

BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, DECEMBER 16, 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

ADMINISTER OATH OF OFFICE

Officer Ryan Buchanan

PRESENTATIONS

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

- A-1-16* R2025-296 Authorizing Appointment of a Part-Time Deputy Registrar of Vital Statistics for the Borough of Keyport (*Tabled November 25, 2025*)
- R2025-301 Payment of Bills Listed on the November 25, 2025 Bills List
- R2025-302 Payment of Bills Listed on the December 12, 2025 Bills List
- R2025-303 Payment of Bills Listed on the December 16, 2025 Bills List
- R2025-304 Permitting the Transfer of Excess Appropriations Pursuant to N.J.S.A. 40A:4-58
- R2025-305 Requesting Approval of Items of Revenue and Appropriation – N.J.S.A. 40A4-87
HTS Distracted Driving Grant
- R2025-306 Amending Resolution 2025-3 Appointing Borough Attorney for the Year 2025
- R2025-307 Amending Resolution 2025-7 Appointing Employment Counsel for the Year 2025
- R2025-308 Amending Resolution 2025-10 Appointing Special/Conflict Counsel for the Year 2025
- R2025-309 Authorizing Refund of Property Tax Overpayment
- R2025-310 Authorizing Execution of 2026 Grant Agreement Number 13-067 with Monmouth County for the Provision of Social Services by the Keyport Senior Center to Senior Citizens
- R2025-311 Authorizing a Contract for the Purchase and Install of One (1) Ford F450 Mason Dump Truck Body for the Water and Sewer Department through the Educational Services Commission of New Jersey (ESCNJ)
- R2025-312 Authorizing a Contract for the Purchase of One (1) Ford F150 Truck for the Water and Sewer Department through the Bergen County Cooperative Pricing System
- R2025-313 Awarding a Contract through State Contract 23-Fleet-33791 for Body Worn Cameras and Cloud Based Backup to Motorola Solutions
- R2025-314 Authorizing the Award of a Non-Fair and Open Contract for Professional Engineering Services Associated with the Repair and Replacement of Water and Sanitary Sewer Infrastructure
- R2025-315 Authorizing Borough of Keyport to Enter into an Agreement with the Monmouth County Society for the Prevention of Cruelty of Animals for Animal Control Services
- R2025-316 Authorizing the Borough of Keyport to Enter into Shared Services Agreement with the Township of Freehold for the Provision of Information Technology Services
- R2025-317 Resolution to Adopt Procedures for Administration and Inspection of Federal Aid Highway Projects
- R2025-318 Approving Renewal of the 2025 Employee Handbook and the Policies and Procedures for the Borough of Keyport
- R2025-319 Approving New Jersey State Firemen's Association Application for Membership

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** – Amending Certain Parking Restrictions

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 CERTAIN PARKING RESTRICTIONS IN BOROUGH CODE CHAPTER 7A (TRAFFIC SCHEDULES) AND CHAPTER 8 (PARKING LOTS AND HANDICAPPED PARKING)**

- 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

REPORTS

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

MM: 2nd; Ayes: Nays:

NEW BUSINESS

Keyport Harbor Transient Mooring & Anchoring Policy and Procedures

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

R2025-320 - 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 subject to attorney-client privilege related to digital signs and matters related to Fair Share Housing mediation.

MM: 2nd; Ayes: Nays:

RESOLUTION

R2025-321 Authorizing the Execution of a Mediation Agreement with Fair Share Housing Center in Connection with the Borough’s Fourth Round Affordable Housing Obligation

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

ADJOURNMENT

Motion to Adjourn: MM: 2nd;

R25-296
TABLED 11/25/25

RESOLUTION NO. 2025-

**AUTHORIZING APPOINTMENT OF A PART-TIME
DEPUTY REGISTRAR OF VITAL STATISTICS FOR THE
BOROUGH OF KEYPORT – *Shawna Sandifer***

WHEREAS, the Borough of Keyport has determined that it is necessary to fill the part-time position of Deputy Registrar of Vital Statistics; and

WHEREAS, pursuant to N.J.S.A. 26:8-17, the local registrar may appoint a deputy to assist with daily operations, act in the registrar's absence, and exercise authority over vital records under the registrar's supervision; and

WHEREAS, the Borough Administrator and Registrar have recommended the appointment of Shawna Sandifer to said position; and

WHEREAS, this appointment shall be effective retroactive to October 10, 2025; and

