

BOROUGH OF KEYPORT

MEETING AGENDA

TUESDAY, FEBRUARY 3, 2026 at 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 Bergen __ Councilmember Kyne
__ Council President McNamara __ Councilmember Merla __ Councilmember Pecora __ Mayor Araneo

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

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

- R2026-81 Payment of Bills Listed on the February 3, 2026 Bills List
- R2026-82 Amending Resolution No. 2026-2 Establishing Borough Council Committees and Providing for Councilmember Board, Commission, and Committee Appointments for the Year 2026
- R2026-83 Amending Resolution No. 2026-28 Appointment of Monmouth County Community Development Block Grant Representatives
- R2026-84 Amending Resolutions No. 2026-36 Designating Public Agency Compliance Officer (P.A.C.O.) for the Year 2026
- R2026-85 Amending Resolution No. 2026-55 Authorizing Monmouth Joint Insurance Fund Commissioner
- R2026-86 Authorizing an Adjustment to a Water and Sewer Utility Bill
- R2026-87 Authorizing Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Community Affairs FY2026 Local Recreation Improvement Grant (LRIG)
- R2026-88 Authorizing Appointment of Senior Motor Vehicle Operator for Senior Center Bus

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the Consent Agenda

MM: 2nd: Roll Call: Brady, Bergen, Kyne, McNamara, Merla, Pecora

INTRODUCTION OF 2026 KEYPORT BID, INC. BUDGET

1. RESOLUTION NO. 2026-89 Introducing the 2026 Keyport Business Improvement District (KBBC) Budget

The Clerk reads the Budget by Title: **KEYPORT BAYFRONT BUSINESS COOPERATIVE 2026 BUDGET**

1a. Motion to adopt Resolution No. 2026-89 Business Improvement District 2026 Budget Notice

MM: 2nd: Roll Call: Brady, Bergen, Kyne, McNamara, Merla, Pecora

1b. Motion authorizing the Clerk to publish the Budget Summary as introduced in the Asbury Park Press for a public hearing to be held on **March 3, 2026.**

MM: 2nd: Ayes: Nays:

NEW BUSINESS

Brownfields Development Area Designation

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

R2026-90 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 personnel matters pursuant to N.J.S.A. 10:4-12b(8).

ADJOURNMENT

Motion to Adjourn MM: 2nd:

R26-81

RESOLUTION FOR THE PAYMENT OF BILLS

2/3/2026

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.	\$ 364,456.46
	WATER/SEWER ACCT.	\$ 82,518.48
	PAYROLL FUND BUDGET	\$ 36,503.73
	GENERAL CAP	\$ 2,357.50
	UTILITY CAP	\$ 13,026.00
	TRUST	\$ 15,368.21
	RBIT	\$ 1,509.00
	ESCROW	\$ 26,736.50
	OPEN SPACE	\$ 324.59

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

RESOLUTION NO. 2026-__

**AMENDING RESOLUTION NO. 2026-2
ESTABLISHING BOROUGH COUNCIL COMMITTEES AND PROVIDING
FOR COUNCILMEMBER BOARD, COMMISSION, AND COMMITTEE
APPOINTMENTS FOR THE YEAR 2026**

WHEREAS, N.J.S.A. 40A:60-3(e) authorizes the establishment of Borough Council committees for the ensuing year; and

WHEREAS, the Mayor and Borough Council have adopted ordinances and resolutions providing for Councilmember appointments to various boards, commissions, and committees; and

WHEREAS, Resolution No. 2026-2 was adopted on January 1, 2026, establishing Borough Council committee and liaison assignments for the year 2026; and

WHEREAS, Councilmember Stephen Gross has resigned from the Borough Council and Robert Bergen has been duly appointed to fill the unexpired term; and

WHEREAS, Councilmember Robert Bergen shall assume the committee, board, and liaison assignments previously held by Councilmember Stephen Gross, except as otherwise modified by this Resolution; and

WHEREAS, the Mayor and Borough Council desire to amend certain committee and board assignments for the year 2026, specifically to reflect that Councilmember Robert Bergen is assigned to the Finance and Grants Committee in place of Councilmember Vincent Kyne, and Councilmember Vincent Kyne is assigned to the Keyport Bayfront Business Cooperative in place of Councilmember Robert Bergen; and

WHEREAS, the Mayor and Borough Council further desire to amend Resolution No. 2026-2 to reflect that Councilmember Robert Bergen shall serve as the Planning Board Class III Member in place of Councilmember Joseph Merla, and that Councilmember Joseph Merla shall be assigned the Health/Registrar/Construction Office/Fire Bureau/Property Maintenance/and Zoning liaison of the Borough in place of Councilmember Robert Bergen; and

WHEREAS, the Mayor and Council desire to amend Resolution No. 2026-2 to reflect the current membership of the Borough Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that the following Borough Councilmember appointments and assignments for the year 2026 are hereby approved, with the first name listed as the lead liaison:

