschools.org>
Sent: Wednesday, July 1, 2020 10:30 AM
To: Collette Kennedy <mayorkennedy@keyportonline.com>
Cc: Michele Clark <mclark@keyportonline.com>
Subject: Central School & KHS Class of 2020 Graduation

Mayor Kennedy & Council,

Thank you for your ongoing support and collaboration through the uncharted waters of COVID-19.

As you are aware, Keyport held virtual graduations for our Central School students and the Keyport High School Class of 2020.

We have communicated the date of July 23rd for modified graduation ceremonies for both Central and KHS. The rain date would be July 24th. The times proposed are 5:00 p.m. for Central and 6:30 for KHS.

It is our hope that the waterfront can be utilized to host our ceremonies. I have spoken with both Chief Hafner and Captain Torres, as KPD will be instrumental in the success of the events, pending approval.

Please let me know if this request can be accommodated.

Thank you,

Lisa Savoia, Ed.D.

Superintendent

(732)212-6100 ext 1000

(732)212-6125 Fax



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

Application No. RA_____
 Identification No. 236-10-14781

Application for a Raffle 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 First Aid SQUAD
- 2a. Street address of headquarters: 1927 Atlantic St. Keyport, N.J. 07735
- 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).

Date	Hours	Date	Hours
<u>Nov. 19, 2020</u>	<u>9 pm.</u>	_____	_____
_____	_____	_____	_____
<u>off-premise</u>	_____	_____	_____
<u>cash raffle</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4a. Address of place where raffles will be played: 1927 Atlantic St. Keyport

- 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>Application Fee</u>	<u>LGCCC</u>	<u>License</u>
<u>License</u>	<u>Boro of Keyport</u>	<u>License</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sample Ticket

Off Premises Raffle Awarding Cash

N.J.A.C. 13:47-8.8

Stub

Ticket

Name		Address		City		State		ZIP code	
Telephone Number		NJ LGCCC Identification #		Municipal RL #					
236-10-14781									
<u>236-10-14781</u> NJ LGCCC Identification # <u>KEYPORT FIRST AND SONS</u> Municipal RL # Name of Organization 50/50 This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate <u>1927 ATLANTIC ST., KEYPORT, NJ</u> <u>Nov. 19, 2000</u> Location of Drawing <u>9 PM</u> Time of Drawing Date of Drawing <u>OPERATION OF BUSINESS, VEHICLE PURCHASES, MAINTENANCE AND REPAIR, UPRKEP OF STRUCTURE AND PROPERTY</u> Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made." <u>\$5.00</u> Price of Ticket <u>0001-2000</u> Ticket #									

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.