WHEREAS, the position includes a yearly stipend of \$2,500, to be paid on a pro-rated basis.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that Shawna Sandifer is hereby appointed to the part-time position of Deputy Registrar of Vital Statistics, effective October 10, 2025; and

BE IT FURTHER RESOLVED that Shawna Sandifer shall receive a pro-rated stipend of \$2,500 for the remainder of the 2025 calendar year; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be provided to the Borough Administrator, Chief Financial Officer, and Registrar of Vital Statistics.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

R25-301

R25-301

RESOLUTION FOR THE PAYMENT OF BILLS

11/26/25

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	\$ 244,837.41
	WATER/SEWER ACCT. 2025	\$ 26,522.46
	PAYROLL FUND BUDGET	\$ 25,634.13
	FEDERAL AND STATE GRANTS	\$ 4,017.06
	TRUST OTHER FUND	\$ 13,367.50

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

R25-302

RESOLUTION FOR THE PAYMENT OF BILLS

R25-302

12/12/25

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	\$ 234,183.26
	WATER/SEWER ACCT. 2025	\$ 26,907.61
	PAYROLL FUND BUDGET	\$ 260.00
	FEDERAL AND STATE GRANTS	\$ 3,653.56
	TRUST OTHER FUND	\$ 15,857.50

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

R25-303

RESOLUTION FOR THE PAYMENT OF BILLS

R25-303

12/16/25

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	\$ 271,749.93
	WATER/SEWER ACCT. 2025	\$ 124,512.47
	ANIMAL CONTROL TRUST FUND	\$ 1,597.24
	GENERAL CAPITOL FUND	\$ 256.50
	FEDERAL AND STATE GRANTS	\$ 1,216.47
	REC BAYFRONT IMPROVEMENT	\$ 2,552.00
	OPEN SPACE TRUST FUND	\$ 4,310.00
	WATER/SEWER CAPITAL FUND	\$ 897,287.63
	DEVELOPER ESCROW	\$ 53,612.98

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

R25-304

RESOLUTION 2025-

RESOLUTION OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH,
NEW JERSEY, PERMITTING THE TRANSFER OF EXCESS APPROPRIATIONS
PURSUANT TO N.J.S.A. 40A:4-58

WHEREAS, N.J.S.A. 40A:4-58 permits transfers of appropriations to be made during the last two months of the fiscal year from appropriations which are in excess of the amount deemed to be necessary to fulfill the purpose of such appropriation and to those appropriations deemed to be insufficient.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Keyport that the transfers in the amount of \$ 49,000.00 be made between the 2025 budget appropriations as follows:

<u>Budget Appropriation</u>	<u>From</u>	<u>To</u>
Administrative & Executive S&W		36,000.00
Administrative & Executive IT		500.00
Mayor and Council S&W	2,500.00	
Municipal Clerk S&W	15,000.00	
Financial Administration S&W		3,000.00
Financial Administration O/E		1,000.00
Collection of Taxes - S&W		1,000.00
Collection of Taxes - O/E	1,000.00	
Tax Assessment - O/E	2,500.00	
Employee Group Insurance - O/E	20,000.00	
Fire Department - O/E		7,500.00
Recreation - S&W	4,000.00	
Street Lighting - O/E	4,000.00	
	\$ 49,000.00	\$ 49,000.00

Resolution #2025-
December 16, 2025

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**REQUESTING APPROVAL OF ITEMS OF REVENUE
AND APPROPRIATION – N.J.S.A. 40A:4-87
HTS DISTRACTED DRIVING GRANT**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Keyport in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of \$20,000, which is now available from State of New Jersey Highway Traffic Safety – Distracted Driving Grant.

BE IT FURTHER RESOLVED, that the like sum of \$20,000 is hereby appropriated under the caption of HTS Distracted Driving Grant; and

BE IT FURTHER RESOLVED, that the Electronic Special Item of Revenue Submittal form be filed with the Division of Local Government Services for approval thereof.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

R25-306

RESOLUTION NO. 2025-

**RESOLUTION OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH,
NEW JERSEY, AMENDING RESOLUTION 2025-3 APPOINTING BOROUGH
ATTORNEY FOR THE YEAR 2025**

WHEREAS, Resolution 2025-3 authorized a Professional Services Contract for Borough Attorney to the Law Office of Davison, Eastmon, Munoz, Paone; and

WHEREAS, the Chief Financial Officer has reviewed this contract for 2025 and recommends an adjustment to the maximum amount of the contract due to unforeseen and/or extraordinary expenditures.

