

**BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, AUGUST 19, 2025, 7:00 PM
MUNICIPAL COMPLEX COUNCIL CHAMBERS
70 W. FRONT STREET, KEYPORT, NJ**

CALL TO ORDER: PM

SUNSHINE LAW NOTICE:

ROLL CALL: __ Councilmember Brady __ Councilmember Gross __ Councilmember McNamara
__ Councilmember Merla __ Councilmember Reilly __ Council President Vecchio __ Mayor Araneo

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

SWEARING IN CEREMONY

Oath of Office - Officer Valerie Aguirre

Oath of Office – Lt. Robert Hassmiller

PROCLAMATION

Overdose Awareness Month

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

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

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

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

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

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

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

PUBLIC COMMENTS

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

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

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

CONSENT AGENDA

(All resolutions listed hereunder will be enacted in one motion. Any person may request that an item be removed for separate consideration.)

- R2025-218 Payment of Bills Listed on the July 25, 2025 Bills List
- R2025-219 Payment of Bills Listed on the August 8, 2025 Bills List
- R2025-220 Payment of Bills Listed on the August 19, 2025 Bills List
- Amended* R2025-221 Correcting the Numbers of Previously Adopted Resolutions
- R2025-222 Approving the Corrective Action Plan for the 2024 Municipal Audit
- R2025-223 Governing Body Certification of the Annual Audit
- R2025-224 Increasing the Bid Threshold for Contracts Subject to Public Bidding under the Local Public Contracts Law
- R2025-225 Renewal of Membership in the Monmouth Municipal Joint Insurance Fund
- R2025-226 Authorizing Designated Improvements as Part of the Neighborhood Preservation Program (NPP) Revised Year 5 Implementation Plan
- R2025-227 Authorizing a Water/Sewer Bill Adjustment for 82 Highway 35 Due to a Water Leak
- R2025-228 Authorizing Municipal Auction of Surplus Property
- R2025-229 Appointment of Municipal Alliance Committee Member
- R2025-230 Authorizing Keyport Bayfront Business Cooperative (KBBC) to Conduct a St. Patrick’s Parade
- R2025-231 Authorizing Use of Borough Property by Friends of the Keyport Library and the Keyport Public Library for a Book Sale/Blings and Things too Event
- R2025-232 Authorizing Use of Borough Property by Friends of the Keyport Library and the Keyport Public Library for a Scarecrow Contest Fundraiser Winners Event
- R2025-233 Approving Road Closures for Keyport-Matawan Elks BPOE 2030
- Amended* R2025-234 Authorizing a Memorandum of Understanding with 357 West Front Street, LLC Regarding a Cooperative Effort for the Construction of a Standpipe System
- R2025-235 Authorizing the Borough to Enter into a Shared Services Agreement with the Keyport Public Schools for the Use of School Resource Officer/Special Law Enforcement Officers in the Keyport Public Schools
- R2025-236 Authorizing the Borough to Enter into a Shared Services Agreement with the Keyport Board of Education for Snow Plowing, Grounds and Field Maintenance Services
- Added* R2025-237 Authorizing an Agreement for Coverage under the Borough of Keyport JIF Policy
- Added* R2025-238 Authorizing Use of Borough Property by Municipal Alliance Committee for an Overdose Awareness Vigil

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the Consent Agenda

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

PUBLIC HEARING/ADOPTION OF ORDINANCE

- 1. Ordinance No. 2025-11 – Street Vacation Policies and Procedures

The Clerk reads 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 XVI (STREETS, SIDEWALKS AND SANITATION) BY ADDING SECTION 16-9 TO PROVIDE POLICIES AND PROCEDURES REGARDING STREET VACATION REQUESTS**

- 1a. Motion to Open Public Hearing MM: 2nd:
- 1b. Motion to Close Public Hearing MM: 2nd:
- 1c. Motion to adopt Ordinance MM: 2nd:
Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio
- 1d. Motion authorizing the Clerk to publish the Ordinance as adopted MM: 2nd

INTRODUCTION OF ORDINANCES

1. Ordinance – Amending Technical Review Committee

The Clerk reads 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 XXV (LAND USE REGULATIONS), ARTICLE III (LAND USE PROCEDURES), SECTION 25-3-30 (TECHNICAL REVIEW COMMITTEE)**

- 1a. Motion to introduce:
MM: 2nd: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio
- 1b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:
MM: 2nd: Ayes: Nays:

2. Ordinance – Bond Ordinance – Various Capital Improvements

The Clerk reads the Ordinance by Title: **BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS BY THE BOROUGH OF KEYPORT, APPROPRIATING THE AGGREGATE AMOUNT OF \$3,371,250 THEREFOR, INCLUDING A GRANT IN THE AMOUNT OF \$155,972.22 EXPECTED TO BE RECEIVED FROM THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION, AND AUTHORIZING THE ISSUANCE OF \$3,210,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

- 2a. Motion to introduce:
MM: 2nd: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio
- 2b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:
MM: 2nd: Ayes: Nays:

3. Ordinance – Bond Ordinance – Various Water/Sewer Utility Improvements

The Clerk reads the Ordinance by Title: **BOND ORDINANCE PROVIDING FOR VARIOUS WATER / SEWER UTILITY IMPROVEMENTS BY THE BOROUGH OF KEYPORT, APPROPRIATING THE AGGREGATE AMOUNT OF \$665,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$665,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF**

- 3a. Motion to introduce:
MM: 2nd: Roll Call: Brady, Gross, McNamara, Merla, Reilly, Vecchio
- 3b. Motion authorizing the Clerk to publish the Ordinance as introduced for a public hearing:
MM: 2nd: Ayes: Nays:

APPROVAL OF MINUTES

July 15, 2025 Regular Meeting

- MM: 2nd: Ayes: Nays:

REPORTS

- 1. Municipal Clerk’s Report for July 2025
- 2. Tax/Water/Sewer Collector’s Report for July 2025
- 3. Board of Health Treasurer’s Report for July 2025
- 4. Building Department Report for July 2025 - *Received*
- 5. Municipal Court Report for July 2025

MM: 2nd: Ayes: Nays:

PUBLIC COMMENTS

The Meeting is opened to the public for comments.

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

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

EXECUTIVE SESSION

R2025-239 - 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: personnel pursuant to N.J.S.A. 10:4-12b(8), and matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(1) Aeromarine redevelopment.

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn: MM: 2nd:

RESOLUTION FOR THE PAYMENT OF BILLS

R25-218

7/25/25

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

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT.2024	\$ 475.00
	CURRENT ACCT.2025	\$ 183,602.36
	WATER/SEWER ACCT. 2025	\$ 29,186.24
	PAYROLL FUND BUDGET	\$ 28,260.83
	FEDERAL AND STATE GRANTS	\$ 3,501.60
	TRUST OTHER FUND	\$ 9,056.25
	REC BAYFRONT IMPROVMENT	\$ 50.00
	OPEN SPACE TRUST FUND	\$ 22,265.70

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR ROSE P. ARANEO

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

MICHELE CLARK, BOROUGH CLERK

R25-219

RESOLUTION FOR THE PAYMENT OF BILLS

8/8/25

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.2025	\$ 1,087,781.80
	WATER/SEWER ACCT. 2025	\$ 31,483.82
	PAYROLL FUND BUDGET	\$ 750.00
	FEDERAL AND STATE GRANTS	\$ 4,344.00
	TRUST OTHER FUND	\$ 9,262.50
	UNEMPLOYMENT TRUST FUND	\$ 11,474.65

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR ROSE P. ARANEO

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

MICHELE CLARK, BOROUGH CLERK

R25-220

RESOLUTION FOR THE PAYMENT OF BILLS

8/19/25

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

NUMBER OF VOUCHERS	BANK ACCOUNT	AMOUNT
See attached listing		
	CURRENT ACCT.2024	\$ 5,274.81
	CURRENT ACCT.2025	\$ 1,699,236.38
	WATER/SEWER ACCT. 2025	\$ 44,100.42
	ANIMAL CONTROL TRUST	\$ 1,470.00
	GENERAL CAPITOL FUND	\$ 9,824.50
	FEDERAL AND STATE GRANTS	\$ 625.00
	REC BAYFRONT IMPROVMENT	\$ 1,912.49
	OPEN SPACE TRUST FUND	\$ 4,611.75
	WATER/SEWER CAPITAL FUND	\$ 5,884.75
	DEVELOPER ESCROW	\$ 19,661.50

AUTHORIZED PER RESOLUTION

PASSED:

APPROVED:

MAYOR ROSE P. ARANEO

ATTEST:

MICHELE CLARK, BOROUGH CLERK

OFFERED BY:

SECOND BY:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

MICHELE CLARK, BOROUGH CLERK

Amended
R25-221

RESOLUTION NO. 2025-

CORRECTING THE NUMBERS OF PREVIOUSLY ADOPTED RESOLUTIONS

WHEREAS, the Borough of Keyport (the "Borough") adopted resolutions numbered 2025-193 through 2025-203 on July 15, 2025; and

WHEREAS, it has come to the attention of the Borough that the resolution numbers for these adopted resolutions were incorrectly assigned; and

WHEREAS, it is in the best interest of the Borough to correct these numbering errors to ensure proper recordkeeping and clarity;