APPOINTMENT REQUIRED BY STATUTE

Planning Board – Class III Member
Robert Bergen

APPOINTMENTS REQUIRED BY ORDINANCE & RESOLUTION

Harbor Commission
Alissa Pecora
Joseph Merla

Keyport Bayfront Business Cooperative
Vincent Kyne

Municipal Alliance Committee
Alissa Pecora
Heather Brady

Recycling Committee
Robert Bergen

COUNCIL COMMITTEES & LIAISONS

Environmental Commission (Liaison)
Heather Brady

Finance / Grants
Kathleen McNamara
Robert Bergen

Fire / First Aid / OEM
Heather Brady
Alissa Pecora

Police
Robert Bergen
Joseph Merla

Public Works / Water – Sewer
Joseph Merla
Vincent Kyne

**Health / Registrar / Construction Office / Fire Bureau /
Property Maintenance / Zoning**
Joseph Merla

Recreation (Liaison) & Senior Center
Heather Brady
Kathleen McNamara

Redevelopment
Vincent Kyne
Joseph Merla

SPECIAL COMMITTEES

Cannabis
Kathleen McNamara
Alissa Pecora

Green Team
Kathleen McNamara
Heather Brady

Neighborhood Preservation Program
Vincent Kyne
Kathleen McNamara

BE IT FURTHER RESOLVED that this Resolution supersedes and replaces Resolution No. 2026-2 in its entirety and 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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2026-__

**AMENDING RESOLUTION NO. 2026-28
APPOINTMENT OF MONMOUTH COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT REPRESENTATIVES**

WHEREAS, on January 1, 2026, the Mayor and Council of the Borough of Keyport adopted Resolution No. 2026-28 appointing Mayor Rose P. Araneo as the Monmouth County Community Development Block Grant Representative and Borough Clerk Michele Clark as the Alternate Representative for the year 2026; and

WHEREAS, the Mayor and Council desire to amend Resolution No. 2026-28 to revise the primary representative appointment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that Resolution No. 2026-28 is hereby amended as follows:

1. Borough Administrator Hector A. Herrera is hereby appointed as the Monmouth County Community Development Block Grant Representative for the year 2026, in place of Mayor Rose P. Araneo.
2. Borough Clerk Michele Clark shall continue to serve as the Monmouth County Community Development Block Grant Alternate Representative for the year 2026.
3. Except as expressly amended herein, all other terms and provisions of Resolution No. 2026-28 shall remain in full force and effect.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the Monmouth County Department of Planning, Community Development Division, and any other required 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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

R26-84

RESOLUTION NO. 2026-__

**AMENDING RESOLUTION NO. 2026-36
DESIGNATING PUBLIC AGENCY COMPLIANCE
OFFICER (P.A.C.O.) FOR THE YEAR 2026**

WHEREAS, on January 1, 2026, the Mayor and Council of the Borough of Keyport adopted Resolution No. 2026-36 designating the Public Agency Compliance Officer (P.A.C.O.) for the year 2026; and

WHEREAS, Resolution No. 2026-36 designated Borough Clerk Michele Clark as the Public Agency Compliance Officer; and

WHEREAS, the Mayor and Council now desire to amend said resolution to revise the designated officer.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that Resolution No. 2026-36 is hereby amended as follows:

1. Borough Administrator Hector A. Herrera is hereby designated Public Agency Compliance Officer (P.A.C.O.) for the year 2026, in place of Borough Clerk Michele Clark.
2. Except as expressly amended herein, all other terms and provisions of the original resolution shall remain in full force and effect.

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the State Division of Contract 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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2026-__

**AMENDING RESOLUTION NO. 2026-55
AUTHORIZING MONMOUTH MUNICIPAL JOINT INSURANCE FUND
COMMISSIONER**

WHEREAS, on January 1, 2026, the Governing Body of the Borough of Keyport adopted Resolution No. 2026-55 authorizing the appointment of a Joint Insurance Fund Commissioner; and

WHEREAS, Resolution No. 2026-55 appointed Councilmember Kathleen McNamara as the Joint Insurance Fund Commissioner; and

WHEREAS, the Governing Body now desires to amend said resolution to change the designated appointee.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Keyport, County of Monmouth, State of New Jersey, that Resolution No. 2026-55 is hereby amended as follows:

1. Borough Administrator Hector A. Herrera is hereby appointed as the Monmouth Municipal Joint Insurance Fund Commissioner, in place of Councilmember Kathleen McNamara.
2. Except as expressly amended herein, all other terms, conditions, and provisions of Resolution No. 2026-55 shall remain in full force and effect.

BE IT FURTHER RESOLVED that this amendment 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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2026-

AUTHORIZING AN ADJUSTMENT TO A WATER AND SEWER UTILITY BILL

WHEREAS, Kim Figueroa, owner of the property located at 115 Main Street, also known as Block 59, Lot 18, received a high water and sewer bill as a result of a delay in fulfilling the property owner’s request for a curbside water shutoff due to a fire; and

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

WHEREAS, it is the desire of the Mayor and Council to approve said 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 is hereby granted to reduce the water and sewer bill due January 1, 2026, as set forth below:

ACCOUNT #	NAME	AMOUNT	REASON
60008200-0	Kim Figueroa	\$410.28	Reduction due to delay in work completion

2. Certified copies of this Resolution shall be forwarded to the Borough Utility Collector and the Borough Administrator.

