

**BOROUGH OF KEYPORT  
MEETING MINUTES  
TUESDAY, OCTOBER 21, 2025**

**CALL TO ORDER: 7:00 PM**

**SUNSHINE LAW NOTICE:** Read by Municipal Clerk

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

**ROLL CALL:**

Members Present: Councilmember Brady, Councilmember McNamara, Councilmember Merla, Councilmember Reilly, Council President Vecchio, Mayor Araneo; Councilmember Gross was absent

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

**PROCLAMATIONS**

National First Responders Day Proclamation was read by Councilmember Reilly  
Breast Cancer Awareness Month Proclamation was read by Mayor Araneo

Mayor Araneo called all first responders present to come forward for a photograph.

**COMMITTEE REPORTS**

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

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

**Environmental**

- The annual Fall Beach Sweeps was held Saturday at Cedar Street. Garbage was collected; final tallies and notable items will be shared in November.
- The Commission will participate this Saturday in the Northern Monmouth Watershed Alliance “Know Your Stream” event, focused on the Waackaack/Mahoras and Flat Creek Watershed. The event promotes stream health education, flood control awareness, watershed stewardship, and resident engagement. Registration information has been shared via borough social media.
- Next meeting: Monday, October 27 at 8:00 PM at Borough Hall.

**Recreation / Senior Center**

- Annual Trunk or Treat was held Sunday in partnership with the KBBC Jeep Show, with strong turnout and 22 participating vehicles. Interest expressed in partnering again next year.
- Halloween and Christmas House Decorating Contests will include public voting. Registration information is available online, with voting details to follow.
- “Whoville” holiday event will be hosted at Borough Hall on tree lighting day, featuring the Grinch and crafts.
- Next meeting: Monday, November 3 at 7:00 PM.
- Forty-six seniors enjoyed a trip to BAPS, a new temple in Robbinsville, NJ.
- Two new classes added thanks to additional grant funding from Monmouth County Office on Aging – an exercise class and a history class.
- Tomorrow at noon Senior Center Halloween Party including costume contest.
- Fifteen new members welcomed over the past few weeks.
- Two fire drills held this month for fire safety.
- Upcoming events: Halloween Trunk or Treat, chorus rehearsing for tree lighting ceremony, Atlantic City trip November 12, Thanksgiving Lunch from Broad Street Diner November 17, Hunterdon Hills Playhouse trip November 19, and Holiday Party at Jacques December 10.
- Staff planning Open Houses in December for 2026 membership signups. Signups begin December 17.
- Still looking for a driver for the Skipper bus.

**Municipal Alliance**

- International Overdose Awareness Day Vigil was held August 26, with community participation and shared personal stories. Plans to continue the event annually.
- Discussion underway for expanded 2026 programming, including additional educational forums in partnership with the school or borough.
- Meetings now scheduled for the third Monday of each month.

- Next meeting: Monday, November 17 at 7:00 PM at Borough Hall.

**Councilmember Gross: KBBC, Police, Recycling, Health/Registrar/Construction/Fire Bureau/Code Enforcement/Zoning**

Councilmember Gross was absent. The Borough Administrator will read the Police Report.

**Councilmember McNamara: Public Works/Water-Sewer, Green Team, Cannabis, NPP, Finance/Grants, Recreation/Senior Center**

**Public Works/Water-Sewer**

- DPW prepared for and responded to recent Nor'easter with minimal damage reported. Crews spent several days on debris removal at Beach Park. Approximately two 30-yard containers of storm debris were collected and disposed of.
- Crews will be removing a floating dock from the fishing pier to assess damage to both the float and pilings.
- Hydrant flushing program has begun, Residents may experience temporary low water pressure or water discoloration. This is normal and should clear after running the tap for a few minutes. Contact Public Works if you have any ongoing issues at 732-739-5428.
- Leaf and branch collection for Zones 3 and 4 will begin Wednesday. Residents should have all bags curbside by Wednesday morning. Next scheduled collections Zones 1 and 2 November 5, Zones 3 and 4 November 12.
- Public Works continues to perform regular maintenance and operations including sewer and water system repairs, park and building maintenance, roadway patching, and sign replacement.