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

1. The resolutions previously adopted on July 15, 2025 and incorrectly numbered as follows are hereby renumbered to the following numbers:
 - o Resolution #2025-193 Payment of Bills Listed on the July 11, 2025 Bills List shall be renumbered to Resolution #2025-207 Payment of Bills Listed on the July 11, 2025 Bills List
 - o Resolution #2025-194-208 Payment of Bills Listed on the July 15, 2025 Bills List shall be renumbered to Resolution #2025-208 Payment of Bills Listed on the July 15, 2025 Bills List
 - o Resolution #2025-195 Resolution Requesting Permission for the Dedication by Rider for Storm Recovery Trust Fund shall be renumbered to Resolution #2025-209 Resolution Requesting Permission for the Dedication by Rider for Storm Recovery Trust Fund
 - o Resolution #2025-196 Resolution Creating and Implementing a Long-Range Plan to Address Drainage Issues shall be renumbered to Resolution #2025-210 Resolution Creating and Implementing a Long-Range Plan to Address Drainage Issues
 - o Resolution #2025-199 Authorizing the Promotional Appointment of a Police Lieutenant of the Borough of Keyport Police Department shall be renumbered to Resolution #2025-213 Authorizing the Promotional Appointment of a Police Lieutenant of the Borough of Keyport Police Department
 - o Resolution #2025-200 Authorizing Participation in the Civil Service Examination Exemption Program for Entry-Level Law Enforcement Positions and the Appointment of a Police Officer shall be renumbered to Resolution #2025-214 Authorizing Participation in the Civil Service Examination Exemption Program for Entry-Level Law Enforcement Positions and the Appointment of a Police Officer
 - o Resolution #2025-201 Authorizing the Appointment of a Zoning Officer shall be renumbered to Resolution #2025-215 Authorizing the Appointment of a Zoning Officer

Moved
R25-197 +
R25-198
TO Next Page
"Tabled"
(NOT Adopted)

- o Resolution #2025-202 Authorizing the Submission of a Loan and Grant Application from the New Jersey Water Bank shall be renumbered to Resolution #2025-216 Authorizing the Submission of a Loan and Grant Application from the New Jersey Water Bank
- o Resolution #2025-203 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 shared services agreement negotiation pursuant to N.J.S.A. 10:4-12b(7), pending litigation pursuant to N.J.S.A. 10:4-12b(7), and matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(7): OPMA and privileged/confidential information shall be renumbered to Resolution #2025-217 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 shared services agreement negotiation pursuant to N.J.S.A. 10:4-12b(7), pending litigation pursuant to N.J.S.A. 10:4-12b(7), and matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(7): OPMA and privileged/confidential information

Added

2. The resolutions previously tabled on July 15, 2025 and incorrectly numbered as follows are hereby renumbered as follows:
 - o Tabled Resolution #2025-197 Resolution Authorizing Execution of a Chief of Police Employment Agreement shall be renumbered to Resolution #2025-211 Resolution Authorizing Execution of a Chief of Police Employment Agreement
 - o Tabled Resolution #2025-198 Resolution Authorizing Execution of a Captain of Police Employment Agreement shall be renumbered to Resolution #2025-212 Resolution Authorizing Execution of a Captain of Police Employment Agreement
3. This resolution shall take effect immediately.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**APPROVE CORRECTIVE ACTION PLAN
FOR THE 2024 MUNICIPAL AUDIT**

WHEREAS, the Chief Financial Officer has prepared and filed with the Borough Clerk a Corrective Action Plan as part of the annual audit process as required by the Single Audit Act, US Office of Management and Budget Circular Letter A-133, and NJ Office of Management and Budget Circular Letter 04-04 as referenced in New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice #92-15, dated July 8, 1992.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Keyport, County of Monmouth, that the attached Corrective Action Plan submitted by the Chief Financial Officer is hereby acknowledged and approved and a copy of same be filed with the Division of Local Government Services.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

CORRECTIVE ACTION PLAN – 2024 AUDIT
BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, 08/19/2025

Finding #2024-001

1. Description: The Auditors commented that there was no evidence of dedication by riders obtained for certain trust funds reserves.
2. Analysis: All trust fund reserves are for items specifically authorized by state statute.
3. Corrective Action: Although all trust funds are specifically authorized by state statute, the Borough has reviewed its reserves to determine if a dedication by rider resolution needs to be approved for any specific trust reserve and has set forth those resolutions.
4. Implementation Date: Already Implemented.

RESOLUTION NO. 2025-

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed the Annual Report of Audit, and specifically as a minimum the sections of the Annual Audit entitled "Comments and Recommendations" as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Keyport, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT
GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

We, members of the governing body of the Borough of Keyport, in the County of Monmouth, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Governing Body of the Borough of Keyport in the county of Monmouth;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2024;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this
19th day of August, 2025

Notary Public of New Jersey

Michele Clark, RMC
Borough Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

RESOLUTION NO. 2025-

RESOLUTION INCREASING THE BID THRESHOLD FOR CONTRACTS SUBJECT TO PUBLIC BIDDING UNDER THE LOCAL PUBLIC CONTRACTS LAW

WHEREAS, N.J.S.A. 40A:11-3(a) provides that “If a purchasing agent has been appointed, the governing body of the contracting unit may establish that the bid threshold may be up to ... or the threshold amount adjusted by the Governor pursuant to subsection c. of this section.”; and

WHEREAS, N.J.S.A. 40A:11-3(c) provides that “The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year ... adjust the threshold amount, in direct proportion to the rise or fall of the index rate ... and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made.”; and

WHEREAS, on June 1, 2025, the State Treasurer announced that, effective July 1, 2025, the adjusted bid threshold amount under the Local Public Contracts Law for a governing body which has appointed a qualified purchasing agent is \$53,000.00 and the quote threshold is \$7,950.00; and

WHEREAS, the governing body of the Borough of Keyport desires to increase its bid threshold in accordance with the State’s adjusted bid threshold and grant the authorization to negotiate and award such contracts below the bid threshold.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Keyport hereby increases the bid threshold for award of public contracts by the Borough to \$53,000.00 and the quote threshold to \$7,950.00.