NOW, THEREFORE, BE IT RESOLVED that the contract is amended from budget accounts 5-01-20-155-155-207/5-09-55-502-502-207 for an amount not to exceed \$45,000.00 (\$175 per hour) for legal 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

R25-307

RESOLUTION NO. 2025-

**RESOLUTION OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH,
NEW JERSEY, AMENDING RESOLUTION 2025-7 APPOINTING EMPLOYMENT
COUNSEL LEGAL SERVICES FOR THE YEAR 2025**

WHEREAS, Resolution 2025-7 authorized a Professional Services Contract for Employment Counsel Legal Services to the Law Office of Ploshia Cohen, LLC; and

WHEREAS, the Chief Financial Officer has reviewed this contract for 2025 and recommends an adjustment to the maximum amount of the contract due to unforeseen and/or extraordinary expenditures.

NOW, THEREFORE, BE IT RESOLVED that the contract is amended from budget accounts 5-01-20-155-155-281 for an amount not to exceed \$40,000.00 (\$175 per hour) for legal 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

B25-308

RESOLUTION NO. 2025-

**RESOLUTION OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH,
NEW JERSEY, AMENDING RESOLUTION 2025-10 APPOINTING
SPECIAL/CONFLICT COUNSEL FOR THE YEAR 2025**

WHEREAS, Resolution 2025-10 authorized a Professional Services Contract for Special/Conflict Counsel to the Law Office of Eric M. Bernstein & Associates, LLC; and

WHEREAS, the Chief Financial Officer has reviewed this contract for 2025 and recommends an adjustment to the maximum amount of the contract due to unforeseen and/or extraordinary expenditures.

NOW, THEREFORE, BE IT RESOLVED that the contract is amended from budget accounts 5-01-20-155-155-281 for an amount not to exceed \$16,500.00 (\$155 per hour) for legal 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

AUTHORIZING REFUND OF PROPERTY TAX OVERPAYMENT

WHEREAS, double payments for the third and fourth quarter 2025 property taxes were submitted by the property owners, Miguel and Elizabeth Castell, as well as their mortgage company, for Block 49, Lot 1.04, also known as 247 Beers Street; and

WHEREAS, these duplicate payments have resulted in an overpayment of taxes for the third and fourth quarters of 2025 in the total amount of \$5,463.94;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Keyport hereby authorize the refund of the third and fourth quarter 2025 tax overpayments to Miguel and Elizabeth Castell in the amount of \$5,463.94.

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Keyport at their Regular Meeting of December 16, 2025.

Michele Clark, RMC
Borough Clerk

**AUTHORIZING THE EXECUTION OF THE 2026 GRANT AGREEMENT
NUMBER 13-067 WITH MONMOUTH COUNTY FOR THE PROVISION OF SOCIAL
SERVICES BY THE KEYPORT SENIOR CENTER TO SENIOR CITIZENS**

WHEREAS, the Borough of Keyport, County of Monmouth (the "Borough") through its Senior Center has been approved to receive grant funding of up to \$37,500.00 from the County of Monmouth (the "County") for the provision of social services to senior citizens, which will be administered by the Division of Aging, Disabilities and Veteran Services in the County Department of Health and Human Services (the "Division") on behalf of the County for the term of January 1, 2026 through December 31, 2026; and

WHEREAS, the Borough is desirous of accepting those grant funds available from the County so that the Borough Senior Center can continue to provide social services to the elderly residents for information and assistance; physical health screenings and assessments; physical activity programs; education; and socialization and recreation activities to facilitate social contact, reduce isolation and improve life satisfaction of the elderly residents of the Borough; and

WHEREAS, as a condition of receiving the aforementioned grant funding, the County and the Division requires that the Administrator of the Borough execute the 2026 Grant Agreement Number 13-067; and

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby approves, ratifies and confirms the receipt of the 2026 Grant from the County for senior services for the term January 1, 2026 through December 31, 2026 and authorizes the Business Administrator to execute the 2026 Grant Agreement Number 13-067 and any other necessary documents in connection therewith.
3. The appropriate fiscal officer of the Borough is authorized to accept the funds from the County of Monmouth and make disbursements in accordance with the condition of the grant of said funds to the Borough.