**Green Team**

- Continue to meet and to identify actions for next year. Looking to expand the Team back to its original size with representation from a larger number of committees and commissions and looking for some additional residents to participate.
- Recently did some outreach to the Arts Society to renew an action from a few years ago.

**Cannabis**

- Received the third quarter tax check for \$59,966 bringing the year-to-date tax collection to \$162,387.
- Blaze Dispensary on the highway has experienced some delays getting some inspections scheduled. We look forward to them being able to move along with their construction.

**Councilmember Merla: Planning Board, Redevelopment, Public Works/Water-Sewer, Harbor Commission**

**Planning Board**

- Meeting this Thursday night in Borough Hall at 7 p.m.
- Cass Street application has been postponed to December,

**Redevelopment**

- Meeting October 28 at 2:30 p.m.

**Harbor Commission**

- Meeting was postponed due to weather,

**KBBC**

- Attended KBBC meeting. All the new garbage pails are in.
- Participated in four ribbon cuttings,
- Attended Trunk or Treat/Jeep Show
- Thank you to all for their involvement with the last storm.

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

**Finance/Grants**

- Business Administrator and CFO are working on the 2026 budget.

**Police**

- Read the police calls for service report.
- A few officers attended the Crisis Intervention and Patrol Interview Tactics trainings.

**Council President Vecchio: Harbor Commission, NPP, Finance/Grants, Redevelopment**

Cement on Beach Park sidewalk that was flaking has been fixed. Loose and damaged concrete was removed, the area was cleaned off, and a repair mortar was installed.

### **KBBC**

- Bewitched event is this Saturday from 12-6pm.
- Twenty new garbage cans purchased for business district under visual improvements.
- Boat washed ashore during storm. This is a State Police matter, not our jurisdiction.
- Floating dock came up by Keyport Fishery. Police are aware and have spoken to the Marina. They are working on fixing the dock.
- Received a letter from Joseph Byrne from Local 68 which he asked be read. "It has come to my attention a Keyport Borough election flyer is circulating with the specific phrasing the unions have declared no confidence in the current administration. As a business representative for the International Union of Operating Engineers Local 68 managing the Central New Jersey region including Keyport DPW and Keyport clerical workers, it is I.U.O.E. Local 68's position to maintain total neutrality in the upcoming Borough of Keyport elections. Any declaration of no confidence in administration is not the opinion of I.U.O.E. Local 68. I wish the Borough of Keyport a fair, honest, and respectful race for council going forward – Joseph Byrne."

### **Library**

- Reported the Library had about 1200 visitors in September, 1600 check-outs and renewals and 141 Hoopla circulations.
- The school has applied with our Library Director for a LIFT Grant. We are waiting for that to come in.

Business Administrator Humphrey reported on the following:

### **Library Shared Services Agreement**

- The Borough Attorney circulated a proposed shared services agreement with the Keyport Public Library to the governing body for review. No formal agreement had previously existed between the borough and library. Council members were asked to review the agreement.

### **Fair Share Housing**

- Our legal counsel coordinated scheduling for the Monmouth County matter with multiple attorneys and borough staff. The matter remains in active discussion with our legal firms representing the borough. Attorney-client privileged communications will be discussed.

### **BRSA Sewer Inspection Report**

- I am coordinating with CME Associates and the appropriate Borough staff to schedule a review of the annual Bayshore Regional Sewerage Authority sewer inspection report. The inspection findings will be presented to BRSA per the inter-local agreement requirements.

### **Beers Street Development**

- CME Associates clarified project scope for the Mystic @ Keyport development at 44 Beers Street. The development consists of approximately eight single-family houses being constructed behind the Apollo building. A preconstruction meeting was scheduled with the developer and our borough staff. The Borough also clarified that the tax abatement program for new construction was eliminated effective August 2024.