BE IT FURTHER RESOLVED that the Borough is authorized and directed to forward a certified copy of this Resolution and a copy of the Qualified Purchasing Agent’s certification to the Director of Local Government Services.

BE IT FURTHER RESOLVED that this Resolution shall be effective retroactively to July 1, 2025.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Municipal Clerk to be a true copy, be forwarded to the Borough Purchasing Agent.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

**RESOLUTION FOR RENEWAL OF MEMBERSHIP
IN THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, Keyport Borough is a member of the Monmouth Municipal Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2025 unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. Keyport Borough agrees to renew its membership in the Monmouth Municipal Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

2. The Mayor and Clerk shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Monmouth Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

This Resolution agreed to this ___ day of _____, 2025 by a vote
Of: _____ Affirmative
 _____ Negative

MAYOR

DATE

ATTEST

DATE

**AUTHORIZING DESIGNATED IMPROVEMENTS AS PART OF THE
NEIGHBORHOOD PRESERVATION PROGRAM (NPP) REVISED
YEAR 5 IMPLEMENTATION PLAN**

WHEREAS, the Borough of Keyport participates in the Neighborhood Preservation Program (the “NPP”) established by the State of New Jersey, Department of Community Affairs (the “DCA”);

WHEREAS, the Borough NPP Coordinator, with the assistance of the Neighborhood Preservation Program Stakeholder Planning Team, developed a five (5) year Neighborhood Preservation Program plan (the “Plan”); and

WHEREAS, the Revised NPP Year 5 Implementation Plan provides for a total budget of \$150,000 including the NPP grant in the amount of \$125,000 and a local match of \$25,000, which provides funding for management of and improvements to public facilities within the NPP district; and

WHEREAS, the New Jersey Department of Community Affairs NPP Team has reviewed and approved the Revised Year 5 Implementation Plan which has been endorsed by the NPP Stakeholder Planning Team and reviewed by the Borough Administrator.

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

1. The Revised Year 5 Implementation Plan, reviewed and approved by the New Jersey Department of Community Affairs, is hereby approved.
2. The appropriate Borough officials are authorized to execute any documents necessary to complete the improvements as set forth in the Plan.
3. The funding for these improvements is made available and shall be paid from 2025 NPP Grant Number: G-01-41-721-003-301.
4. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator, Chief Financial Officer, and the NPP Coordinator.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING A WATER/SEWER BILL ADJUSTMENT FOR
82 HIGHWAY 35 NORTH DUE TO A WATER LEAK**

WHEREAS, Montemuro, Maurice, owner of Who Z, LLC located at 82 Highway 35, also known as Block 33 Lot 56, received a high water/sewer bill due to a leaking water line; and

WHEREAS, based on the letters from said owner and Apollo Sewer and Plumbing, the line had been identified and repaired; and

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

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

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

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

1. Formal authorization to reduce the sewer portion for 82 Highway 35 water/sewer bill due to a leak that did not go into the Keyport sewer system.

<u>ACCOUNT #</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>REASON</u>
10008700-0	Who Z, LLC	\$878.70	Reduce Sewer due to Leak

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

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**AUTHORIZING MUNICIPAL AUCTION OF SURPLUS PROPERTY**

WHEREAS, the Borough of Keyport (the "Borough") is the owner of certain surplus property that is no longer needed for public use as specifically identified and described on the attached Schedule "A" ("Surplus Property"); and

WHEREAS, the New Jersey Local Public Contracts Law, at N.J.S.A.40A:11-36, provides for the disposition of personal property owned by a municipality; and

WHEREAS, N.J.A.C.5:34-5.8 authorizes a governing body to contract with an electronic procurement platform to conduct an online public auction; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services, has approved GovDeals, Inc. as an Internet based vendor authorized to conduct online auctions of municipal surplus property and GovDeals, Inc. is also an approved contractor under New Jersey State Contract No. 012821-GDI; and

WHEREAS, the Borough Administrator, through the Superintendent of the Department of Public Works, recommends the Borough utilize the services of GovDeals Inc. via www.govdeals.com for the purpose of auctioning the Surplus Property under State Contract No. 012821-GDI; and

WHEREAS, the Borough reserves the right to reject all bids if determined to be in the public interest.

WHEREAS, in consideration for auctioning the Surplus Property on the Borough's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid (but not less than \$5.00) for each asset sold, paid directly by the Borough to GovDeals, Inc. from the proceeds of the sale; and

WHEREAS, all other terms and conditions of the auction of the Surplus Property and agreement with GovDeals, Inc. are available on the GovDeals, Inc. website www.govdeals.com.

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

1. The Borough, through the Superintendent of Public Works, with the approval of the Borough Administrator, is hereby authorized to sell the surplus property identified and described on the attached Schedule "A" ("Surplus Property").

2. The Surplus Property shall be sold by public auction through the online auction site of www.govdeals.com as more fully described herein.