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 December 16, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION 2025-

**RESOLUTION AUTHORIZING A CONTRACT FOR THE PURCHASE AND INSTALL
OF ONE (1) FORD F450 MASON DUMP TRUCK BODY FOR THE WATER AND
SEWER DEPARTMENT THROUGH THE EDUCATIONAL SERVICES COMMISSION
OF NEW JERSEY (ESCNJ)**

WHEREAS, the Borough of Keyport is a member of the Educational Services Commission of New Jersey Cooperative Pricing System (ESCNJ); and

WHEREAS, a contract was awarded by the ESCNJ as the Lead Agency for the ESCNJ Pricing System, of which the Borough of Keyport is an active participant, as authorized by N.J.S.A. 40A:11-11(6); and

WHEREAS, the following bidder is able to provide and install a Ford F450 Mason Dump Truck Body in the amount of \$22,122.87 per said Cooperative Pricing System and Contract: ESCNJ 23-24-04

A&K Equipment Co INC
221 Westcott Drive
Rahway, NJ 07065

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following Water and Sewer Budget Account: 5-09-55-512-512-000 Capital Outlay.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Keyport herein authorizes a Contract for the purchase and installation of one (1) Ford F450 Mason Dump Truck Body with A&K Equipment Co INC in the total amount of \$22,122.87;

BE IT FURTHER RESOLVED, that certified copies of the within Resolution be forwarded to the Chief Financial Officer, the Public Works Superintendent, the Purchasing Agent, and A&K Equipment Co INC.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

R25-312

RESOLUTION NO. 2025-

RESOLUTION AUTHORIZING A CONTRACT FOR THE PURCHASE OF ONE (1) FORD F150 TRUCK FOR THE WATER AND SEWER DEPARTMENT THROUGH THE BERGEN COUNTY COOPERATIVE PRICING SYSTEM

WHEREAS, the Borough of Keyport is a member of the Bergen County Cooperative Pricing System (BCCPS); and,

WHEREAS, a contract was awarded by Bergen County as the Lead Agency for the BCCPS, of which the Borough of Keyport is an active participant, as authorized by N.J.S.A. 40A:11-11(6); and,

WHEREAS, the following bidder is able to provide and install a Ford F150 Truck in the amount of \$52,373.03 per said Cooperative Pricing System and Contract: #BC-BID-24-43

Winner Ford
250 Berlin Road
Cherry Hill, NJ 08034

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following Water and Sewer Budget Account: 5-09-55-512-512-000 Capital Outlay.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Keyport herein authorizes a Contract for the purchase and installation of one (1) Ford F150 Truck Body with Winner Ford in the total amount of \$52,373.03;

BE IT FURTHER RESOLVED, that certified copies of the within Resolution be forwarded to the Chief Financial Officer, the Superintendent of Public Works, the Purchasing Agent, and Winner Ford.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**AWARDING A CONTRACT THROUGH STATE CONTRACT 23-FLEET-33791
FOR BODY-WORN CAMERAS AND CLOUD BASED BACKUP
TO MOTOROLA SOLUTIONS**

WHEREAS, the Keyport Borough Police Department requires new and upgraded body-worn cameras and a cloud-based backup retention system; and

WHEREAS, the State of New Jersey Division of Property authorizes vendors to provide such equipment under a "State Contract" pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, Motorola Solutions has submitted Proposal #3131225 through NJ State Contract 17-FLEET0073791 for a five-year program totaling \$61,596.00 to supply the body-worn cameras and backup system; and

WHEREAS, the Police Chief has reviewed and recommends approval of the proposal; and

WHEREAS, the Chief Financial Officer has certified the availability of funds, with an annual cost not to exceed \$12,319.20 in 2026, charged to Account #6-01-25-240-240-255, and in years 2027–2030, charged to the Police budget as follows:

- 2027: Account #7-01-25-240-240-255
- 2028: Account #8-01-25-240-240-255
- 2029: Account #9-01-25-240-240-255
- 2030: Account #0-01-25-240-240-255

Total cost for all years shall not exceed \$61,596.00.