### **Lead Service Line Replacement**

- The Keyport Lead Service Line Replacement Accelerators pilot focused on building the technical, managerial, and financial capacity to identify and replace all lead service lines to assist with the utility SRF financing. From 2023–2025, the team consolidated records, captured staff knowledge, and validated private-side materials to produce a complete, zero-unknown service line inventory—2,993 total lines reported in 2024, with 2,443 lead and 550 non-lead. This data-driven correction reduced the assumed scope and lowered the SRF request by more than 20%. The effort also allowed us to request a practical replacement plan, funding templates and briefings, procurement-ready bid documents aligned with federal requirements, and public-facing tools (maps, site content, flyers, QR codes, and bilingual letters) to inform residents and support participation.
- The work combined desk-based records work with targeted field validation: 159 door-to-door visits, 40 self-inventories (including crawlspace checks), a 25.2% entry rate, and validations confirming 2 lead and 38 non-lead service lines without potholing. The project produced a statewide replacement plan memo, NJDEP-compliant inventory and plan submittals, priority maps and address lists, a council funding presentation, and SRF application templates—creating a replicable model for ongoing work. The recommended next steps include continued targeted validations to refine sequencing, bundling LSLR with other capital projects, pursuing financing that maximizes principal forgiveness, and using best-value bid criteria to manage cost and community impact.

**Cedar Parking Lot**

- The ordinance amends the Borough of Keyport's Code by adding to regulate the Borough-owned Cedar Street Parking Lot (Block 137, Lot 6). It prohibits parking from 9:00 p.m. to 6:00 a.m., with exceptions for police, on-duty Borough officials and employees, patrons and employees of adjacent businesses during operating hours, groups using the lot for bus trips or events, and when streets are snow-covered; the Mayor and Council may also waive the hours for specific occasions or special events. Recreational activities such as ball playing, frisbee, and skateboarding are prohibited in the lot. The ordinance will require reserved accessible parking spaces and clear signage consistent with N.J.S.A. 52:32-11 and 52:32-12.

**Water/Sewer Bond Ordinance**

- With the Borough CFO, we requested preparation of a bond ordinance to finance the Lockport EPA Watermain Replacement Project. The bond ordinance was coordinated with Borough Attorney and Bond Counsel, addressing statutory requirements, debt service schedules, and EPA grant compliance provisions. Council introduction was targeted for October 7, 2025 with public hearing and adoption scheduled for our subsequent meeting.

**Motorola Body-Worn Camera System Renewal**

- I worked on the renewal of the Motorola Solutions Body-Worn Camera system contract in October 2025, encompassing 39 communications regarding pricing, service levels, and technical specifications. Administration coordinated with the Police Department, CFO, and IT to evaluate renewal terms, budget implications, and alternative vendor options. Contract renewal decision involved assessment of interoperability requirements, data storage costs, and grant funding opportunities. I am reviewing the purchasing documents at this time and will be ready to prepare the documents needed.

**Fulton Avenue/Seventh Street Emergency Storm Sewer Repair**

- We had a storm sewer failure occurred at Fulton Avenue and Seventh Street in October 2025, requiring immediate repair to prevent flooding and infrastructure damage. Again, this is why we will address infrastructure needs and not bypass them to save money, as we have inherited that cost of doing so.

**CFO Certification of Funds for Council Resolutions**

- I worked with the Borough CFO who provided certifications of fund availability for multiple Council resolutions throughout October 2025. Certifications addressed capital project authorizations, professional service contracts, and emergency expenditure approvals. This routine administrative function ensures fiscal compliance and proper budget appropriation for all Council-authorized expenditures.

**Post Office Litigation Resolution**

- Our Borough counsel is working on following through with the governing body direction.

**Hudson Pointe Development**

- Communications continued from September into October 2025 with developers, Planning Board professionals, and regulatory agencies regarding approvals, infrastructure improvements, and development milestones. Administration is maintaining active oversight and inter-agency coordination.

**Construction Fee Ordinance Review**

- At the Department of Community Affairs' request, we reviewed construction fee provisions, building on September's analysis. Working with the Construction Code Official and CFO, we finalized proposed adjustments based on cost-recovery analysis and regional comparisons. Ordinance amendments are prepared for Council consideration, covering permit fees, inspection charges, and administrative costs.

**Aeromarine Redevelopment Plan Review**

- The Borough reviewed modifications to the Aeromarine redevelopment plan and updated timeline. In collaboration with the Redevelopment Attorney, Planning Board, and municipal professionals, we assessed consistency with adopted redevelopment objectives. We will continue monitoring and recommend amendments as warranted. Waiting for proposal for amendment.

**Cass Street Litigation Documentation**

- Litigation documents were prepared and processed for the Cass Street matter. I coordinated with municipal counsel to compile records, respond to discovery, and support litigation strategy. The case remains active.