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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2026-

AUTHORIZING APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FY2026 LOCAL RECREATION IMPROVEMENT GRANT (LRIG)

WHEREAS, the Borough of Keyport desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$75,000 to carry out a project to perform lighting upgrades at Cedar Street Park.

BE IT THEFORE RESOLVED,

- 1) that the Borough of Keyport does hereby authorize the application for such a grant; and
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Keyport and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)

(signature)

(type or print name)

(type or print name)

(title)

(title)

CERTIFICATION

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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

R26-88

RESOLUTION 2026-
AUTHORIZING APPOINTMENT OF SENIOR MOTOR VEHICLE OPERATOR
FOR SENIOR CENTER BUS

WHEREAS, the Keyport Senior Center is in need of a part-time Senior Motor Vehicle Operator for the Keyport "Skipper" Bus to transport senior (60+) and disabled residents within the Borough of Keyport; and

WHEREAS, the Public Works Superintendent has recommended the appointment of Craig Delendik to serve in the position of Senior Motor Vehicle Operator; and

WHEREAS, Mr. Delendik possesses the necessary experience and endorsements to serve in this position; and

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. Craig Delendik is hereby appointed to the position of Senior Motor Vehicle Operator on a part-time basis to be compensated at the hourly rate of \$22.
2. The Borough Administrator and the Public Works Superintendent are hereby authorized to execute all documents necessary to effectuate this appointment.
3. The Borough Clerk is directed to forward copies of this resolution to the Borough Administrator and the Public Works Superintendent.

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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2026-

BUSINESS IMPROVEMENT DISTRICT 2026 BUDGET NOTICE

SECTION I. Business Improvement District Budget of the Borough of Keyport, County of Monmouth, State of New Jersey for the Year 2026

BE IT RESOLVED that the following statements of revenues and appropriations shall constitute the Business Improvement District Budget for the Year 2026; and

BE IT FURTHER RESOLVED that said Budget be published in the Asbury Park Press at least ten days prior to the public hearing to be held March 3, 2026.

The Mayor and Council of the Borough of Keyport do hereby approve the attached as the Business Improvement District Budget for the Year 2026.

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 February 3, 2026.

Michele Clark, RMC
Borough Clerk

KEYPORT BAYFRONT BUSINESS COOPERATIVE

2026 BUDGET 1.12.26

	<u>2025 Budget</u>	<u>2026 Budget</u>
REVENUE		
Commercial Property Assessments	\$ 171,500	\$ 171,500
Event Revenue Other	12,000	12,000
Sponsorships	5,000	5,000
Carry forward from prior year	112,700	43,000
Initial Paid In Capital	29,500	29,500
TOTAL REVENUE	\$ 330,700	\$ 261,000
EXPENSES - EVENTS		
Events and Programs	\$ 60,000	\$ 55,000
Staff Support - Events	14,250	16,500
TOTAL - EVENTS	\$ 74,250	\$ 71,500
EXPENSES - MARKETING AND PROMOTION		
Keyport Cash	\$ 20,000	\$ 20,000
Social Media	25,000	16,000
Website/Internet	10,000	5,000
Broadcast Media	15,000	7,500
Print Advertising	12,000	7,500
Staff Support - Marketing and Promotion	14,250	16,500
TOTAL - MARKETING AND PROMOTION	\$ 96,250	\$ 72,500

	<u>2025 Budget</u>	<u>2026 Budget</u>
EXPENSES - VISUAL IMPROVEMENTS		
Seasonal Holiday Decor	\$ 15,000	\$ 2,000
Window Decor Holidays	25,000	25,000
Seasonal Planting	10,000	6,000
Other - Visual Improvements	45,000	15,000
Staff Support - Visual Improvements	14,250	16,500
TOTAL - VISUAL IMPROVEMENTS	\$109,250	\$ 64,500
 EXPENSES - ADMINISTRATION		
Audit, Tax Filings & Annual Report	\$ 11,000	10,000
KBBC Board Elections	2,000	2,000
Advertising Public Notices	500	500
Legal Fees	11,000	11,000
Office Supplies & Equipment	4,000	4,000
Insurance & Worker's Comp	1,200	1,500
Dues and Subscriptions	1,000	1,000
Professional Fees	6,000	6,000
Staff Support - Administration	14,250	16,500
TOTAL - ADMINISTRATION	\$ 50,950	\$ 52,500
 TOTAL EXPENSES	 \$330,700	 \$261,000

226-90

RESOLUTION NO. 2026-

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 governing body to meet in a session not open to the public pursuant to N.J.S.A. 10:4-12(b)(8) for the purpose of discussing personnel matters.

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 February 3, 2026, and determined that an Executive Session closed to the public shall be held on February 3, 2026, 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						
Bergen						
Kyne						
McNamara						
Merla						
Pecora						

I, Michele Clark, Borough Clerk, do hereby certify that this is a true copy of the Resolution adopted by the Mayor and Council of the Borough of Keyport at the Regular Meeting held on February 3, 2026.

Michele Clark, RMC
Borough Clerk