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

1. The proposal from Motorola Solutions for body-worn cameras and a cloud-based backup system is approved.
2. The Mayor and Borough Clerk are authorized to execute a contract with Motorola Solutions in accordance with the proposal and 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES ASSOCIATED WITH THE REPAIR AND REPLACEMENT OF WATER AND SANITARY SEWER INFRASTRUCTURE**

WHEREAS, the Borough of Keyport (“Borough”) requires professional engineering services associated with the repair and replacement of water and sanitary sewer infrastructure at the intersection of West Front Street and Main Street; and

WHEREAS, the Borough received a proposal dated October 30, 2025, from CME Associates (“CME”), 1460 Route 9 South, Howell, NJ 07731, to provide professional engineering services for the repair and replacement of a leaking water main; and

WHEREAS, the work will generally consist of replacement and realignment of the water and sanitary sewer mains within the intersection to maintain proper sanitation and clearance in accordance with NDEP regulations; and

WHEREAS, the proposed scope of work will include reconstruction of the existing manhole, grouting or removal of the abandoned water main, and installation of up to three (3) insertion valves to isolate the affected section of main for replacement and realignment in order to minimize service interruptions to customers in the Downtown area; and

WHEREAS, the proposal includes survey and base map services, design phase services, permit phase services, bid phase services, and construction administration phase services, for a total fee estimate of \$39,800, plus reimbursable expenses; and

WHEREAS, the award of this contract is made pursuant to the “non-fair and open” provisions of N.J.S.A. 19:44A-20.5, et seq., and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, CME is licensed and qualified to provide such engineering services, and in its capacity as Borough Engineer has developed an understanding of the Borough’s infrastructure and has years of direct experience with the Borough’s water and sewer infrastructure; and

WHEREAS, CME has submitted a Business Entity Disclosure Certification certifying that it has not made any reportable contributions to a political or candidate committee in the Borough of Keyport in the previous one year, and that the contract will prohibit it from making any such contributions during the term of the contract; and

WHEREAS, funds are available for this purpose and have been certified by the Borough’s Chief Financial Officer to charge account W-08-25-016-000-921.

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

1. That a contract is hereby awarded to CME Associates, for professional engineering services associated with the repair and replacement of water and sanitary sewer infrastructure at the intersection of West Front Street and Main Street for a total fee estimate of \$39,800, plus reimbursable expenses.
2. That this contract is awarded without competitive bidding as a professional services contract under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i).
3. That the Mayor, Borough Administrator, and Borough Clerk are hereby authorized to execute any and all documents necessary to effectuate this award.
4. That notice of this action shall be published once in the official newspaper of the Borough in accordance with N.J.S.A. 40A:11-5(1)(a)(i).

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

AUTHORIZING THE BOROUGH OF KEYPORT TO ENTER INTO AN AGREEMENT WITH THE MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS FOR ANIMAL CONTROL SERVICES

WHEREAS, the Borough of Keyport, County of Monmouth (the "Borough"), provides animal control services, including the regulation, collection and housing of stray animals, for the benefit of the residents of the Borough; and

WHEREAS, the Borough, to improve and enhance the safety and quality of life of the residents of the Borough, desires to contract with an animal control services provider, and wishes to retain animal control services of the Society; and

WHEREAS, the Borough received a proposal for such services from Monmouth County Society for the Prevention of Cruelty to Animals (the "Vendor") for animal control services throughout the Borough for a period of twelve months beginning January 1, 2026 for a sum of \$19,404 with the contract terminable by either the Borough or Vendor upon sixty (60) days written notice to either party; and

WHEREAS, the Chief Financial Officer certifies the availability of funds from the Animal Control Trust Fund.

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

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Mayor, in consultation with the Borough Attorney, is hereby directed and authorized to enter into a contract, to be maintained on file with the Borough Clerk, with the Vendor for animal control services throughout the Borough for a period of twelve months beginning January 1, 2026 for a sum of \$19,404, with the contract terminable by either the Borough or Vendor upon sixty (60) days written notice to either party.
3. Sufficient funds are or will be available to pay for the associated with the Vendor's services.
4. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining part of this Resolution.
5. A copy of this Resolution shall be available for public inspection at the offices of the Borough Clerk.
6. This Resolution shall take effect as provided in law.