**Abandoned Property Ordinance Amendments**

- There are currently redline edits to the Abandoned and Vacant Property Ordinance. I have coordinated with the Construction Code Official, legal counsel, zoning and code departments to incorporate operational feedback and regulatory updates into the ordinance text. Revised ordinance provisions will address registration requirements, fee structures, and enforcement mechanisms for abandoned properties

### **Weekly Administrative Activities - October 6, 2025**

- Routine administrative coordination during the week of October 6, 2025 included inter-departmental communications, meeting scheduling, policy clarifications, and operational logistics. This administrative activity supported ongoing Borough operations across all departments during a high-volume period encompassing Council meeting preparation and routine municipal business.

### **Weekly Administrative Activities - October 13, 2025**

- Routine administrative coordination during the week of October 13, 2025 included inter-departmental communications, meeting scheduling, policy clarifications, and operational logistics. This administrative activity supported ongoing Borough operations across all departments during a period of normal municipal operations and constituent services.

### **General Resolution Processing**

- Multiple municipal resolutions were processed through standard administrative workflows in October 2025. Resolution preparation involved coordination between originating departments, CFO for fund certification, Borough Clerk for formatting, and legal counsel for legal sufficiency review. This routine administrative activity ensures proper resolution preparation and procedural compliance.

### **McNamara/Brady Litigation**

- Communications continued regarding ongoing McNamara/Brady litigation. The Borough engaged with the JIF to see if they would cover the cost of litigation planning, discovery responses, and procedural compliance. This legal matter remains under review with the JIF with regard to coverage.

### **PUBLIC COMMENTS**

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

*Comments are limited to no more than five minutes per person.*

Opened: 7:33 p.m. MM: Merla 2<sup>ND</sup>: Reilly

Jeffrey Spangler, Second Street – asked about change order resolution R2025-270 and whether anyone made sure they did what whatever they are charging for? Engineer Matthew Zwingraf explained. Mr. Spangler asked if the damage to the storm drain had anything to do with the construction work being done. Mr. Zwingraf said it did not.

Elmer J. Graham, Jr., St. Peters Place – asked for explanation of R2025-271 Beach Park Re-bid and Borough Administrator explained first bids came in too high so we are looking at specs and rebidding the project. He asked for an explanation of R2025-273 Aurora Agreement and Borough Administrator explained the project is no longer happening and we need to terminate the agreement. He asked for an explanation of R2025-274 Redevelopment Area resolution and Borough Attorney explained the Borough is considering naming the area in need of redevelopment which requires a study. He explained the process.

Michael Lane, First Street – asked council to reconsider R2025-274 Redevelopment Area resolution. Don't want to repeat mistakes made with Mariner's Village. Don't want to designate one person to develop a property and get tied up in a PILOT program. He commented on other redevelopment projects around the Borough.

Jen Henning, Main Street – commented that Borough Administrator report made no sense.

Closed: 7:43 p.m. MM: Merla 2<sup>ND</sup>: Vecchio

Motion to pull for separate consideration R2025-272 and R2025-274 moved by Vecchio, carried by Brady with all in favor.

Councilmember McNamara asked to pull a bill from the bills list resolution R2025-268 item #25-00558. For one thing, the January 1<sup>st</sup> resolution authorized \$2,500 for special conflict counsel and this bill brings the amount to about \$11,000 and there's been no request to authorize an increase. Also feels Borough Administrator acted without council knowledge and approval when filing the application with the Planning Board. She wants to pursue reimbursement for at least 50% of these expenses.

Motion to pull for separate consideration moved by McNamara, carried by Brady.

For voting purposes, the Borough Attorney referenced doctrine of necessity because there are four members of the council who were involved in that litigation so if you don't vote on it you wouldn't have a quorum. Discussion ensued relative to pulling the item for separate consideration. This is just to pull that one item for separate consideration.

Payment of Bills R2025-268 motion to table with all in favor. Discussion ensued regarding payment to the special conflict counsel.

Councilmember McNamara expressed frustration regarding R2025-271 Beach Park re-bid resolution. Two years is a long time to wait for permits so of course costs are going to go up. Borough Administrator explained we were waiting on cafra permits before we could go out to bid.