3. In consideration for auctioning the Surplus Property on the Borough's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid (but not less than \$5.00) for each asset sold, paid directly by the Borough to GovDeals, Inc. from the proceeds of the sales.

4. The Borough shall publish in its official newspaper a Notice of this approved online auction together with a description of the Surplus Property to be sold. The auction shall not be held less than seven (7) days or more than 14 days after the latest publication of the Notice.

5. A certified copy of this Resolution shall be sent to the Division of Local Government Services, Department of Community Affairs, the Chief Financial Officer and the Qualified Purchasing Agent.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

SCHEDULE "A"



Subject: 2006 Hino Auction Keyport DPW.

Item: 2006 Hino 4X2 wheel drive dump truck with 10ft Western snow plow and gas-powered spreader

Engine: Diesel

Transmission: automatic

Vin# 5PVNV8JV972S50187

Mileage: 16,258.32 (subject to change vehicle is still in service)

Condition: Runs and Drives vehicle is still in service. Heavy rust on Body and Frame.

Location: 120 Francis Street Keyport NJ 07735 Keyport Public Works Garage.

Inspection: By Appointment only

Contact: Bill Kane Public Works Superintendent Borough of Keyport.

Summary: Vehicle runs and drives, plow and spreader are operable. Vehicle is still in service.



Subject: Auction Item Borough of Keyport

Item: 2009 Ford Escape Hybrid SUV

Vin#: 1FMCU49359KB25529

Condition: Not operable (NO ELECTRICAL POWER)

Mileage: unknown

Location: 120 Francis Street Keyport NJ 07735

Inspection: Vehicle may be inspected by appointment only

Contact: Bill Kane Public Works Superintendent Borough of Keyport. 732-739-5428

Summary: Vehicle needs a new Hybrid Battery. Vehicle last ran back in January of 2025, and Vehicle is an as is sale. Some letters and equipment will be removed so there will be some glue marks and holes from removed equipment. The Vehicle has a clean title.

RESOLUTION NO. 2025-

APPOINTMENT OF MUNICIPAL ALLIANCE COMMITTEE MEMBER

Alissa Pecora

WHEREAS, the Borough of Keyport, County of Monmouth (the “**Borough**”) created the Municipal Alliance Committee of the Borough of Keyport (the “**Municipal Alliance Committee**”) by Ordinance of the Borough; and

WHEREAS, the membership of the Municipal Alliance Committee is as set forth in Borough Code 2-7.9 (b); and

WHEREAS, there exists a need for the appointment of new members, pursuant to that same Borough Code 2-7.9 (b); and

WHEREAS, it is the recommendation of the Mayor, and the Borough Council consents thereto, to the appointment of Alissa Pecora as a Citizen Representative Member of the Municipal Alliance Committee for a three-year term expiring August 19, 2028.

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. Alissa Pecora is hereby appointed as a Citizen Representative Member of the Municipal Alliance Committee, by the Mayor of the Borough and with the advice and consent of the Borough Council, for a three-year term expiring August 19, 2028, all in accordance with Borough Code 2-7.9 (b).

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING KEYPORT BAYFRONT BUSINESS COOPERATIVE
(KBBC) TO CONDUCT A ST. PATRICK'S PARADE**

WHEREAS, the Borough established the Keyport Business Improvement District (the "District") pursuant to *N.J.S.A. 40:56-65 et seq.* by Borough Ordinance No. 25-99, as amended by Borough Ordinance No. 6-02; and

WHEREAS, by Borough Ordinance No. 15-13, the Borough designated the non-profit corporation Keyport BID, Inc. (also known as the Keyport Bayfront Business Cooperative, Inc., and hereinafter referred to as the "KBBC"), incorporated pursuant to *N.J.S.A. 15A:1-1 et seq.*, as the District Management Corporation for the District; and

WHEREAS, the KBBC has requested authorization to hold a St. Patrick's Parade in the Borough of Keyport on Saturday, March 21, 2026, from 1:00 p.m. to 3:00 p.m., commencing at Maple Place and Perry Street, proceeding along Maple Place to Broad Street, down Broad Street to West Front Street, and continuing along West Front Street to conclude at Fireman's Park; and

WHEREAS, a rain date has been requested for Sunday, March 22, 2026; and

WHEREAS, a KBBC Program and Activity Request form has been provided to the Borough Clerk and the Police Chief; and

WHEREAS, the event will require the closure of roadways within the Borough which will be coordinated with the Police Chief.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the St. Patrick's Parade taking place on Saturday, March 21, 2026 (rain date Sunday, March 22, 2026) from 1:00 p.m. to 3:00 p.m.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING USE OF BOROUGH PROPERTY BY FRIENDS
OF THE KEYPORT LIBRARY AND THE KEYPORT PUBLIC
LIBRARY FOR A BOOK SALE/BLINGS AND THINGS TOO EVENT**

WHEREAS, Friends of the Keyport Library and the Keyport Public Library have submitted an Application to use Borough Property, the grounds of the Library, on September 13, 2025, from 8:00 a.m. to 3:30 p.m. to hold a Book Sale/Blings and Things too; and