Resolution #2025-
December 16, 2025

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 December 16, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING THE BOROUGH OF KEYPORT TO
ENTER INTO SHARED SERVICES AGREEMENT WITH
THE TOWNSHIP OF FREEHOLD FOR THE PROVISION
OF INFORMATION TECHNOLOGY 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") is desirous of receiving certain services, and enter into a shared services agreement with the Township of Freehold ("Freehold") with respect to the provision of information technology services to the Borough (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 Freehold substantially in the form on file with the Borough Clerk, for 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 Freehold consistent with the dictates of that certain proposed Shared Services Agreement, for the provision of information technology services to the Borough, 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 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 a Resolution adopted by the Mayor and Council of the Borough of Keyport at a meeting held on December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

A RESOLUTION TO ADOPT PROCEDURE FOR ADMINISTRATION AND INSPECTION OF FEDERAL AID HIGHWAY PROJECTS

WHEREAS, the Federal Highway Administration (FHWA) provides opportunities for Local Public Agencies (LPA), such as the Borough of Keyport, to receive Federal Aid Highway Program (FAHP or federal-aid) funds through New Jersey Department of Transportation (NJDOT); and

WHEREAS, the Borough of Keyport is presently the recipient of federal-aid funds through a project awarded under the NJDOT Safe Routes to Schools Program for Maple Place, W 4th Street, St. Peters Place & St. George Place, Safe Routes to School Improvements 2024 SRTS; and

WHEREAS, the Borough of Keyport as an LPA, is responsible for administering federal-aid funded projects in compliance with all federal-aid requirements established by the FHWA; and

WHEREAS, the NJDOT, through its Stewardship Agreement with FHWA, is responsible for ensuring that the Borough of Keyport is adequately staffed and suitably equipped to undertake federal-aid projects, and ensure that federal requirements are met; and

WHEREAS, the Borough of Keyport, as required by the NJDOT, has developed a Policy outlining the required procedures for the Administration of Federally Funded Transportation Projects administered through the NJDOT.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that the Borough of Keyport adopts the policy entitled, "Borough of Keyport Procedures for Administration and Inspection of Federal Aid Highway Projects" dated April 2024.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

ROSE P. ARANEO, MAYOR

APPROVED: _____

RESOLUTION NO. 2025-**APPROVING RENEWAL OF THE 2025 EMPLOYEE HANDBOOK
AND THE POLICIES AND PROCEDURES MANUAL FOR THE
BOROUGH OF KEYPORT**

WHEREAS, it is the policy of the Borough of Keyport to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

WHEREAS, the Governing Body of the Borough of Keyport has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Keyport that the Personnel Policies and Procedures Manual and Employee Handbook attached hereto, last amended June 20, 2023, is hereby amended and renewed December 16, 2025.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough of Keyport officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by the Borough of Keyport employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Keyport.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Keyport shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial supervisory personnel are responsible for these employment practices. The Assistant to the Administrator (Personnel Administrator) and the Borough Attorney shall assist the Borough Administrator in the implementation of the policies and procedures of the Borough of Keyport.

Resolution #2025-
December 16, 2025

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the New Jersey Municipal Excess Liability Joint Insurance Fund.

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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

25-319

RESOLUTION NO. 2025-

**APPROVING NEW JERSEY STATE FIREFIGHTER'S ASSOCIATION
APPLICATION FOR MEMBERSHIP**

WHEREAS, the Membership Committee of the Keyport Fire Department has received an application for membership from Tylor Robertson; and

WHEREAS, the Membership Committee and the Keyport Fire Department have reviewed the application and recommend that Tylor Robertson be admitted to active membership; and

WHEREAS, the Borough Council of the Borough of Keyport desires to accept the recommendation of the Keyport Fire Department.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport that Tylor Robertson is hereby approved for active membership in the Keyport Fire Department, effective 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

PUBLIC HEARING
ADOPTION
ORD #1

ORDINANCE NO. 2025-

AN ORDINANCE OF THE BOROUGH COUNCIL
OF THE BOROUGH OF KEYPORT, IN THE
COUNTY OF MONMOUTH, STATE OF NEW
JERSEY AMENDING CERTAIN PARKING
RESTRICTIONS IN BOROUGH CODE CHAPTER
7A (TRAFFIC SCHEDULES) AND CHAPTER 8
(PARKING LOTS AND HANDICAPPED PARKING)

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 certain provisions of Chapter 7A (Traffic Schedules) and Chapter 8 (Parking Lots and Handicapped Parking), to address parking restrictions in various areas in the Borough.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Keyport, in the County of Monmouth, New Jersey, Chapter 7A (Traffic Schedules) and Chapter 8 (Parking Lots and Handicapped Parking) shall be amended as follows (additions are shown in bold italics with underlines, deletions are shown as ~~strikeovers in bold italics~~):

