

BOROUGH OF KEYPORT
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 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

PROCLAMATION

Hunger 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

R2025-249 Payment of Bills Listed on the September 6, 2025 Bills List

R2025-250 Payment of Bills Listed on the September 16, 2025 Bills List

NEW # 5

- R2025-251 Appointing a Member of the Community Emergency Response Team (CERT)
- R2025-252 Authorizing Execution of the Chief of Police Employment Agreement
- R2025-253 Authorizing Execution of the Captain of Police Employment Agreement

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the **Consent Agenda**

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

REGULAR AGENDA

NEW # 4
& MOVED

- R2025-254 Authorizing the Award of a Non-Fair and Open Contract for Professional Architectural and Engineering Services in Connection with the Municipal Building Partial Roof Replacement and Related Improvements

APPROVAL OF RESOLUTIONS

Motion to approve resolutions on the **Regular Agenda**

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

APPROVAL OF MINUTES

September 2, 2025 Regular Meeting

MM: 2nd: Ayes: Nays:

REPORTS

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

R2025-255 - Authorizing a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b for the purpose of discussing matters related to: PBA contract negotiations pursuant to N.J.S.A. 10:4-12b(4); and potential litigation pursuant to N.J.S.A. 10:4-12b(7)

MM: 2nd: Ayes: Nays:

ADJOURNMENT

Motion to Adjourn: MM: 2nd:

R25-249

RESOLUTION FOR THE PAYMENT OF BILLS

9-6-25

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	\$ 275,571.49
	WATER/SEWER ACCT. 2025	\$ 36,940.66
	PAYROLL FUND BUDGET	\$ 850.00
	FEDERAL AND STATE GRANTS	\$ 4,808.01
	TRUST OTHER FUND	\$ 9,712.50

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

R25-250

RESOLUTION FOR THE PAYMENT OF BILLS

9-16-25

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	\$ 1,358,061.79
	WATER/SEWER ACCT. 2025	\$ 360,618.49
	GENERAL CAPITOL FUND	\$ 152,353.94
	FEDERAL AND STATE GRANTS	\$ 780.25
	TRUST OTHER FUND	\$ 350.00
	OPEN SPACE TRUST FUND	\$ 1,200.17
	DEVELOPER ESCROW	\$ 2,275.00

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

R25-251

RESOLUTION NO. 2025-

**RESOLUTION APPOINTING A MEMBER OF THE
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

Judith Scibetti

WHEREAS, the Borough has established a Community Emergency Response Team ("CERT") pursuant to Chapter 3, Article IV, § 3-78 of the Borough Code; and

WHEREAS, the mission of CERT is to provide volunteer services in the areas of natural and other disasters and issues of public safety under the direction of the Office of Emergency Management to supplement and assist police, fire, and EMS response to a disaster or those issues affecting public safety; and

WHEREAS, § 3-78.3 of the Borough Code provides that CERT volunteers shall be approved by the governing body upon recommendation of the Emergency Management Coordinator; and

WHEREAS, the Borough Emergency Management Coordinator has submitted a written recommendation approving the appointment of Judith Scibetti as a member of CERT; and

WHEREAS, the Mayor and Council of the Borough wish to approve and confirm this appointment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that Judith Scibetti is hereby appointed as a member of the Borough Community Emergency Response Team (CERT), effective immediately, pursuant to Chapter 3, Article IV, § 3-78 of the Borough Code.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Office of Emergency Management and placed on file with the Borough Clerk.

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 September 16, 2025.

Michele Clark, RMC
Borough Clerk

NEW#
R25-252

RESOLUTION NO. 2025-

**RESOLUTION AUTHORIZING EXECUTION OF
CHIEF OF POLICE EMPLOYMENT AGREEMENT**

WHEREAS, by way of Resolution No. 2024-318, Michael Ferm was appointed to serve as Chief of Police of the Borough of Keyport Police Department effective October 1, 2024, and has served in said capacity since that time; and

WHEREAS, the Borough has reached an Agreement with Chief Michael Ferm as to the terms and conditions of his employment.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute an Employment Agreement governing the terms and conditions of Chief Michael Ferm's employment as aforesaid.

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 the Regular Council Meeting held on September 16, 2025.

Michele Clark, RMC
Borough Clerk

New#
R25-253

RESOLUTION NO. 2025-

**RESOLUTION AUTHORIZING EXECUTION OF
CAPTAIN OF POLICE EMPLOYMENT AGREEMENT**

WHEREAS, by way of Resolution No. 2024-317, Joseph Rendina was appointed to serve as Captain of Police of the Borough of Keyport Police Department effective October 1, 2024, and has served in said capacity since that time; and

WHEREAS, the Borough has reached an Agreement with Captain Joseph Rendina as to the terms and conditions of his employment.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute an Employment Agreement governing the terms and conditions of Captain Joseph Rendina's employment as aforesaid.

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 the Regular Council Meeting held on September 16, 2025.

Michele Clark, RMC
Borough Clerk

NEW #
R25-254

RESOLUTION NO. 2025-

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES IN CONNECTION WITH THE MUNICIPAL BUILDING PARTIAL ROOF REPLACEMENT AND RELATED IMPROVEMENTS

WHEREAS, the Borough of Keyport (“Borough”) requires professional architectural and engineering services in connection with the Municipal Building partial roof replacement, thru-wall flashing installation, and selected Roof Top Unit(s) replacement (Nos. 1, 4, 5, 6, 8, and 12) at 70 West Front Street, Keyport, New Jersey; and

WHEREAS, the Borough received a revised proposal dated August 26, 2025, from Settembrino Architects to provide construction documents and construction administration services for the project; and

WHEREAS, the proposal includes preparation of schematic roof plans, cost estimates, project schedule, complete construction documents and specifications, administration of construction including quote review and recommendation, shop drawing and application for payment review, bi-weekly on-site project construction review, punchlist and closeout services, for a fixed fee of \$197,500 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, Settembrino Architects 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 _____.

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 Settembrino Architects, for professional architectural and engineering services in connection with the Municipal Building partial roof replacement, thru-wall flashing installation, and selected Roof Top Unit(s) replacement, for a fixed fee of \$197,500 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 September 16, 2025.

Michele Clark, RMC
Borough Clerk

RESOLUTION NO. 2025-

R25-255

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 authorizes the holding of an Executive Session, not open to the public, for certain specified purposes; and

WHEREAS, the Mayor and Council find it necessary to enter Executive Session to discuss: PBA contract negotiations pursuant to N.J.S.A. 10:4-12b(4;) and potential litigation pursuant to N.J.S.A. 10:4-12b(7);

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. An Executive Session closed to the public shall be held on September 16, 2025, at approximately 7:00 P.M. at Borough Hall, 70 West Front Street, Keyport, New Jersey, to discuss the matters set forth above.
2. It is anticipated the subject matter may be disclosed in approximately sixty (60) days, or upon resolution of the litigation or other matters discussed.
3. This Resolution shall 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 September 16, 2025.

Michele Clark, RMC
Borough Clerk