WHEREAS, a rain date has been requested for September 14, 2025; and

WHEREAS, the event is co-sponsored between the Friends of the Keyport Library and the Keyport Public Library, with all proceeds to benefit the Library and the Library community.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the use of the Keyport Public Library grounds by Friends of the Keyport Library and the Keyport Public Library for a Book Sale/Blings and Things too to be held on September 13, 2025 (rain date September 14, 2025) from 8:00 a.m. to 3:30 p.m.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

R25-232

RESOLUTION NO. 2025-

**AUTHORIZING USE OF BOROUGH PROPERTY BY FRIENDS
OF THE KEYPORT LIBRARY AND THE KEYPORT PUBLIC LIBRARY
FOR A SCARECROW CONTEST FUNDRAISER WINNERS EVENT**

WHEREAS, Friends of the Keyport Library and the Keyport Public Library have submitted an Application to use Borough Property, the grounds of the Library, on October 25, 2025, from 11:00 a.m. to 2:00 p.m. for a Scarecrow Contest Fundraiser Winners Event; and

WHEREAS, the event is co-sponsored between the Friends of the Keyport Library and the Keyport Public Library, with all proceeds to benefit the Library and the Library community.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the use of the Keyport Public Library grounds by Friends of the Keyport Library and the Keyport Public Library for a Scarecrow Contest Fundraiser Winners Event to be held on October 25, 2025, from 11:00 a.m. to 2:00 p.m.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

APPROVING ROAD CLOSURES FOR KEYPORT MATAWAN ELKS BPOE 2030

WHEREAS, Resolution No. 2025-161 was adopted on May 6, 2025 approving the issuance of a Social Affair Permit to the Keyport Matawan Elks BPOE 2030 for an event to be held August 23, 2025, from 10:00 a.m. to 6:30 p.m. at 249 Broadway, Keyport, New Jersey; and

WHEREAS, the Keyport Matawan Elks BPOE 2030 has requested approval to close Chingarora Avenue from W. 4th Street to Route 35, and Maple Place from W. 4th Street to Chingarora Avenue in conjunction with the event; and

WHEREAS, the Keyport Matawan Elks BPOE 2030 requested and received written consent from neighbors for the closure.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Keyport hereby approve the request to close Chingarora Avenue from W. 4th Street to Route 35, and Maple Place from W. 4th Street to Chingarora Avenue on August 23, 2025, in conjunction with the event.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

Amended
R25-234

RESOLUTION NO. 2025-

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH 357 WEST FRONT STREET, LLC REGARDING A COOPERATIVE EFFORT FOR THE CONSTRUCTION OF A STANDPIPE SYSTEM

WHEREAS, 357 West Front Street, LLC is the owner of certain parcels of real estate located at 357 West Front Street, Keyport, New Jersey, also known as Block 20, Lots 15.01 and 16.01 (formerly Lots 9, 11.01, 13, 14, and 14.01) as shown on the official tax map of the Borough of Keyport, County of Monmouth and State of New Jersey; and

WHEREAS, 357 West Front Street, LLC applied for and was granted site plan approval for the development of 120 rental units and a marina; and

WHEREAS, the Resolution of Approval required the installation of a standpipe system to meet fire safety requirements; and

WHEREAS, the Borough of Keyport and 357 West Front Street, LLC desire to enter into a Memorandum of Understanding providing for the cooperation of the two entities in order to ensure the timely construction of the standpipe system, and further providing for the responsibility of both entities for the terms and conditions of the project; and

WHEREAS, the Memorandum of Understanding shall include that 357 West Front Street, LLC is required to construct the standpipe system on the Subject Property in accordance with timeframes which shall ensure the timely submission of design plans and construction of the required standpipe.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Keyport, that the Mayor and Borough Administrator be and are hereby authorized to execute Memorandum of Understanding with 357 West Front Street, LLC outlining the parties' obligations for this project, in a form to be reviewed and approved by the Borough Attorney.

BE IT FURTHER RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute such documents and to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

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

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

AUTHORIZING THE BOROUGH TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE KEYPORT PUBLIC SCHOOLS FOR THE USE OF SCHOOL RESOURCE OFFICER/SPECIAL LAW ENFORCEMENT OFFICERS IN THE KEYPORT PUBLIC SCHOOLS

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.* (the "Act"), municipalities and local units within the State of New Jersey are permitted to enter into agreements with other local units to provide or receive any service that each local unit is otherwise empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Borough of Keyport (the "**Borough**") is desirous to provide certain services, and enter into a shared services agreement with the Keyport Public Schools (the "**District**") with respect to the provision of certain law enforcement personnel to the District (the "**Shared Services Agreement**"); and

WHEREAS, it is in the best interests of the Borough to approve and to authorize the Borough Administrator, the Mayor, and the Chief of Police to enter into a Shared Services Agreement with the District, substantially in the form attached hereto, those services delineated therein; and