**CONSENT AGENDA**

- R2025-267     Payment of Bills Listed on the October 17, 2025 Bills List
- R2025-268     Payment of Bills Listed on the October 21, 2025 2025 Bills List
- R2025-269     Requesting Permission for the Dedication by Rider for Accumulated Absences Liability Trust Fund
- R2025-270     Authorizing Change Order No. 2 for Contract with S. Brothers, Inc. for Improvements to Fulton Street, Seventh Street, and Eighth Street
- R2025-271     Authorizing the Re-Bid of the Beach Park Pavilion CDBG Improvements
- R2025-272     Enabling Resolution for the State of New Jersey Department of Environmental Protection Green Acres Program
- R2025-273     Authorizing an Agreement to Terminate Prior Agreement with Aurora NJ Development LLC and Release Escrow Funds
- R2025-274     Authorizing the Borough of Keyport Unified Planning Board to Undertake a Non-Condemnation Redevelopment Area Preliminary Investigation and Feasibility Study for Block 33, Lot 16 on the Tax Map of the Borough of Keyport
- R2025-275     Correcting the Term End Date for Alternate No. 1 Member of the Planning Board

**APPROVAL OF RESOLUTIONS**

Motion to approve R2025-267 through R2025-275, pulling for separate consideration R2025-272 and R2025-274, and one item on R2025-268 Payment of Bills #25-00558

MM: Brady    2<sup>nd</sup>: McNamara  
**Roll Call:**    Ayes: Brady, McNamara, Merla, Reilly, Vecchio  
                     Nays:  
                     Abstain:  
                     Absent: Gross

Motion to approve R2025-272 moved by Brady, (Councilmember McNamara questioned the Green Acres funding amount and Engineer Matthew Zwingraf clarified) carried by McNamara

**Roll Call:**    Ayes: Brady, McNamara, Reilly, Vecchio  
                     Nays:  
                     Abstain: Merla “recused himself”  
                     Absent: Gross

Motion to approve R2025-274 moved by Merla Carried by Brady

**Roll Call:**    Ayes: Merla, Reilly, Vecchio  
                     Nays: McNamara  
                     Abstain: Brady  
                     Absent: Gross

**REGULAR AGENDA**

- R2025-276     Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services in Connection with NJDEP Tier A Municipal Separate Storm Sewer System (MS4) Permit Compliance

Councilmember Brady stated that she sent this to the Environmental Commission and they gave their thumbs up.

MM: Reilly    2<sup>nd</sup>: Merla  
**Roll Call:**    Ayes: Brady, McNamara, Merla, Reilly, Vecchio  
                     Nays:  
                     Abstain:  
                     Absent: Gross

**STREET VACATION INITIAL REVIEW**

Governing Body Review of an Application to Vacate a Portion of Right-of-Way (ROW) of Monroe Street between Block 1, Lots 6&7

Borough Attorney explained the purpose of the review and the process going forward.  
Motion to move the application forward for review by Borough professionals moved by Reilly, carried by Vecchio

**Roll Call:** Ayes: Brady, McNamara, Merla, Reilly, Vecchio  
Nays:  
Abstain:  
Absent: Gross

## **PUBLIC HEARING/ADOPTION OF ORDINANCE**

### **1. Ordinance No. 2025-16 – EPA Watermain Replacement Project**

Engineer Matthew Zwingraf provided a summary of the project. This bond ordinance is related to an EPA community development grant received from EPA as part of congressionally directed spending for fiscal year 2023. It was a \$2,347,000 grant. The grant is inclusive of water main improvements in the Lockport neighborhood, including Pine Street, Oak Street, Spring Street, Snyder Street, Walnut Street, Walnut Terrace, and Locust Street. We've identified this section of the Borough as generally having undersized water mains and water mains that are cast iron. The scope of work generally includes full replacement of the water mains along these streets, replacement of all water services, as well as curb-to-curb resurfacing. Included, but not funded by the grant, we are also going to be reviewing all the sanitary sewers on these streets. We've already proceeded with a television inspection program. We're currently reviewing the video to determine which sections will require replacement or lining. Looking at reconstructing a section of Walnut Street that is substantially a concrete road with several trenches cut up and down the length of the street. We've been moving forward with EPA filings. We've developed a very preliminary cost estimate at this point. We've developed a scope of services as far as what the improvements are anticipated to include.