Section 1. Chapter 7A (Traffic Schedules), Schedule IV (Time Limited Parking) of the Borough Code is hereby amended as follows:

SCHEDULE IV TIME LIMITED PARKING

In accordance with the provisions of Subsection 7-3.6, no person shall park a vehicle for longer than the time limit shown on any of the following streets or parts of streets:

Name of Street	Sides	Time Limit	Hours	Location
Broad Street	Both	3 hours <u>2 hours</u>	6:00 a.m. to 6:00 p.m.; Mon. through Sat.	Third Street to the northerly terminus
West Front Street	Both	3 hours <u>2 hours</u>	6:00 a.m. to 6:00 p.m.; Mon. through Sat.	Broad Street to Beers Street
East Front Street	Both	3 hours <u>2 hours</u>	6:00 a.m. to 6:00 p.m.; Mon. through Sat.	Broad Street east to Church Street

*Note to Codifier – All other entries in Schedule IV not listed above remain unchanged.

Section 2. Chapter 8, Parking Lots and Handicapped Parking, of the Borough Code is hereby amended as follows:

Section 8-6.2. Prohibited hours.

No motor vehicle shall be parked in the Pine Street Parking Lot ~~for longer than 24 consecutive hours~~ between the hours of 9:00pm to 6:00am except as otherwise provided herein.

Section 3. This Ordinance shall take effect upon adoption and publication according to law.

Section 4. 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: November 25, 2025

Public Hearing: December 16, 2025

Adopted:

Michele Clark, RMC
Borough Clerk

Rose P. Araneo, Mayor
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 meet in a session not open to the public to discuss matters subject to attorney-client privilege related to digital signs and matters related to Fair Share Housing mediation.

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 December 16, 2025, and determined that an Executive Session closed to the public shall be held on December 16, 2025, at approximately 7:00 p.m. at 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-**A RESOLUTION AUTHORIZING THE EXECUTION OF A MEDIATION AGREEMENT WITH FAIR SHARE HOUSING CENTER IN CONNECTION WITH THE BOROUGH'S FOURTH ROUND AFFORDABLE HOUSING OBLIGATIONS**

WHEREAS, the Borough of Keyport ("Borough") filed a Resolution of Participation in the Affordable Housing Dispute Resolution Program ("Program") and a Declaratory Judgment Action pursuant to the Fair Housing Act on January 22, 2025; and

WHEREAS, on April 1, 2025, the Court entered an order establishing the Borough's Fourth Round affordable housing obligations and directing the Borough to file its Housing Element and Fair Share Plan ("HEFSP") by June 30, 2025; and

WHEREAS, the Borough filed its HEFSP on June 18, 2025; and

WHEREAS, on August 30, 2025, Fair Share Housing Center ("FSHC") filed a formal challenge to the Borough's HEFSP pursuant to N.J.S.A. 52:27D-304.1(f)(2)(b); and

WHEREAS, the Borough and FSHC have participated in mediation sessions before the Affordable Housing Dispute Resolution Program to address the issues raised in the challenge and negotiate a resolution; and

WHEREAS, these mediation efforts have resulted in a proposed Mediation (Exhibit A) Agreement that resolves the issues raised by FSHC and establishes a path toward compliance certification for the Borough in the Fourth Round; and

WHEREAS, the Mayor and Borough Council find that entering into the Mediation Agreement is in the best interests of the Borough, will facilitate compliance with the Fair Housing Act, and will allow the Program and the Mount Laurel judge to review the HEFSP and implementing ordinances for compliance.

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

1. The Mayor and Borough Clerk are hereby authorized and directed to execute, on behalf of the Borough, the Mediation Agreement between the Borough of Keyport and Fair Share Housing Center, subject to de minimis changes from counsel.
2. The Borough's Affordable Housing Counsel is hereby authorized to take any and all steps necessary to effectuate the Mediation Agreement, including preparing and submitting filings, participating in any additional proceedings before the Program, coordinating with the Borough's professionals, and implementing all requirements contained in the Agreement.

3. The Borough Attorney, Affordable Housing Counsel, Borough Planner, Borough Administrator, and all other appropriate Borough officials are authorized and directed to take any additional actions necessary to implement the terms of the Mediation Agreement and to advance the Borough's efforts toward obtaining compliance certification.
4. This Resolution shall take effect immediately upon adoption according to 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 December 16, 2025.

Michele Clark, RMC
Borough Clerk

Exhibit A