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 Mayor of the Borough, the Borough Administrator and Chief of Police are hereby authorized to enter into the Shared Services Agreement with the District consistent with the dictates of that certain proposed Shared Services Agreement, for the provision of certain law enforcement services to the District, substantially in the form on file with the Borough Clerk, subject to such additions, deletions, modifications or amendments deemed necessary by the Mayor of the Borough in her discretion in consultation with counsel, which additions, deletions, modifications or amendments do not alter the substantive rights and obligations of the parties thereto, and to take all other necessary and appropriate action to effectuate the Agreement.
3. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
4. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
5. This Resolution shall take effect as provided by law.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING THE BOROUGH OF KEYPORT TO ENTER
INTO SHARED SERVICES AGREEMENT WITH THE KEYPORT
BOARD OF EDUCATION FOR SNOW PLOWING, GROUNDS
AND FIELD MAINTENANCE SERVICES**

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, *N.J.S.A.* 40A:65-1 *et seq.* (the “Act”), municipalities and other local units within the State of New Jersey are permitted to enter into agreements with other local units to provide or receive any service that each local unit is otherwise empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Borough of Keyport (the “Borough”) and the Board of Education of the Borough of Keyport (“Board of Education”) desire to enter into a shared services agreement for snow plowing, grounds and field maintenance services (the “Shared Services Agreement”); and

WHEREAS, it is in the best interests of the Borough to approve and to authorize the Borough Administrator, the Mayor, and other reasonably necessary personnel to enter into a Shared Services Agreement with the Board of Education, substantially in the form on file with the Borough Clerk, those services delineated therein; and

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 Mayor of the Borough, the Borough Administrator and other reasonably necessary personnel are hereby authorized and directed to enter into the Shared Services Agreement with the Board of Education of the Borough of Keyport consistent with the dictates of that certain proposed Shared Services Agreement, for the provision of snow plowing, grounds and field maintenance services, substantially in the form on file with the Borough Clerk, subject to such additions, deletions, modifications or amendments deemed necessary by the Borough in consultation with legal counsel, which additions, deletions, modifications or amendments do not alter the substantive rights and obligations of the parties thereto, and to take all other necessary and appropriate action to effectuate the Agreement.
3. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
4. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
5. This Resolution shall take effect as provided by applicable law.

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 August 19, 2025.

Michele Clark, RMC
Borough Clerk

Added
R25-237

RESOLUTION NO. 2025-

**RESOLUTION AUTHORIZING AN AGREEMENT FOR COVERAGE UNDER THE
BOROUGH OF KEYPORT JIF POLICY**

WHEREAS, the Borough of Keyport wishes to enter into an Agreement providing for insurance coverage for the Keyport First Aid Squad under the Borough of Keyport's JIF policy; and

WHEREAS, the Agreement between the Borough and the Keyport First Aid Squad shall provide coverage for building and content liability to be covered under the Borough's Joint Insurance Fund (JIF) policy; and

WHEREAS, the Agreement between the Borough and the Keyport First Aid Squad shall provide that the First Aid Squad be responsible for payment of its proportional share of the premium for coverage as well as any and all deductibles arising from claims made by or against the Keyport First Aid Squad under this coverage.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Keyport, that the Mayor and Borough Administrator be and are hereby authorized to execute an Agreement with Keyport First Aid Squad outlining the coverage, premium payment, deductibles and Agreement conditions, in a form to be reviewed and approved by the Borough Attorney.

BE IT FURTHER RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute such documents and to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

Added
R25-238

RESOLUTION NO. 2025-

**AUTHORIZING USE OF BOROUGH PROPERTY BY
MUNICIPAL ALLIANCE COMMITTEE FOR AN
OVERDOSE AWARENESS VIGIL**

WHEREAS, the Municipal Alliance Committee have submitted an Application to use Borough Property, the area in front of Waterfront Park Gazebo, on August 26, 2025, from 7:00 p.m. to 8:00 p.m. for the purpose of holding an Overdose Awareness Vigil;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Keyport hereby authorizes the use of the area in front of Waterfront Park Gazebo on August 26, 2025, from 7:00 p.m. to 8:00 p.m. for the purpose of holding an Overdose Awareness Vigil.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk

ORDINANCE #2025- //

AN ORDINANCE OF THE BOROUGH COUNCIL OF
THE BOROUGH OF KEYPORT, IN THE COUNTY OF
MONMOUTH, STATE OF NEW JERSEY AMENDING
BOROUGH CODE CHAPTER XVI (STREETS,
SIDEWALKS AND SANITATION) BY ADDING SECTION
16-9 TO PROVIDE POLICIES AND PROCEDURES
REGARDING STREET VACATION REQUESTS

WHEREAS, the Borough of Keyport, in the County of Monmouth, New Jersey (the "Borough"), a public body corporate and politic of the State of New Jersey, desires to amend Chapter XVI to add a new section providing policies and procedures for street vacation requests; and

WHEREAS, N.J.S.A. 40:67-1 et seq. authorizes the Borough to adopt Ordinances regarding the vacation of any street, highway, lane or alley, or any part thereof.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Keyport, in the County of Monmouth, State of New Jersey, as follows:

Section 1. Chapter XVI of the Borough Code is hereby amended to add a new section providing policies and procedures for street vacation requests as follows:

§16-9. POLICIES AND PROCEDURES REGARDING STREET VACATION REQUESTS

§16-9.1 Application.