The Clerk read the Ordinance by Title: **BOND ORDINANCE PROVIDING FOR THE KEYPORT EPA WATERMAIN REPLACEMENT PROJECT BY THE BOROUGH OF KEYPORT, APPROPRIATING THE AGGREGATE AMOUNT OF \$2,933,750 THEREFOR, INCLUDING A GRANT IN THE AMOUNT OF \$2,347,000 EXPECTED TO BE RECEIVED FROM THE UNITED STATES DEPARTMENT OF ENVIRONMENTAL PROTECTION, AND AUTHORIZING THE ISSUANCE OF \$586,750 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

1a. Motion to Open Public Hearing at 8:04 p.m. MM: Merla 2<sup>nd</sup>: Vecchio

Elmer J. Graham Jr., St. Peter's Place – commented he thinks this is a good project.

John Merla, Broad Street – asked is this part of the lead replacement lines in the Lockport area. Mr. Zwingraf said it is related to it as we go through identifying all the services to be replaced but not directly funded through this ordinance. The entire neighborhood is targeted for utility infrastructure replacement at minimum and then everything is getting resurfaced curb-to-curb. The section of Locust and Walnut will be reconstructed fully in addition to utility replacements. Mr. Merla commented the Walnut Street concrete overlay went in in 1953 in anticipation of protecting the infrastructure from garbage trucks going to the dump in the 60's and 70's.

1b. Motion to Close Public Hearing at 8:08 p.m. MM: Merla 2<sup>nd</sup>: Vecchio

Councilmember McNamara commented regarding title of ordinance in packet as compared to the title listed on the agenda. Borough Clerk re-read the Ordinance by title making correction: Ordinance No. 2025-16 is a **BOND ORDINANCE PROVIDING FOR VARIOUS WATER SEWER UTILITY IMPROVEMENTS BY THE BOROUGH OF KEYPORT APPROPRIATING THE AGGREGATE AMOUNT OF \$5,443,750 THEREFORE INCLUDING A GRANT IN THE AMOUNT OF \$2,347,000 EXPECTED TO BE RECEIVED FROM THE UNITED STATES DEPARTMENT OF ENVIRONMENTAL PROTECTION AND AUTHORIZING THE ISSUANCE OF \$3,096,750 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF.**

Mayor Araneo repeated the title of the ordinance.

Motion to reopen to the public at 8:15 p.m. for any questions moved by Merla, carried by McNamara, all in favor

Seeing no one, motion was made at 8:15 p.m. to close to the public, moved by Merla, carried by Vecchio

1c. Motion to adopt Ordinance MM: Brady 2<sup>nd</sup>: McNamara

**Roll Call:** Ayes: Brady, McNamara, Merla, Reilly, Vecchio

Nays:

Abstain:

Absent: Gross

1d. Motion authorizing the Clerk to publish the Ordinance as adopted MM: Brady 2<sup>nd</sup> Reilly

## **INTRODUCTION OF ORDINANCES**

### **1. Ordinance – Amending Construction Fees**

The Clerk read the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING BOROUGH CODE CHAPTER XII (BUILDING AND HOUSING), SECTION 12-1.6 (CONSTRUCTION FEE PERMITS SCHEDULE) TO REVISE CONSTRUCTION FEES**

1a. Motion to introduce:

MM: Reilly 2<sup>nd</sup>: Merla

**Roll Call:** Ayes: Brady, McNamara, Merla, Reilly, Vecchio

Nays:

Abstain:

Absent: Gross

1b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:

MM: Merla 2<sup>nd</sup>: Reilly Ayes: All present Nays:

### **2. Ordinance – Restricting Parking at Cedar Street Parking Lot**

The Clerk read the Ordinance by Title: **AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING BOROUGH CODE CHAPTER 8 (PARKING LOTS AND HANDICAPPED PARKING) BY CREATING NEW SECTION 8-8 (CEDAR STREET PARKING LOT)**

1a. Motion to introduce:

MM: Reilly 2<sup>nd</sup>: Vecchio

**Roll Call:** Ayes: Brady, McNamara, Merla, Reilly, Vecchio

Nays:

Abstain:

Absent: Gross

1b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:

MM: 2<sup>nd</sup>: Ayes: Nays:

## **MATTER OF RECORD**

Mayor Araneo appoints Lionel Nazco Alternate No. 2 member of the Environmental Commission to fill an unexpired term ending December 31, 2026.

## **APPROVAL OF MINUTES**

September 16, 2025 Regular Meeting

MM: McNamara 2<sup>nd</sup>: Merla Ayes: all present except Brady who abstained Nays:

## **REPORTS**

1. Municipal Clerk's Report for September 2025
2. Tax/Water/Sewer Collector's Report for September 2025
3. Board of Health Treasurer's Report for September 2025
4. Building Department Report for September 2025
5. Municipal Court Report for September 2025

MM: Reilly 2<sup>nd</sup>: Vecchio Ayes: All present Nays:



## **NEW BUSINESS**

### **2025 Best Practices Inventory**

Mayor Araneo – stated the State of New Jersey Division of Local Government Services requires all municipalities to file a Best Practices Inventory Worksheet. The Borough of Keyport’s Best Practices Inventory Worksheet has been reviewed and submitted to the Division of Local Government Services by the required due date. The Borough Administrator, CFO, and the Municipal Clerk have filed the necessary certifications pertaining to same.

Councilmember McNamara – stated due to allegations made on social media and elsewhere, as well as what appears to be official records obtained via a formal OPRA request that was publicly shared about our Borough Administrator’s Englishtown position, I make a Motion that we formally look into these accusations via our IT support to include emails sent, received, deleted, on Borough desktop, laptop, and cellphones of any Englishtown elected officials, employees, and contracted professionals. Additionally, we need assurance from IT that there is no way that anyone outside of Keyport has access to our system or our citizen records. Are the same passwords being used, for example? The investigation is critical to Borough and resident records. The Motion would also include instructions that at least one member of each registered party be involved. The Motion was carried by Brady.

**Roll Call:** Ayes: Brady, McNamara  
Nays: Merla, Reilly, Vecchio  
Abstain:  
Absent: Gross

The Motion failed.

Mayor Araneo stated she received a letter from Otto (IT) which states they have set up Keyport-related devices for Keyport use only and Englishtown-related devices for Englishtown use only.

## **PUBLIC COMMENTS**

The Meeting was opened to the public for comments.

***Comments are limited to no more than five minutes per person.***

Opened: 8:22 p.m. MM: Merla 2<sup>ND</sup>: Reilly

Jen Henning, Main Street – commented regarding the status report provided by the Borough Administrator saying she doesn’t have any idea what the Borough Administrator was talking about. She requested the report be provided in full in the minutes, which she alleges are partisan. She added that she has made statements regarding speeding and development at the waterfront that were not included in the minutes. The Borough Attorney responded minutes do not have to be verbatim. Ms. Henning also questioned why there would be reluctance to seek information regarding matters involving Keyport’s Borough Administrator and Englishtown.

Councilmembers discussed concerns about items being raised without prior discussion, noting a preference for advance communication to allow informed decision-making. It was also stated that attempts have been made to communicate beforehand while avoiding quorum, though responses are not always received.

Ms. Henning continued by saying she believes it is reasonable to inquire about employees holding multiple positions and to understand how many hours individuals working in Keyport are also working in Englishtown.

Denise Nellis, Land Use Board Secretary – stated she is helping Englishtown with one land use application in the evening and on her own time because the Englishtown secretary has a conflict. She said the comments about this on social media are ridiculous.

Vinny Kyne, E. Front St – commented regarding his conversation with a councilmember having to get construction approvals from another town because he’s an elected official and he asked if that should have applied in this Englishtown situation.

Mike Lane, First Street – disappointed resolution was approved for the Planning Board to do a redevelopment study because it’s going to cost us money and implies that we are going to have a PILOT. Enforce Borough ordinance against junk yards. What actions are you going to take to shut down this junk yard. The Borough Attorney responded this is in litigation and we are not going to discuss pending litigation. Mr. Lane commented the agenda does not list a Borough Administrator report. He proceeded to list items for which he has requested status updates including the Pedestrian

Safety Improvement Program and the Community Resilience Element Program which would provide a reduction in waterfront insurance rates. Also requested status on the 22 lots, the Strategic Recovery Planning Report, Borough Hall repairs, and the Post Office rent. These issues have been documented in an email to council. Requested a project management status report.