All requests for street vacations shall be made in writing, and addressed to the Mayor and Borough Council, and filed with the Borough Clerk for consideration at any Borough Council meeting as soon as reasonably practicable. Said request must include an identification of the applicant's property, and a depiction of the premises to be vacated, the refundable escrow deposit as set forth in Section 16-9.2, and a list of all owners of adjacent property, with current mailing addresses. The applicant shall provide notice of the application and meeting date mailed at least ten (10) days in advance of the meeting date to all owners of adjacent property, and shall provide proof of such notice to the Borough Clerk.

§16-9.2 Refundable Escrow Deposit.

- a. Refundable Escrow Fee Required. The applicant must post a refundable escrow deposit with the Borough to defray costs and professional fees incurred by the Borough in the course of reviewing said request. The escrow deposit shall be \$2,500.
- b. All actual costs and expenses incurred by the Borough with regard to the consideration and/or adoption of any street vacation ordinance shall be paid from the escrow deposit, including but not limited to all professional fees (including but not limited to attorney and engineer fees), publication costs, recording fees, and certified mail fees. Any unused escrow

balance shall be refundable. Any actual costs which exceed said escrow shall be billable to applicant, with prior notice.

§16-9.3 Initial Review.

The applicant shall be notified of the date the matter is to be initially considered during a public meeting by the governing body and may address the governing body at that time. The governing body shall, by motion, either deny the request or instruct the Borough professionals and personnel to proceed with the detailed review of the application and drafting of an Ordinance to approve the street vacation. If the request is denied, the applicant shall be notified in writing of the decision of the Borough Council, and to the extent practicable, of the reasons therefor.

§16-9.4 Referral for Recommendations from Departments.

Upon the governing body's motion to proceed with the street vacation request, the request and supporting documentation shall be forwarded to the Borough Administrator, the Department of Public Works, the Borough Attorney, the Borough Engineer, the Borough Police Department, and such other governmental agencies and utilities as are deemed advisable by the governing body, for recommendation and report. The request shall also be referred to the Borough Planning Board for a review of any potential land use issues pursuant to N.J.S.A. 40:55D-25(b)(3), and any other issues that may be identified by the governing body or the Board. Any reports and recommendations issued in response thereto shall be filed with the Borough Clerk and forwarded to the governing body for further consideration at any Borough Council meeting.

§16-9.5 Document Preparation.

The Borough Attorney shall prepare the appropriate ordinance, and any legal documents necessary to implement any street vacation ordinance as directed by the governing body, along with any legal notices required by N.J.S.A. 40:67-1 et seq. The Borough Clerk will record the ordinance following adoption, and such other legal documents as are required, with the county clerk. The Borough Engineer shall prepare a legal description of the street(s) or easement(s) to be vacated to be included in the text of said ordinance, and upon adoption of same, shall provide any tax map revision necessitated thereby.

§16-9.6 Additional Provisions.

The obligation of the Borough with regard to the adopted vacation ordinance shall cease with its recording of same with the county clerk's office and updating of its tax map. In the event that the applicant or the adjacent property owners who may receive an interest in the vacated area wish to have a deed prepared evidencing the property vacated, such deed shall be the obligation of the owner acquiring title to said portion of the vacated premises. In the event that any such deed is prepared, it shall describe, by metes and bounds, the original property, including within the description that portion of the vacated premises being

incorporated with the owner's original land holdings. The deed shall contain a reference to the new tax lot number created and assigned to the combined lot and the vacation area as determined by the Borough Assessor. It shall also include a reference to the survey map upon which the deed description is based and a reference to the ordinance number vacating the premises. The deed shall be transferred by the owner to themselves.

Section 2. This Ordinance shall take effect upon adoption and publication according to law.

Section 3. If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Ordinance.

Introduced: July 1, 2025
Public Hearing: August 19, 2025
Adopted:

Michele Clark, RMC
Borough Clerk

Mayor Rose P. Araneo
Borough of Keyport

RESOLUTION NO. 2025-

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

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

WHEREAS, it is necessary for the Borough to discuss, in a session not open to the public, matters related to personnel pursuant to N.J.S.A. 10:4-12b(8), and matters falling within the attorney-client privilege pursuant to N.J.S.A. 10:4-12b(1): Aeromarine redevelopment

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

1. The Mayor and Council assembled in public session on August 19, 2025, and determined that an Executive Session closed to the public shall be held on August 19, 2025, at approximately 7:00 P.M. at the Borough Hall located at 70 West Front Street, Keyport, New Jersey, for the discussion of matters relating to the specific items designated above.
2. It is anticipated at this time the above-stated subject matter may be made public in approximately sixty days or at such time as any litigation or matters discussed are resolved.
3. This resolution will take effect immediately.

RECORDED VOTE						
Councilmember	Offered	Seconded	Aye	Nay	Abstain	Absent
Brady						
Gross						
McNamara						
Merla						
Reilly						
Vecchio						

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Council Meeting held on August 19, 2025.

Michele Clark, RMC
Borough Clerk