Elmer J. Graham, Jr., St. Peters Place – commented Borough Administrator’s status report was outstanding and transparent. He promoted We Care Adult Care and American Legion Raritan Post 23.

Jeffrey Spangler, Second Street – commented regarding emails sent from the Borough Administrator to Englishtown on Keyport time. Asked about the motion for the email investigation. The Borough Attorney said we are not going to discuss personnel issues. Mr. Spangler asked for professionalism on the dais.

Daniel Francisco, Mayor of Englishtown – commented about discussions previously had about possible shared services. Englishtown tried to enter into a deal with Keyport to pay for services rendered for a Clerk and a Borough Administrator. That deal would have brought money into the town but was not entertained by your governing body, so other deals were entered into to cover Englishtown’s services. He referenced examples of dual roles shared among municipalities, provided his phone number for the record, and invited anyone with questions to contact him. He added that it is common for individuals in municipal government to serve in multiple roles across municipalities.

Elmer J. Graham, Jr. – addressed the Borough Administrator’s part-time work for Englishtown.

Mayor Araneo – wanted the public to know that she talks to the Borough Administrator on the phone sometimes five or six o’clock in the morning and she’s not clocked in. Sometimes its late at night or the weekend. She does work other hours that many people don’t know about.

Lynne Case, Burtina Place – said she got the impression from Councilmember McNamara that this is an IT issue - the security of our information and Englishtown’s is a critical factor. She doesn’t know if it needs an investigation, but it is critical that we look into it. The Borough Administrator addressed Ms. Case’s concerns explaining that she does not share devices between towns.

Jeffrey Spangler – stated no one is questioning the Borough Administrator’s ability to work, it’s about working for Englishtown on Keyport time. We were told that any work that was going to be done in Englishtown was going to be after hours and on weekends.

Councilmember Reilly – clarified that some of the days that the emails showed the Borough Administrator working for Englishtown were days she was not in the office. Some were her days off and one day she was at a funeral. She can’t speak to every email, but many times she was not on Keyport time.

Jen Henning – addressed Councilmember Reilly’s comments and feels it’s a slippery slope. There are rules about utilizing company time and protocol that has to be followed. Ms. Henning thinks the emails that have been made public speak for themselves.

Mike Lane – said Keyport taxpayers paid \$250,000 per year over the past couple of years for the operations of the Borough Administrator’s office. We had the Borough Administrator’s full attention. Mr. Lane reiterated his expectations for a project status report from the Borough Administrator.

John Merla – asked who prepared resolution R2025-265 from the last meeting which did not include a date to be referred to the Planning Board. Commented about residents of Second Street having a status report which updates them on the project. Mayor Araneo said she just received it and will be hand-delivering it to the residents. He asked if the discrepancy noted with the ordinance title could have been corrected earlier than tonight.

George Walling, Second Street – asked if anyone else on the dais noticed the ordinance title discrepancy. He asked for an update on the status of Post Office property listing on MODIV. Borough Administrator said MODIV reflects who the rental company is that pays the lease for the property. He also said Monroe Street does not exist on MODIV. He said it shows Madison and asked where Monroe came from. The Borough Attorney said it’s a paper street and now there will be an investigation by the professionals. The Tax Assessor also confirmed it.

Neil Calise, Main Street, Englishtown – Commented regarding timestamps and email documentation involving the Borough Administrator and Englishtown.

George Walling – asked for clarification for not wanting to do an investigation into the Borough Administrator emails and was advised by Mayor Araneo this is a public comment session.

Closed: 9:10 p.m. MM: Merla 2<sup>ND</sup>: Reilly

Motion was made and carried to go into Executive Session at 9:12 p.m.

#### **EXECUTIVE SESSION**

**R2025-277- Authorizing a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b** for the purpose of discussing matters related to: PBA contract negotiations pursuant to N.J.S.A. 10:4-12b(4);

MM: Vecchio 2nd: Reilly Ayes: All in favor Nays:

Council reconvened to Open Session at 10:26 p.m.

Seeing no one, motion was made to adjourn.

#### **ADJOURNMENT**

Motion to Adjourn: 10:26 p.m. MM: Merla 2nd: Reilly